



16 September 2014

**To the trustees of Calderdale Wellbeing**

**Please note that this letter is addressed to each member of your trustee board. I suggest that it is copied to each member and considered at your next meeting.**

Dear trustees,

Please print out a minimum of three copies of the accounts emailed to you.

Could you then arrange for each copy to be approved by the trustees, signed in black ink (on the trustees' annual report and the balance sheet pages) and then return all copies to me, I will then sign and return two copies to you. The signatures must be in black ink.

The Charity Commission prefers to have the accounts filed online and the pdf version of the accounts supplied to you will enable you to do this. Receipt is required at the Charity Commission no later than 10 months from the end date of your latest accounts. Please do not scan and pdf the signed accounts as this will create a file which is too big for filing.

Your accounts also need to be filed at Companies House no later than 9 months from the end date of your latest accounts but this must be done as a hard copy as companies limited by guarantee cannot file online.

I would like to thank Jonny and Ann for the records provided and responding to my queries during the course of my work.

**Collecting your files**

Your accounting records and files will be left in my box at Voluntary Action Calderdale on 17 September 2014.

**Observations and recommendations**

Enclosed is a sheet setting out my observations and recommendations. Please consider these and do not hesitate to contact me for further information or advice on any of the issues raised. WYCAS can provide training and support to help you make improvements so get in touch if you would like to take this up. Call us or visit our website (details at bottom right of this letter).

Yours sincerely

Helen Galvin – Community Accountant Calderdale