

THE CHARTERED INSTITUTION OF HIGHWAYS & TRANSPORTATION

BRANCH EXAMINER'S REPORT TO BE ATTACHED TO BRANCH ACCOUNTS

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF :-

SOUTHERN BRANCH

I report on the accounts of the branch for the year ended 31st December 2013 set out on pages 1 to 7.

The local committee are responsible for the preparation of the accounts; it is my responsibility to state whether certain matters have come to my attention on the basis of work done specified by the Institution.

My examination included a review of the accounting records, and a comparison of the accounts with those records. I also considered unusual items, and obtained explanations from the Branch Treasurer. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention to indicate anything other than that accounting records have been properly maintained, and that the accounts comply with the records. No matter requires particular attention in order to enable a proper understanding of the accounts.

Name MS KIM SLATER.....

Date 13 MAY 2014.....

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EXAMINATION FOR THE YEAR ENDED 31st December 2013

BRANCH EXAMINER FOR SOUTHERN BRANCH

<u>Step</u>	<u>Work to perform</u>	<u>Comment</u>
1	Review a copy of the local constitution, meeting minutes for the year, and accounting systems in place	✓
2	Review the accounting records and consider whether they are up to date, well organised, and contain sufficient detail in respect of all transactions	✓
3	Compare the accounts to the balances shown in there accounting records, and test check some postings	✓
4	Review cash books and bank reconciliations for the year, and enquire into any unusual items	✓
5	Compare the accounts with prior year, and any budgets, and inquire into any apparently unusual items, fluctuations or inconsistencies	✓
6	Ensure that the accounts comply with the minimum requirements of the last layout sent from 119 Britannia Walk	✓
7	If any enquiry is not satisfactorily resolved, investigate further by reference to third party evidence, such as invoices	✓
8	Confirm that there is no evidence of the branch operating outside the objectives of the Institution	✓
9	Are there any matters which require further explanation to enable a reader to gain a proper understanding of the accounts	NONE

Signed: Date: 13 MAY 2014

Any relevant Qualification:

Name and address

M.S. K.A. SLATER
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SOUTHAMPTON
HAMPSHIRE
SO19 7PS