



Report and Financial Statements

Year ending 30th June 2022



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Officers and Professional Advisers

TRUSTEES AND OFFICERS

Andrew Coates – Chair
Andrew-John Dittrich – Treasurer
Connie Cherrett – Secretary (Resigned 9 Jan 2023)
Neil Parker
Hannah Gee (Resigned 27 September 2022)
Anna Rycroft
Charlotte Murray (Resigned 7 July 2022)
Sophie Cleary

BANKERS

Barclays Bank PLC
1 Churchill Place
Canary Wharf
London
E14 5HP

*PayPal (Europe) S.à.r.l et Cie,
S.C.A.
22-24 Boulevard Royal
L-2449 Luxembourg*

ACCOUNTANT

Shruti Soni Ltd
117A St Johns Hill
Sevenoaks
TN13 3PE

REGISTERED OFFICE

Holmewood House School
Barrow Lane
Langton Green
Royal Tunbridge Wells
Kent
TN3 0EB

Friends of Holmewood

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 2022. Legally this year an Independent Examiner's report was not required as the Gross Income from operations was under £25,000.00 as required by the Charities Commission. However we have undertaken one as 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 2022 were curtailed by a mixture of COVID-19 restrictions and the majority of the previous committee passing the baton on to new members. Fortunately a number of the annual events such as Fireworks Night and Family Fun Day could take place, although the Christmas Fair will only return next year in December 2023.

Again, the Committee members were immensely grateful to the academic and support staff in school for enabling various activities to take place.

Family Fun Festival

The beautiful South Lawn played host to the Family Fun Festival in September. Whilst in previous years this event was traditionally 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.

There was every kind of inflatable, bouncy-thing that you can imagine - for anyone from 3 years old to mums, dads, grandmas and grandpas who haven't forgotten how much fun they are. Everyone was also able to try their hand at Nerf blasters, perfect their Jousting, saunter round the Assault Course, play to the crowds in the Gladiator Duel, become the Last Man Standing, roll around in a giant Zorb, perfect skills in Dartboard Football or play Human Table Football with pals.

It was great to see such a fantastic turnout and the day was great fun.

Fireworks Night

And then in November a much darker and colder South Lawn played host to a fantastic fireworks night. We had full attendance for an amazing whizz-bang display coupled with super food and warming mulled wine.

It was great to see the excitement and wonder of so many who joined us – having not been able to run the event last year due to the pandemic.

Christmas Cards and Gifts

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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 by Charmaine Crossley and Philippa Wheatley. 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.

Easter Activities

Thanks to some careful planning by Catherine Duncumb and support by staff, it was a great pleasure to be able to put on the annual Easter Trails for the children throughout the school.

Our 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 to three years, in order that we will be able to donate a comparable amount of money to previous charities.

Structure, Governance, Management and Decision-Making

The 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 eight 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 Head Teacher of Holmewood House School is an ex-officio member of the committee.

The Charity is run directly by the Trustees, supported by a number of volunteers with a day-to-day involvement in its 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 at the Charity's fund-raising events 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

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- Engaging in activities or providing facilities or equipment, which support the school and advance the education of the pupils.

The Trustees have had 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 2022, 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. During this period, Nova Children's Project will receive 25% of the net profit arising from fund-raising events, along with some specific cash collections and donations held at these events. For the year ending 30 June 2022, this amounted to a total of £Nil. As no funds were paid over during the fiscal year, from the few events undertaken, a sum of 25% of the profits shows as a Creditor for a total of £1,250.00 to be paid in next fiscal year.

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.

Activities, Achievements, Performance and Reserves Policy

During the Year a "Request for Proposal / Quotes" was conducted to obtain and appoint a new Charity Accountant which took place. On the advice of the Accountant, and 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.

This is the simpler of the 2 methods of accounts preparation and may only be used where a non-company charity has a gross income of £250,000 or less during the financial year. 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.

Net income for the year ended 30 June 2022 amounted to £5,778 (year ended 30 June 2021: net income -£7,519 - after re-statement on receipts and payments basis). Full details of the Charity's activities and achievements can be found in the Strategic Review.

