**Auditor’s Report to the Members of**

I have examined the books and records of …………………………………………………………………………..

For the year ended………………………………………………….and confirm that in my opinion:-

1. all income due to the group has been received

2. all expenditure has been incurred in the group’s objectives

3. where possible all expenditure is supported by external third party vouchers

4. any bank account is in the name of the group and that no money has been held in

Individual’s private accounts

5. any group bank account requires a minimum of two signatures to authorise any transaction and spouses / partners cannot sign together to operate the account

6. the accounts present a true and fair view of the group’s income and expenditure for the year and of its position at the year end

7. there are no matters which I believe I should bring to the attention of members of the group or to the Sheffield U3A Executive Committee

I confirm that I am not a member of the above group and that I am not a relation of the group’s co-ordinator or the group’s treasurer.

Signed…………………………………………………………. Date……………………………………..

Auditor’s name and address ( Please print in capital letters )

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