

**Doc 4**

**Please reply to:**

Clerk to the Trustees:  
c/o 6 Guild Cottages  
Church Street  
Stratford-upon-Avon  
Warwickshire  
CV37 6HD  
T: 01789 293749  
E: [clerk@municipal-charities.org.uk](mailto:clerk@municipal-charities.org.uk)

20 June 2019

Murphy Salisbury Limited  
15 Warwick Road  
Stratford upon Avon  
Warwickshire  
CV37 6YW

Dear Sirs,

We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, inspection of evidence) sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your audit of the charity's financial statements for the period ended 31 December 2018.

- (a) We acknowledge as trustees our responsibilities under the Charities Act 2011 for preparing financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your audit and all the transactions and related information, including minutes of all trustees, management and members' meetings, have been made available to you.
- (b) We believe that the financial statements of the charity should be prepared on a going concern basis on the grounds that the current and future sources of funding or support will be more than adequate for the charity's needs. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.
- (c) We are not aware of any irregularities, including fraud, involving management or employees of the charity, nor are we aware of any breaches, or possible breaches of statute, regulations, contracts or agreements. No allegations of such irregularities, including fraud, have come to our notice.
- (d) The charity has not had, or entered into, at any time during the period any arrangement, transaction or agreement to provide credit facilities (including loans, quasi loans, or credit transactions) for trustees or to guarantee or provide security for such matters.

.../...

Charities administered by the Trustees

The charities listed below are administered under the title of Municipal Charities Registration No. 214958 by a Uniting Direction granted under Section 96 (6) of the Charities Act 1993 on 28 April 2005 by the Charity Commissioners.

Almshouses Charity, Stratford-upon-Avon Charity for Almspeople, Charity of William Tyler, Stratford-upon-Avon Relief in Need Charity, Mary Newlands Almshouse Charity, The Emily Payne and Elizabeth Saunders Homes and John Roberts Almshouses.

The Homes England Registration No. for all the Charities is A2785

- (e) There have been no significant transactions with related parties other than those detailed in the financial statements. We have made available to you all relevant information concerning such transactions and we are not aware of any such matters required to be disclosed in order to comply with the requirements of the Charities Act 2011 or accounting standards.
- (f) There have been no events since the balance sheet date which necessitate revision of the figures included in the financial statements or the inclusion of a note thereto. Should further material events occur, which may necessitate revision of the figures included in the financial statements or the inclusion of a note thereto, we will advise you accordingly.
- (g) We are not aware of any matters of material significance which should be reported to the Charity Commission.

As minuted by the Board of Trustees at its meeting on..... ..

\_\_\_\_\_  
Chairman of Trustees

\_\_\_\_\_  
Trustee

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