



**Report and Financial Statements**

Year ending 30<sup>th</sup> June 2023



**Contents**

**Page**

Officers and Professional Advisers	1
Trustees' Report	2
Independent Examiner's Report	11
Statement of Financial Activities Report	13

## **Officers and Professional Advisers**

### **TRUSTEES AND OFFICERS**

Chelsea Crathern – Chair  
Ala ElKour – Treasurer  
Gemma Mole – Secretary  
Florence Arewa – Charity Selection / School Requests  
Alicia Faith – Events Co-ordinator  
Sophie Clary - Events Co-ordinator

Andrew Coates (Prior Chair Resigned – 6 July 2023)  
Andrew-John Dittrich (Prior Treasurer Resigned – 15 Sept 2023)  
Conne Cherrett (Prior Secretary Resigned – 9 January 2023)  
Caroline Mulley (Prior Secretary Resigned – 15 Sept 2023)  
Neil Parker (Resigned - 30 June 2023)  
Hannah Gee (Resigned 27 September 2022)  
Anna Rycroft (Resigned - 30 June 2023)  
Charlotte Murray (Resigned 7 July 2022)

### **BANKERS**

Barclays Bank PLC  
1 Churchill Place  
Canary Wharf  
London, E14 5HP, U.K.

### **ACCOUNTANT**

Crowe U.K. LLP  
Riverside House  
40-46 High Street  
Maidstone  
Kent, ME14 1JH, U.K.

### **PAYMENTS PROVIDERS**

Stripe Payments Europe, Limited (through PTA Membership)  
The One Building, 1 Grand Canal Street Lower  
Dublin 2, Co. Dublin, IRELAND

SumUp Payments Limited  
16-20 Shorts Gardens  
London, WC2H 9US, U.K.

### **REGISTERED OFFICE**

Holmewood House School  
Barrow Lane  
Langton Green  
Royal Tunbridge Wells  
Kent, TN3 0EB, U.K.

## **Trustees Report**

The Trustees present their annual report (including the Strategic Review) on the affairs of the Friends of Holmewood (the Charity), together with the financial statements for the year ended 30 June 2023. Legally this year an Independent Examiner's report is required as the Gross Income from operations was £88,636 as required by the Charities Commission. Independent audits are required when Gross Revenue exceeds £25,000.

Irrespective it is a condition of the insurance provided by the PTA-UK membership. PTA-UK requires all associations to have their accounts independently examined. This is a stipulation of the PTA-UK subscription linked insurance for cover against fraud or dishonesty by a Treasurer or another committee member/trustee.

### **Strategic Review**

#### *Introduction*

Activities and fundraising in the year ending 30th June 2023 (from 1st July 2022) was the first time that the new post COVID committee managed to get their feet under the table and hold a full array of events for the School Community including a Summer Ball the last of which was held some 4 years earlier. Whilst a full-scale Winter Fair was unable to take place in December 2022 it is planned to hold one in December 2023. The logistics of holding two major events in one year was simply unattainable.

Again, the Committee members were immensely grateful to the academic and support staff in school for enabling various activities to take place. The amount of logistics, planning and co-ordination should not be underestimated.

The Committee Members all owe themselves a round of applause as the amount of time and effort in organizing these events for the benefit of the whole school community is no small feat. The Committee will always welcome additional help and support and any parent, staff member or alumni willing to assist / volunteer should contact one of the committee members. Additional help is always appreciated. We would like to thank all those volunteers who helped this past year in putting on all these events and activities.

During the course of the year the following events and activities were held:

- Family Fun Day – 11<sup>th</sup> September 2022
- Fireworks Night – 3<sup>rd</sup> November 2022
- Christmas Pop Up Fair – 8<sup>th</sup> December 2022
- Christmas Design Activity – November/December 2022
- Back to School Quiz Night – 10th March 2023
- Easter Trail – 24<sup>th</sup> March 2023
- Summer Ball – 17<sup>th</sup> June 2023

## **Trustees Report**

### ***Family Fun Day***

One of the most beneficial aspects of Holmewood House School is the fact the school has over 30 acres of beautiful grounds. The Family Fun Day was hosted on the South Lawn on the first Sunday after school started for the Autumn term.

Whilst in some years this event has traditionally been held at the end of the Summer term, one benefit of holding it at the start of the school year was that we were able to be joined by all the NOVI parents and children as well – giving them a great welcome into the school community. In addition the weather stayed dry despite all the rain earlier in the week.

