

08 August 2025

To whom it may concern,

Re: Late Submission to the Charity Commission

I am writing on behalf of CDA Herts to provide context regarding a previous late submission of our accounts to the Charity Commission, which may appear during routine due diligence checks.

The delay related to the reporting year ending March 2023 and was primarily due to an authorisation issue on the Charity Commission website, which prevented timely submission despite our best efforts. I can provide evidence of an email chain between us and the Charity Commission at this time. It's important to note that our financial returns were submitted on time to Companies House, and the delay was administrative rather than financial.

This technical issue coincided with a period of staff and trustee transition, alongside continued recovery from the wider operational pressures of the COVID-19 pandemic. These combined factors affected our capacity to quickly resolve the issue and complete the Charity Commission submission within the appropriate timeframe.

We would like to reassure funders that:

- There were no concerns regarding the accuracy or integrity of our financial reporting;
- Our accounts were independently examined in line with statutory requirements;
- We are currently fully compliant with Charity Commission regulations.

Since then, we have strengthened our internal processes, including:

- Enhanced governance, especially around leavers.
- Earlier scheduling of trustee sign-off for financial reports;

We remain committed to the highest standards of governance and transparency. Should you require any further information or clarification, please don't hesitate to get in touch.

Yours faithfully,



Kevin Poulton
Chief Executive