

FRIENDS OF THE MEAD (FOM)

England & Wales - Charity number 1079851

Details

Status Registered

Legal form Other

Registered 2000-03-15

Register [View on the Charity Commission register](#)

Contact

Address 16 Frant Road
Tunbridge Wells
Kent
TN2 5SN

Phone 01892525837

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL

Activities: Fundraising for prep school

Classification

- **How:** Makes Grants To Organisations, Provides Human Resources
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People, Other Charities Or Voluntary Bodies

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£22,479	£19,728	-	-
2024-07-31	£24,791	£18,239	-	-
2023-07-31	£16,804	£40,623	-	-
2022-07-31	£29,645	£23,899	-	-
2021-07-31	£12,177	£5,715	-	-
2020-07-31	£34,804	£35,947	-	-

Trustees

Name	Role	Appointed
Sara Wright	Chair	2023-10-18
Danielle Leyden		2025-01-09
Lora Grogan		2023-10-18
Matthew John Grogan		2019-09-10
Stuart Hetherington		2023-10-18
Thomas Matthewman		2024-09-12

FRIENDS OF THE MEAD (FOM)

England & Wales - Charity number 1079851

Accounts



Trustees' Annual Report for the period

From 01 August 2021 **To**

31 July 2022

Charity name: Friends of The Mead (FOM)

Charity registration number: 1079851

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To add value to the education of pupils at The Mead School Tunbridge Wells.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	FOM has the following objectives: To raise money for activities or items that add value to the children's lives at The Mead School; and To create a more cohesive community of parents and teachers at The Mead School.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees have read and considered the three documents issued by the Charity Commission on public benefit. Trustees have complied with their duty to have due regard to the public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>To raise funds that are used to make donations to The Mead School to support specific requests for equipment, items and subscriptions, FOM organised and ran a number of successful events during the year and organised a number of fundraising activities throughout the year.</p> <p>A summary of the events and fundraising activities included:</p> <ol style="list-style-type: none"> 1. A summer ball which was enjoyed by over 200 parents and teachers; 2. A winter fayre which put on activities and had stalls plus a raffle for Xmas hampers for parents; 3. A summer fayre known as Meadfest which was enjoyed by 450 parents, pupils and teaches which included food, music and kids activities. 4. The sale of second hand uniform; and 5. Own clothes days.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The total income generated in this financial year was £29,645 as against expenses of £23,899. The year-end balance of funds held was £25,447.</p> <p>The funds raised from the events and fundraising activities allowed FOM to make the following contributions:</p> <ul style="list-style-type: none"> • A payment of £2,656 for the children to attend the Christmas panto in Tunbridge Wells; • A contribution of £575 towards the purchase of sewing machines for the school club; • A contribution of £312 for light boxes for the art department; • A contribution of over £240 for a workshop for year 6 to deal with transition to secondary school; and • A contribution of circa £804 towards new playground equipment. <p>The balance available at the end of the year means that FOM can work closely with the school to contribute further towards items to enhance the education of the children at the school.</p> <p>One key area to be considered and discussed further will be the renovation of the school gym and FOM is hoping to contribute £20,000 towards the cost in the next financial year.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	FOM does not operate a policy on reserves as it does not have any on-going financial obligations. The donations made are agreed by the Members once raised via events / activities which are organised and run by volunteers.
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed at an AGM at the beginning of the academic year. The AGM is open to all parents to attend.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of The Mead (FOM)
Other name the charity uses	
Registered charity number	1079851
Charity's principal address	16 Frant Road Tunbridge Wells TN2 5SN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sarah Jane Churcher	Chair		
2	Andrew Martin	Vice-Chair		
3	Matthew Grogan	Treasurer		
4	Rachel West	Secretary		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

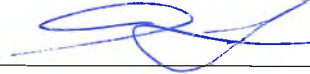
Other optional information

None

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MATTHEW JOHN EGORAN	
Position (eg Secretary, Chair, etc)	TREASURER	
Date	19 MAY 2023	