We had the usual array of inflatables, the Giant Zorbs and the ever popular Nerf Blasters. In addition, for the younger crowd, we also had a magician. Food was provided by a number of guest caterers.

### ***Fireworks Night***

In November a much darker and colder South Lawn played host to the usual fantastic fireworks night. We had full attendance for an amazing whizz-bang display coupled with the Friends staffing a Bar serving mulled wine and other refreshments. Food was provided by a number of guest caterers. Children were also catered for with popcorn and environmentally friendly LED light sticks. It was great to see the excitement and wonder of the children attending.

### ***Christmas Pop Up Fair***

This was a charming event, an opportunity to shop small and support local providers and families. Almost all the stalls were run by Holmewood families, something we are very proud of. The new Holmewood Cafe was filled with so many fun festive treats and provided a perfect backdrop for the event. The Cafe was sparkling with Christmas decorations by Sveta, 3D letter bricks and key rings by Made Happy, delicious luxury chocolate by Mimi Coco, a gorgeous womenswear boutique for all your Christmas outfits by Love & Luxe, your Christmas pantry was sorted by Larratt & Co, stunning cards from Hello Geronimo, beautiful children's gifts by Sida Says, sustainable stylish bags by Hermosa London, and jewellery sourced and sold by some Year 7 pupils. In addition the Friends sold raffle tickets to win hampers, all generously filled by parents.

### ***Christmas Design Activity - Cards and Gifts***

The annual project where children create Christmas designs which are used to produce cards, tags, wrapping paper, mugs and tea towels was once again run. This activity raises a modest amount of money, but its primary benefit is to allow the children to create wonderful items that their families and friends can enjoy and keep as mementos.

## **Trustees Report**

### ***Back to School Quiz Night***

The hugely successful Back to School Quiz Night was a big hit with maximum turnout. The Theatre was filled up with tables and teams. Mrs Napleton and her expert team of waiting staff looked after the guests so well. Food was provided by the school and the Friends ran a bar on the night. The Quiz team names, and the school uniform efforts were fantastic, and those involved were treated to some interesting performances not to mention a round of charades! Congratulations to the winning team Artificial Intelligence, and to Whizz Kids, for scooping the ultimate prize of a Wooden Spoon.

### ***Easter Activities***

Thanks to some careful planning the annual Easter Hunt took place. This morning saw the battle of the Holmewood Bunnies: one, a nefarious imposter and the other, the true Easter Bunny. A loud cry of, "Protect Mr O'Riordan at all costs!" rang out as the Easter Bunny gave chase through the Mansion House but we can confirm that no teachers were harmed.

Rallied by the support of the excitable students and undeterred by the dastardly tactics of her challenger, the Easter Bunny came out on top and chased the pretender off her turf! Battle won, calm was restored and the Easter trails commenced on the south lawn. Meanwhile, down in Pre-Prep, a myriad of activities were underway and the Easter Bunny was made most welcome. Special requests for international egg deliveries over the holidays have been received, beautiful Easter drawings will be treasured forever and the Easter Bunny may well be back in the future.

### ***Summer Ball***

The pinnacle of the year was being able to host a major Summer Ball for the first time post COVID. Thank you to all parents for supporting the Summer Ball and joining us for a fantastic evening. We were overwhelmed with your support and generosity, and we have loved hearing all your wonderful comments about how well run the event was.

The evening started with cocktails on the lawn followed by a fully catered dinner. A bar was provided catering for all tastes. Heads and Tails was played along with much raucous bidding for the live auction compered by the event management company. The evening was followed by dancing to the early hours.

Thank you also to all the staff, parents and businesses that helped us with many hours of their time, and for allowing us to create such an amazing list of items for the raffle and auction.

## **Trustees Report**

### ***Our Supported Charity***

Nova Children's Project, based in Southborough, is a specialist short breaks service for children and young people who have moderate to severe learning disabilities. They believe no child should miss out on accessing activities and experiences due to their disability and the children have fun, socialise and develop their independence in a safe and friendly environment, whilst giving parents a much-needed break.

Given the lack of events and the inability to raise money for our chosen charity Nova over the pandemic, the Committee unanimously agreed to extend the usual two-year partnership till 30 June 2023, in order that we will be able to donate a comparable amount of money to previous charities. After this date it is planned that the children will choose a new local Charity to support starting with events held in September 2023 onwards.