Key revenue activities during the year were impacted by COVID and the new Committee members getting up to speed but were:

- Christmas Designs: £3,344

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- Tea Towel Designs: £405 (most revenue in prior year – these were late purchases)
- Family Fun Day: £7,630
- Fireworks Night: £7,510

In addition, during the year FOH signed up for AmazonSmile and EasyFundraising which generated donations as follows:

- Amazon Smile: £13
- EasyFundraising: £56

The Charity had Cash Reserves at 30 June 2022 of £43,020 (30 June 2021: £37,242). In reviewing its reserves requirement, the Trustees maintain that the Charity needs to hold reserves of £10,000 to ensure that it has enough resources to maintain its support of Holmewood House School and its other nominated charity, in line with its charitable objectives 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.

However with the upcoming commitments (£40,000) in the next fiscal to fund the Pond Project and paying the selected Charity NOVA for the entire year (£1,250) it is likely that funds will decrease below this level. In addition 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.

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.

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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 28th January 2022. The dates of appointment and resignation as charity Trustees were:

Trustee	Office (if any)	Date appointed	Date resigned
Andrew Coates	Chair	28 January 2022	
Andrew-John Dittrich	Treasurer	28 January 2022	
Connie Cherrett	Secretary	11 March 2022	
Neil Parker	Member	28 January 2022	
Hannah Gee	Member	10 September 2018	
Charlotte Murray	Member	11 October 2019	
Anna Rycroft	Member	3 November 2020	
Sophie Clary	Member	28 January 2022	
Florence Arewa	Member	To be appointed at AGM	
Jo Henderson	Chair	10 September 2018	- 27 January 2022
Robert Brown	Treasurer	10 September 2018	- 27 January 2022
Kate Carnochan	Member	10 September 2018	- 27 January 2022
Philippa Wheatley	Member	16 January 2019	- 27 January 2022
Florence Arewa	Member	3 November 2020	- 27 January 2022
Isabelle Dodd-Noble	Member	3 November 2020	- 27 January 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 2022 AGM is scheduled for 10th March 2023.

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

Friends of Holmewood

Andrew Coates

Chair

10th March 2023



Section A Independent Examiner's Report

Report to the trustees/ members of Friends of Holmewood

On accounts for the year ended 30 June 2022 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 30th June 2022.

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: [Signature] Date: 3rd March 2023

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.

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Receipts and payments accounts

For the year ended 30 June 2022

	30/06/2022			30/06/2021		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Receipts						
Nova Children's project donation	-	-	-	324	-	324
Christmas Designs	3,344	-	3,344	31	-	31
Xmas gifts and cards income	-	-	-	3,976	-	3,976
Tea Towel Designs	405	-	405	1,700	-	1,700
Amazon Smile Donations	13	-	13	-	-	-
EasyFundraising Donations	56	-	56	-	-	-
Family Fun Day	7,630	-	7,630	-	-	-
Fireworks Night	7,510	-	7,510	-	-	-
Total Receipts	18,958	-	18,958	6,031	-	6,031
Payments						
2019 May Ball Prize	-	-	-	376	-	376
Accountancy	420	-	420	233	-	233
Auditing	-	-	-	240	-	240
Charity donation 19/20	-	-	-	2,864	-	2,864
Xmas cards and Tea towels	986	-	986	2,934	-	2,934
Christmas treat for children	-	-	-	199	-	199
Easter Egg Hunt	-	-	-	54	-	54
Father Christmas	-	-	-	200	-	200
FOH Website	-	-	-	300	-	300
Insurance	-	-	-	123	-	123
Quiz Night	-	-	-	84	-	84
School Funding	-	-	-	5,734	-	5,734
Stripe Charges	508	-	508	208	-	208
Christmas Designs	2,472	-	2,472	-	-	-
Family Fun Day	3,509	-	3,509	-	-	-
Fireworks Night	5,158	-	5,158	-	-	-
Membership Fees	128	-	128	-	-	-
Total payments	13,181	-	13,181	13,549	-	13,549
Net of receipts/(payments)	5,778	-	5,778	(7,519)	-	(7,519)
Transfer between funds			-			-
Cash funds last year end	37,242	-	37,242	44,761	-	44,761
Cash funds this year end	43,020	-	43,020	37,242	-	37,242

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Statement of assets and liabilities

at the end of the period 30 June 2022

Details		£
Cash at bank and on hand		43,020
Creditors		41,670
<i>School funding due</i>		
Pond Project	<u>40,000</u>	40,000
<i>Donations due to be paid</i>		
25% of event income 2021/22	<u>1,250</u>	1,250
Accruals		420

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 13 JAN 2023

Signed on behalf of the board of trustees



Signature

ANDREW-JOHN DITTRICH

Name

Trustee TREASURER.

13 JAN 2023