Receipts and payments accounts

CC16a

For the period from	01/08/2021	To	31/07/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Summer Ball	11,400	-	-	11,400	6,164
Movie Night	520	-	-	520	-
Summer Fayre 2021	5,794	-	-	5,794	-
Autumn Fayre 2022	4,421	-	-	4,421	-
Easy Fundraising	402	-	-	402	221
Second Hand Uniform	1,524	-	-	1,524	78
Christmas Cards	2,061	-	-	2,061	2,114
Christmas Raffle	1,896	-	-	1,896	1,705
Winter Fayre	1,102	-	-	1,102	1,070
Own Clothes Day	145	-	-	145	375
Summer DJ Refund	380	-	-	380	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	29,645	-	-	29,645	11,727
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,645	-	-	29,645	11,727
A3 Payments					
Summer Ball	8,204	-	-	8,204	-
Movie Night	471	-	-	471	-
Summer Fayre 2021	5,081	-	-	5,081	366
Autumn Fayre 2022	1,048	-	-	1,048	-
Christmas Cards	1,472	-	-	1,472	1,617
Halloween and Christmas Expenses	1,530	-	-	1,530	369
Christmas Decorations	53	-	-	53	-
Lightboxes for School	312	-	-	312	-
Theatre Trip fo School	2,656	-	-	2,656	-
School Discos (x 2)	780	-	-	780	300
Unpaid Cheque	30	-	-	30	-
Parent Evening Quiz Prizes	117	-	-	117	-
Sewing Machines for School	575	-	-	575	-
PTA Membership	360	-	-	360	-
Crossways Mentorship for School	240	-	-	240	-
Polydrons for School	50	-	-	50	-
Outside Play Equipment for School	804	-	-	804	-
Parent Kind Membership	116	-	-	116	111
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	23,899	-	-	23,899	2,763
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,899	1	-	23,899	2,763

<i>Net of receipts/(payments)</i>	5,746	-	-	5,746	8,964
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<i>Cash funds this year end</i>	5,746	-	-	5,746	8,964

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	25,448	-	-
		-	-	-
		-	-	-
	Total cash funds	25,448	-	-

(agree balances with receipts and payments account(s))

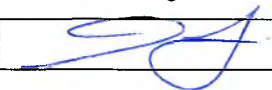
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	MATTHEW JOHN EREGAN	19/5/23



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Friends of The Mead (FOM)

**On accounts for the year
ended**

31 July 2022

**Charity no
(if any)**

1079851

Set out on pages

1 - 9

(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 **31 July 2022**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

19-5-2023

Name:

Barrie Williams

**Relevant professional
qualification(s) or body
(if any):**

Address:

8 ROCKS HOLLOW GARDENS, SOUTHBOROUGH
KENT TN4 0FE

Section B

Disclosure

Only complete if the examiner needs to highlight 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.



Independent examination of charity accounts checklist (CC32a)

A recommended checklist for examiners

This checklist is not suitable for the examination of voluntary group accounts.

1. Self-assessment checklist

The questions in this checklist are designed to help the examiner to undertake their independent examination in accordance with the legal requirements and good practice recommendations set out in the Commission's guidance on Independent examination of charity accounts: Directions and guidance for examiners (CC32).

The examiner is recommended to use the checklist alongside the Directions for independent examination. Not all the checks listed will apply in the case of every independent examination and so the checklist is not a substitute to the examiner using their own judgment as to what is necessary.

The prompt 'step done' may prompt a 'yes' or 'no'. A 'no' answer does not always indicate a problem because it may simply be that the step was either not applicable or found not to be necessary to the examination undertaken in which case the words 'not applicable' or 'not necessary' might be entered in place of a working paper reference.

Some answers may be 'no' because the evidence or information that was needed could not be obtained and this will need to be considered when the examiner makes their report. It is recommended that all the steps for each Direction are completed with a working paper reference added.

It may be that the examiner completes the checklist as they go through the examination or as a completeness check at the end as they bring their examination to a conclusion and prepare their report. There is no legal requirement to use this checklist and examiners may substitute their own checklist or take an alternative approach.

If the checklist is completed it is recommended that this forms part of the formal record of their independent examination undertaken and is kept in the file of examiner's working papers.