### **Structure, Governance, Management and Decision-Making**

The Friends of Holmewood Charity, a public benefit entity, is an unincorporated association established under the Model Constitution for Parent Teacher Associations in England and Wales as a Friends Association . There are currently 6 Trustees who are also members of the Charity. The Charity registered as a charity with the Charity Commission on 13 September 2016, registered number 1169151. The principal office is at: Holmewood House School, Barrow Lane, Langton Green, Royal Tunbridge Wells, Kent, TN3 0EB.

The Charity is governed and managed by a trustee committee who are elected annually by the members at the Annual General Meeting.

The Charity is run directly by the Trustees, supported by a number of volunteers with a day-to-day involvement in its events and activities. The Trustees consider the Charity small enough for this to be the most effective method of governance.

The Trustees are hugely grateful to all of the volunteers who help amongst other things by staffing stalls and providing assistance in helping the Charity achieve its objectives.

### **Charitable Purpose and the Public Benefit**

The Charity's principal objective is to advance the education of the pupils at Holmewood House School by:

- Developing effective relationships between the staff, parents and others associated with the school; and
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Following the commitment of the prior Friends of Holmewood Committee and Trustees the Charity funded roughly 50% of the Pond Project that was regenerated on the school site and now serves as an outdoor learning site.

## **Trustees Report**

The Pond was opened on Tuesday 20<sup>th</sup> September 2022 by Dr. John Feltwell, a Chartered Biologist and Environmentalist & Mrs O'Sullivan, the Head, accompanied by Andrew Coates and Andrew-John Dittrich to represent the Friends of Holmewood.

The platform will enable pond dipping and other science-based exploratory lessons to take place, as well as cross curricular links to many other subjects such as geography, art, my heart my mind my world and many others. There has been much written about the benefits of learning outside both from an academic and well being perspective. Studies show that a curriculum offering lessons on biodiversity, for example, can improve the psychological mood of the children and therefore improve performance in other areas too (Harvey et al).

A total of £40,000 was provided from prior retained earnings and the profits (75%) of the activities held during the course of the current fiscal year to support the children's education.

In addition, the Trustees have regard to the guidance issued by the Charity Commission on public benefit. The Charity further discharges its public benefit obligations by making grants to other charities.

In the period ended 30 June 2023, the Trustees formalised the process through which other charities are supported by extending the collaboration with the charity nominated by the Charity's members, Nova Children's Project, by an additional year till 30 June 2023.

During this period, Nova Children's Project received 25% of the net profit arising from fund-raising events.

For the year ending 30 June 2023, this amounted to a total of £2,546<sup>1</sup>.

## **Fundraising Regulations**

The Charity carries out its fundraising in a fair and responsible way and ensures that funds raised are spent effectively to bring maximum benefit to the pupils. The Charity strives to ensure that its fundraising activities are conducted to the highest level of quality and safety. The approach is donor focused and designed to ensure that donors enjoy and benefit from their engagement with the Charity.

Whilst the Charity strives to perform to the highest standards in everything it does, it is possible that it may not always succeed in meeting these standards. Should a complaint be received, it will be fully investigated, and efforts will be made to correct any shortcomings highlighted. The Charity received no complaints during the year under review. The Trustees recognise the importance of the reputation of the Charity in maintaining the trust and confidence of its donors and this principle sits at the heart of all fundraising activities.

## **Accountants**

During the course of the year the previously approved accounting firm known as the "Charity Accountant" based in Sevenoaks gave notice that they would be unable to continue producing the Charities accounts due to a change in their business model. As a

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<sup>1</sup> Note: Final Donation to Nova from profits of the Summer Ball will appear in next year's accounts of c. £3,245.66.

## **Trustees Report**

result of this Friends of Holmewood sought new quotes to produce the accounts for the end of 30 June 2023 and has appointed Crowe UK, L.L.P.

As allowed by the Charities Commission Accounting procedures, the Charity has moved to a more simplified set of accounting standards recording receipts and payments rather than on a more complicated accrual basis which is only required for Charities with a revenue stream of more than £250,000 per annum.

Receipts and payments accounts contain a statement summarising all money received and paid out by the charity in the financial year, and a statement giving details of its assets and liabilities at the end of the year. This keeps accounting costs to a reduced amount.

### **Financial Performance**

Net income for the year ended 30 June 2023 amounted to £15,468 (prior year ended 30 June 2022: £5,778).

