

**Maidenhead Neighbourhood Forum**  
**Accounts April 1<sup>st</sup> 2024 – 31<sup>st</sup> March 2025**

**Officers:**

Andrew Ingram and Ian Rose (Co-Chairs)

Sue Ingram (Secretary)

Nicola Stingelin (Treasurer)

**Accounts prepared by:**

Nicola Stingelin, Treasurer

Address: 6, Swanbrook Court, Bridge Avenue, Maidenhead SL6 1YZ

**Independent Examiner's Report**

I have reviewed the accounting records of the Maidenhead Neighbourhood Forum as presented to me by its officers and sought explanation for any unusual items or disclosures. No matter has come to my attention which gives me reason to believe that a requirement to present accurate accounts has not been met or to which, in my opinion, attention should be drawn in order to reach a proper understanding of the accounts.

The procedures I have undertaken do not, however, provide all the evidence that would be required in an audit and consequently no opinion is given as to whether these accounts present a "true and fair view" of the affairs of the Maidenhead Neighbourhood Forum.

Mark Loader, ACMA

Address: 1 Sherborne Court, Ludlow Road, Maidenhead, Berkshire, SL6 2RS.

**Approved**

The accounts to be approved at an Annual General Meeting to take place on 18<sup>th</sup> June, 2025.

Sue Ingram, Secretary

Address: Ashbury House, Boyndon Road, Maidenhead SL6 4EU.

**Summary**

Maidenhead Neighbourhood Forum (MNF) is an unincorporated body, established to create a Neighbourhood Plan for the seven unparished wards of Maidenhead. MNF was formally designated by the Royal Borough of Windsor and Maidenhead in January 2023 and authorised to prepare a Neighbourhood Plan. Funding for the establishment of Neighbourhood Plans comes from a central government grant awarded via its agent Groundwork UK on behalf of Locality.

A requirement to only issue grants via an incorporated body led MNF to enter an agreement with an established local charitable body - Maidenhead Waterways Restoration Group (FoMW), a Company Limited by Guarantee No. 06166868 and a Registered Charity No. 1119150 whereby FoMW acts as 'accountable body', holding and administering grant funding awarded to MNF.

MNF's application for funding for 2024-2025 was once again successful; the grant was received on 19<sup>th</sup> August 2024. Grant funding awarded to MNF in the year was again managed on MNF's behalf by FoMW, as required by Groundwork UK, but in accordance with MNF's confirmed requests. These accounts are prepared on a cash basis and treat all expenditure by FoMW on behalf of MNF as if it had been incurred directly by MNF. The process of agreeing that a cost can be incurred and controlling the validity of invoices received (prior to passing to FoMW for payment) is governed by a Maidenhead Neighbourhood Forum - Financial Affairs Standard Operating Procedure that was adopted during the 2023-2024 financial year.

A key condition of grant award is that all unused funding must be returned to Groundwork UK after the end of the financial year (31<sup>st</sup> March 2025). This has been done as reflected in the statement below of Income & Expenditure for year ended 31st March 2025

<b>Maidenhead Neighbourhood Forum</b>			
<b><u>Income &amp; Expenditure for year ended 31st March 2025</u></b>			
		<b><u>2024/2025</u></b>	<b><u>2023/2024</u></b>
<b>Income</b>	Grant from Groundworks UK	£5,150.00	£9,997.00
<b><u>Total Income</u></b>		<b><u>£5150.00</u></b>	<b><u>£9997.00</u></b>
<b>Expenditure</b>	Operating expenses for the year ended 31 <sup>st</sup> March 2025	£4,483.76	£7,678.63
	Unused grant returned to Groundwork UK	666.24	£2,318.37
<b><u>Total Expenditure</u></b>		<b><u>£5150.00</u></b>	<b><u>£9,997.00</u></b>
	Excess of Income over Expenditure	£0.00	£0.00
<b><u>Balance sheet as at 31 March 2025</u></b>			
Reserves opening balance		£10.00	£10.00
<b>Reserves closing balance</b>		<b>£10.00</b>	<b>£10.00</b>

## Notes to the accounts

### Grant

The 2024/25 Locality grant awarded via Groundwork UK was £5,150.00 received on behalf of MNF by FoMW on 19<sup>th</sup> August 2024 acting in its role as 'accountable body',

### Other Income

None

### Actual Spend

Operating expenses to 31<sup>st</sup> March 2025 totalled £ 4,483.76 (as detailed below).

The unused funding returned via FoMW to Groundwork UK was accordingly £666.24.

### Repayment

The unspent grant of £ 666.24 was repaid to Groundwork UK by FoMW on 22<sup>nd</sup> April 2025.

Groundwork acknowledged receipt and confirmed that MNF's financial obligations for 2024-2025 have been fulfilled.

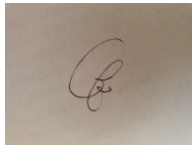
### Operating Expenses for the Year Ended 31<sup>st</sup> March 2025

Amount	Payee	Grant Item Description
£ 25.00	Fun Day stall hire	Fun day public communication
£ 54.00	Ian Rose	Leaflet printing
£321.24	D M Cager (Insurance brokers)	Public liability eInsurance
£240.17	Andrew Ingram	MailChimp MNF dedicated email management service
£150.00	Michael Jarvis	Heritage consent letter printing
£300.00	Andrew Ingram	Roller banner updates (public communication)
£134.00	Ian Rose	Leaflet printing
£70.00	Georgina Henshall	Roller banner updates (banners used to communicate with public)
£2,639.70	Bioregional Development	Draft climate policy evidence base for net zero
£300.00	Bayliss Community Media	Advertising Reg 14 consultation
£45.00	Mark Osborn	MailChimp email management service repair
£10.00	Ian Rose	Printer ink
£52.49	Ian Rose	Printer ink
£14.00	Richard Davenport	Heritage consent issues
£85.20	Printique Ltd	Leaflet Printing
£17.96	Susan Ingram	Leaflet Printing
£25.00	Fun Day stall hire	Fun day public communication
<u>£4,483.76</u>		

All costs incurred by MNF in the year were pre-agreed by the Management Committee in accordance with a Financial Affairs Standard Operating Procedure. Control of MNF's expenditure is also governed by FoMW's control and banking procedures. Under these, where a member of the Management Committee has personally incurred pre agreed costs or contracted for supply of services on behalf of MNF, the evidenced actual costs are reimbursed via FoMW acting as Accountable body. The listed payees Andrew Ingram, Andy Woodcock, Ian Rose, Richard Davenport and Michael Jarvis are all member of MNF's Management Committee (or were a member at the time of the transaction) .

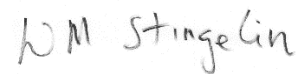
**Signed:**

Chairperson

A square image showing a handwritten signature in dark ink on a light-colored background. The signature is stylized and appears to be a single letter 'C' with a loop.

Date: June 2025

Treasurer

A handwritten signature in dark ink that reads "HM Stinglein".

Date: 1<sup>st</sup> June 2025