2. Checklist

The Directions and documentation	Step done?	Working paper reference
Direction 1: Check whether the charity is eligible to have an independent examination		
Checked the charity audit threshold applying to the accounts to be reviewed	Yes	
Checked an audit is not required for any other reason	Yes	
Confirmed the charity is eligible for independent examination	Yes	
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation	Yes	
If the charity has one or more subsidiaries confirmed that group accounts are not required by law	N/A	No Subsidiaries
If a charitable company checked that the audit exemption statement has been made	N/A	Not charitable company
If applicable, rechecked the threshold calculation during the examination	N/A	
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies	N/A	
If applicable, informed the trustees that the charity is not eligible for an independent examination	N/A	
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company	Yes	WP1(B)
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason	Yes	WP1(B)
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	N/A	
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination		
Confirmed that there are no close personal relationships with the trustees that compromise independence	Yes	WP1(C)
Confirmed as having no the day to day involvement in the administration of the charity	Yes	WP1(C)
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	N/A	
Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent	Yes	WP1(C)

The Directions and documentation	Step done?	Working paper reference
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body	Yes	WP1(C)
If applicable, informed the trustees that you are not eligible to carry out the independent examination	N/A	
Direction 3: Record your independent examination		
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)	Yes	WP1, 2 and 3
Evidence of appointment on file	Yes	
If issued, letter of engagement signed by the trustees on file	N/A	
Documentation of steps required by Direction 1 are all done	Yes	WP1
Documentation that steps required by Direction 2 are all done	Yes	WP1
Analytical review documented	Yes	WP2(A)
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	Yes	WP2(A)
Verification and vouching procedures undertaken and any checks made are on file	Yes	WP2(B)
Copy of approved accounts on file	Yes	
Copy of trustees' annual report on file	Yes	
Copies of information relied upon as part of the examination are on file	Yes	WP2(A and B)
If applicable, copies of written assurances given	Yes	WP2(B)
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file	Yes	WP2(C)
Recorded any matters of material significance about which a report must be made direct to the Commission	Yes	N/A
Recorded whether to exercise discretion and report on relevant matters direct to the Commission	Yes	N/A
Direction 4: Plan your independent examination		
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	Yes	WP3(A)
Planned specific examination procedures appropriate to the circumstances of the charity	Yes	WP3(B)
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	Yes	WP3(C)
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	Yes	WP3(D)
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	

The Directions and documentation	Step done?	Working paper reference
Direction 5: Check that accounting records are kept to the required standard		
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Yes	WP2(C)
Asked the trustees about how they ensure the accounting records are complete	Yes	
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	Yes	
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	Yes	WP3(E)
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	Yes	Manual review Against FOM Spreadsheet, Bank Statements
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	Yes	FOM Spreadsheet Invoices Bank Statements
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	N/A	
If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts	N/A	
Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts		
Checked that the disclosures required by the SORP have been made and are complete	N/A	
Considered whether there are any implications for the examiner's report and reporting to the Commission	N/A	
If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report	N/A	
Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts		

Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Yes	Treasurer confirmed Unrestricted funds only
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	Yes	

The Directions and documentation	Step done?	Working paper reference
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity	N/A	
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts		
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	Yes	
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	Yes	
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	N/A	
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	
Direction 10: Check the form and content of the accounts		
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Yes	WP1 Spreadsheet Bank Statements Invoices
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	N/A	
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence		
Carried out an manual review	Yes	WP2

The Directions and documentation	Step done?	Working paper reference
Following the manual review, selected material items in the accounts for further explanation or supporting evidence	Yes	WP2
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts	Yes	WP2
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	
Direction 12: Compare the trustees' annual report with the accounts		
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	Yes	
Compared the trustees' annual report with the accounts for any material inconsistency	Yes	
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	
Direction 13: Write and sign the independent examination report		
Reviewed the conclusions from the independent examination	Yes	WP2
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	Yes	WP2
Checked that the examiner's report covers all of the matters required	Yes	
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented	N/A	
Signed and dated the examiner's report	Yes	
Reported matters of material significance direct to the Commission	N/A	
Exercised discretion and reported relevant matters direct to the Commission	N/A	

Independent Examination of Friends of The Meads Annual Accounts 2021/2022

Working Paper 1

(A)

In the 2021/22 Financial Year FOM had gross income of £29,645.52. As the income for this year exceeds £25,000 the Charity Commission Directions state the Accounts need to be subject to an Independent review. However, as gross income and assets are less than £250k and £3.26m respectively, they are below the audit threshold set by the Charity Commission and FOM may choose to have an Independent Examination of its Accounts rather than an audit. The FOM's governing document, Friend's of the Mead Constitution and Rules, does not specify when an audit should be carried out. FOM's Committee Members believe an Independent Examination is the appropriate type of review for this year. Having considered all these points I agree the Charity is eligible for an Independent Examination.