Key revenue activities during the year were as follows:

- Family Fun Day – £8,066 (prior year ended 30 June 2022: £7,630)
- Fireworks Night – £10,043 (prior year ended 30 June 2022: £7,512)
- Christmas Pop Up Fair – £565 (prior year ended 30 June 2022: £Nil – Event not held)
- Christmas Design Activity – £1,031 (prior year ended 30 June 2022: £3,344)
- Back to School Quiz Night – £1,926 (prior year ended 30 June 2022: £Nil – Event not held)
- Summer Ball – £66,780 (prior year ended 30 June 2022: £Nil – Event not held)

### **Fundraising Portals**

FOH had previously signed up for AmazonSmile and EasyFundraising which generated donations as follows this fiscal year:

- Amazon Smile: £105
- EasyFundraising: £120

Unfortunately Amazon Smile have terminated their program and all donations ceased in c. February 2023. However, EasyFundraising continues to exist and all parents, staff and alumni are encouraged to register at: <https://www.easyfundraising.org.uk/> and to nominate Friend of Holmewood as their preferred charity for receipt of donations.

There are over 6,000 stores that support Easyfundraising. All the big box stores are listed like John Lewis, eBay, Argos, Boots, Boden, AO, Currys etc. Their categories cover Business, Electrical, Entertainment, Fashion/Beauty, Finance, Home & Garden, Insurance, Mobiles, Travel and Utilities. Every purchase at a online store will generate a rebate to the Friends of Holmewood.

## **Trustees Report**

### **Reserve Policy**

The Charity had Cash Reserves at 30 June 2023 of £18,488 (prior year ended 30 June 2022: £43,020). The decrease in cash reserves is primarily due to the funding of the Pond Project of £40,000 during the year.

In reviewing its reserves requirement, the Trustees maintain that the Charity needs to hold reserves of c. £10,000 to ensure that it has enough liquidity to pay deposits for events and to maintain a buffer should significant losses be incurred through the cancellation of a major event for which insurance is unavailable, for example, as a result of adverse weather.

### **Contingent Liability**

As per last year it should be noted a sum of £3,610 was received on 11 June 2020 into the Friends Stripe Bank Account Balance used by the PTA portal for ticketing as a result of a transfer supposedly from the Charities Barclays Bank Account Balance for which no corresponding debit is evident. As a matter of prudence and on the basis of accounting advice it is likely the Friends owe this sum of money back to either Stripe or Barclays Bank and it remains a potential contingent liability. The prior Treasurer was unable to ascertain what had transpired and further follow up by the current Treasurer has resulted in not further progress with neither organization raising any concern.

### **Going Concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

### **Principal Risks and Uncertainties**

The Trustees have a risk management strategy which comprises an annual review of the principal risks and uncertainties that the Charity faces and the establishment of policies, systems and procedures to mitigate these risks.

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems and procedures are in place to mitigate their exposure to the major risks. All risks are considered by the Trustees on a regular basis and efforts are made to mitigate any risks, where possible.

### **Compliance with the Charity Governance Code**

The Trustees are aware of the requirements of the Charity Governance Code and ensure the charitable operations comply with this code.

## Trustees Report

### Trustees

Trustees are recruited from the members of the Charity based upon a regular skills audit of the committee. All Trustees were appointed to the committee by members, at the Annual General Meeting, which was held in person and via remote dial-in, on 10<sup>th</sup> March 2023. Since that time Trustees have either resigned or new Trustees co-opted on by the existing Committee which will be ratified at the next AGM.

The dates of appointment and resignation as charity Trustees were:

<b>Trustee</b>	<b>Office (if any)</b>	<b>Date appointed</b>	<b>Date resigned</b>
Andrew Coates	Chair	28 January 2022	6 July 2023
Chelesea Crathern	Chair (prior Trustee)	2 December 2022	
Andrew-John Dittrich	Treasurer	28 January 2022	15 September 2023
Ala Elkour	Treasurer	15 September 2023	
Connie Cherrett	Secretary	11 March 2022	9 January 2023
Caroline Mulley	Secretary	9 January 2023	15 September 2023
Gemma Mole	Secretary & Trustee	20 October 2023	
Neil Parker	Trustee	28 January 2022	30 June 2023
Hannah Gee	Trustee	10 September 2018	27 September 2022
Charlotte Murray	Trustee	11 October 2019	7 July 2022
Anna Rycroft	Trustee	3 November 2020	30 June 2023
Sophie Clary	Trustee	28 January 2022	
Alicia Faith	Events	7 October 2022	
Florence Arewa	Charity Selection & Trustee	10 March 2022	

All new Trustees receive a briefing to acquaint them with the charity and its aims and activities, management and governance and what is expected of them under charity law. Additionally, new Trustees are invited to meet with other Trustees to learn more about their role and about the charity's activities.

