CHARTERED ACCOUNTANTS,
TAX & BUSINESS ADVISERS

Lamont Pridmore

SECRETARIAL SERVICES - CHARITY

The purpose of this schedule and the Standard Terms of Business is to set out the basis on which we are to act as accountants and advisors with regard to your secretarial affairs and to clarify our respective responsibilities in respect of that work.

1 Your responsibilities

1.1 A charity, other than an exempt or excepted charity, is required to file financial statements with the Charity Commission within 10 months of the year end. In addition, you need to submit online the annual return, for which you need to supply us with the following details:

(a) the charity's bank or building society details, if not already known;

(b) if required and not prepared by us, the charity's financial statements and trustees' annual report in PDF format;

(c) contact details, or any changes thereto;

(d) the names, dates of birth and contact details for each trustee, or changes thereto; and

(e) any other changes that need to be submitted to the Charity Commission, such as change of charity name or the merger with another charity.

2 Our responsibilities

2.1 We have agreed to submit online to the Charity Commission:

(a) the financial statements;

(b) the annual return; and

(c) update any other information which can be submitted online, provided that you keep us fully informed of any relevant changes or events which are required to be so notified within one week of the change or event.

2.2 We will, of course, be pleased to advise you on these and any other secretarial matters if requested.