(B)

Receipts and Payments accounts have been prepared which is appropriate as FOM's gross income is less than £250k, FOM is not a charitable company and there is not a stipulation in the Friends of the Mead Constitution and Rules that Accrual Accounts should be prepared.

(C)

I am able to carry out an Independent Examination of FOM's accounts as I had no involvement in the day to day running of the charity. I also have no close personal relationships with FOM Committee members and no conflicts of interest, both as described in the Charity Commission's independent Examination Directions and Guidance. Whilst I am now retired I worked in corporate banking for 25 years lending £5 million to £1 billion to companies and private equity. I was previously ACIB qualified (Banking) and have a BA (Hons) in Financial Services.

Independent Examination of Friends of The Meads Annual Accounts 2021/2022

Working Paper 2

(A)

Manual Review of Income was carried out in the Excel file 'FOM Accounts 2021-2022' in the Analytical review of Income tab. No areas of concern were identified.

(B)

All income in the accounting records of £500 or more was agreed to Lloyd's Bank Statements. This resulted in 95% of income being verified by bank statements. All expenses in the accounting records of £500 or more were checked against copies of receipts and invoices. This resulted in 90% of expenses being verified. Copies of receipts and invoices and any explanations I required were requested by Matthew Grogan in a meeting of 16 May 2023 and subsequent emails.

(C)

I am happy with the ease in which I was able to carry out verification and vouching procedures of the accounting records and the clearness of all explanations sought. I have identified no areas of concern in the underlying accounting records and there is nothing I feel I need to include in the Examiner's Report or report separately to the Commission.

Independent Examination of Friends of The Meads Annual Accounts 2021/2022

Working Paper 3

(A)

I have developed an understanding of the Friends of the Mead charity through via my meeting with Matthew Grogan on 16 May 2023, reviewing the 2021/2022 income and expenses spreadsheet by undertaking manual review and verification and vouching procedures.

(B)

In planning the 2021/2022 Independent Examination I read the Directions and Guidance for Independent Examiners document on the Charity Commission website and used their Checklist to ensure the review was complete. I recognised that even smaller amounts of money are important to supporters of FOM and therefore decided to agree all expenses over £500 to invoice or receipt and some smaller expenses too. I planned to agree all income of £500 or more to bank statements and carried out a manual review to confirm the completeness of income.

(C)

An Independent Examination was not required for the previous financial year so there were no areas recently recommended for improvement to consider.

(D)

The way in which FOM is run means it would not normally encounter financial risk. The school projects or departments it supports only go ahead with plans once funds have been raised. The Charity doesn't have an overdraft or loan facility so can't spend more than the cash it has in the bank and the Committee would not commit to events that cost more than they could pay for. There is not a specific reserves policy written in the Constitution but Committee members recognise the importance of being financially aware and mindful of costs and budgets when hosting events.

(E)

The Trustees have not carried out a review of the internal financial controls this year. However, from speaking to Matthew Grogan and reviewing the accounts I feel the Charity is run with sufficient awareness of the risks it may face. The Trustees have in place a segregation of duties aligned to their different roles. The Chairperson appears to have a good oversight on all fundraising and expenditure projects (Trustee minutes of meetings reviewed for the year). The Treasurer is focused on maintaining accounting records and keeping supporting evidence for these.

FRIENDS OF THE MEAD (FOM)

England & Wales - Charity number 1079851

Accounts



Trustees' Annual Report for the period

Period start date: 01 08 2019
 Period end date: 31 July 2020
 From To

Section A Reference and administration details

Charity name: Friends of The Mead (FOM)

Other names charity is known by:

Registered charity number (if any): 1079851

Charity's principal address: The Mead School
 16 Frant Road
 Tunbridge Wells, Kent
 Postcode: TN2 5SN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Emma Kent	Chair		FOM Members
2	Alice Patience	Vice Chair		FOM Members
3	Tamara James	Secretary		FOM Members
4	Matthew Grogan	Treasurer	September 2019 to 31 July 2020	FOM Members
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution and Rules
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by elected by)	Elected by FOM Members at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

FOM Mission Statement – To add value to the education of pupils at The Mead School Tunbridge Wells.