The 2023 AGM is scheduled for **Wednesday 20th March 2024**.

## **Trustees Report**

The Trustee's Report, including the Strategic Review, was approved by the Trustees and signed on their behalf by:

**Chelsea Crathern**

Chair

*19 March 2024*



**Independent examiner's report on the  
accounts**

**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** Friends of Holmewood

**On accounts for the year  
ended** 30 June 2023 **Charity no  
(if any)** 1169151

**Set out on pages** 1-2  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30<sup>th</sup> June 2023**.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**  **Date:** 19<sup>th</sup> March 2024

**Name:** Catherine Hyams

**Relevant professional  
qualification(s) or body  
(if any):** Chartered Accountant, Institute of Chartered Accountants of Scotland

**Address:** Broomlands, Broom Lane, Langton Gree, Tunbridge Wells

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Not applicable.

## Friends of Holmewood

### Receipts and payments accounts For the year ended 30 June 2023

	30/06/2023			30/06/2022		
	Unrestricted funds £	Designated funds £	Total funds £	Unrestricted funds £	Designated funds £	Total funds £
<b>Receipts</b>						
Christmas Gifts / Designs	1,031	-	1,031	3,344	-	3,344
Christmas fair	565	-	565	-	-	-
Tea Towel Designs				405	-	405
Amazon Smile	105	-	105	13	-	13
Donations						
EasyFundraising	120	-	120	56	-	56
Donations						
Summer ball	66,780	-	66,780	-	-	-
Quiz night	1,926	-	1,926	-	-	-
Family Fun Day	8,066	-	8,066	7,630	-	7,630
Fireworks Night	10,043	-	10,043	7,512	-	7,512
<b>Total receipts</b>	<b>88,636</b>	<b>-</b>	<b>88,636</b>	<b>18,959</b>	<b>-</b>	<b>18,959</b>
<b>Payments</b>						
Accountancy	420	-	420	420	-	420
Christmas cards and tea towels				986	-	986
Christmas fair	329	-	329			
Bank and finance charges	3,152	-	3,152	508	-	508
Christmas designs				2,472	-	2,472
Summer ball	50,766	-	50,766			
Family Fun Day	6,628	-	6,628	3,509	-	3,509
Fireworks Night	7,426	-	7,426	5,158	-	5,158
PTA events fee	360	-	360	-	-	-
Quiz night	1,220	-	1,220	-	-	-
Easter Egg Hunt	181	-	181	-	-	-
Charitable donation	2,546	-	2,546	-	-	-
Pond project	-	40,000	40,000	-	-	-
Membership fees	140	-	140	128	-	128
<b>Total payments</b>	<b>73,168</b>	<b>40,000</b>	<b>113,168</b>	<b>13,181</b>	<b>-</b>	<b>13,181</b>
Net receipts/ (payments) before transfers	15,468	(40,000)	(24,532)	5,778	-	5,778
Transfers between funds	-	-	-	(40,000)	40,000	-
Net receipts/ (payments)	15,468	(40,000)	(24,532)	(34,222)	40,000	5,778
Cash funds brought forward	3,020	40,000	43,020	37,242	-	37,242
Cash funds carried forward	<b>18,488</b>	<b>-</b>	<b>18,488</b>	<b>3,020</b>	<b>40,000</b>	<b>43,020</b>

## Friends of Holmewood

### Statement of assets and liabilities At the end of the period 30 June 2023

Details	£
Cash at bank and on hand	18,488
<b>Creditors</b>	
Accruals	780

#### Contingent liabilities

Stripe credited £3,610 on 11.06.2020, the source of which is unclear. Stripe has not requested repayment to date. The trustees are unclear if this was due to an error in which case this amount will be repayable to Stripe in the future.

The financial statements comprising of the Receipts and Payments Summary and Statement of Assets and Liabilities were approved and authorised for issue by the Board on the **19<sup>th</sup> March 2024**.

Signed on behalf of the Board of Trustees

Signature  

Name: Ala ElKour / Andrew-John Dittrich

Date 20/3/24 19/ MARCH/2024