FOM has the following objectives:

1. To raise money for activities or items that add value to the children's lives at The Mead School; and
2. To create a more cohesive community of parents and teachers at The Mead School.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

All Trustees have read and considered the three documents issued by the Charity Commission on public benefit. Trustees have complied with their duty to have due regard to the public benefit guidance when exercising any powers or duties to which the guidance is relevant.

To raise funds that are used to make donations to The Mead School to support specific requests for equipment, items and subscriptions, FOM organised and ran a number of successful events during the year to March 2020; and organised a number of fundraising activities throughout the year.

Unfortunately a key summer event was cancelled due to the current COVID pandemic but which will be re-organised once restrictions have been eased.

A summary of the events and fundraising activities included:

1. A movie night which allowed parents to get together at the start of the school year;
2. A winter starlight ball which was enjoyed by over 200 parents and teachers;
3. A winter fayre which put on activities and had stalls plus a raffle for Xmas hampers for parents;
4. The sale of second hand uniform; and
5. Own clothes days.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The funds raised from the events and fundraising activities allowed FOM to make the following contributions:

- A contribution of £6,750 towards improvements for the school playground;
- A contribution of £2,050 towards the purchase of new table tennis tables for the school;
- A contribution of £1,066 for sounds equipment for the drama department;
- A contribution of over £1,500 towards new books for the school library;
- A contribution of circa £3,000 towards new art equipment, a water table, an outdoor mud kitchen (with equipment);
- A contribution of £850 to create a new secure entrance for pre-reception and kindergarten; and
- A contribution of £150 for items for the Senco department.

The balance available at the end of the year means that FOM can work closely with the school to contribute further towards items to enhance the education of the children at the school. One key area to be considered and discussed further will be the renovation of the school gym.

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Section E

Financial review

Brief statement of the charity's policy on reserves

FOM does not operate a policy on reserves as it does not have any on-going financial obligations. The donations made are agreed by the Members once raised via events / activities which are organised and run by volunteers.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

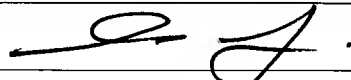
Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	EMMA KENT	
Full name(s)	EMMA KENT	MATTHEW GROBAN
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER

Date 27/05/21



Receipts and payments accounts

CC16a

For the period from	01/08/2019	To	31/07/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising Events					
Winter Ball	27,818	-	-	27,818	-
Winter Fayre	2,700	-	-	2,700	7,044
Movie Night	1,243	-	-	1,243	1,129
Second Hand Uniform Sales	473	-	-	473	403
Own Clothes Day	329	-	-	329	934
Summer Fayre	-	-	-	-	10,197
Quiz Night					400
Ice Cream Stall					628
Fancy Dress Sale and Mead Bags					84
Donations					
Parent Donations	2,064			2,064	
Easy Fund Raising	177	-	-	177	19
Ad Hoc - Sum Up and PayPal					6
	-	-	-	-	-
Sub total (Gross income for AR)	34,804	-	-	34,804	20,844
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	34,804	-	-	34,804	20,844
A3 Payments					
Fundraising Events					
Winter Ball	15,633	-	-	15,633	-
Winter Fayre	1,555	-	-	1,555	2,169
School Disco	380			380	505
Movie Night	327			327	268
Summer Fayre	1,093			1,093	5,863
Other Small Events	57			57	426
	-	-	-	-	-
Donations					
Table Tennis Tables	2,052			2,052	
Senco Equipment	157			157	
Mud Kitchen, Arts Equip, Water Table	2,976			2,976	1,811
Pre-reception Entrance	852			852	
Drama Sound Equipment	1,064			1,064	
Net Ball Dresses	537			537	
Library Books	1,706			1,706	244
Contribution to Play Ground	6,774			6,774	
Sports Equipment	374			374	1,444
Panto Trip	-	-	-	-	2,268
Music Equipment					1,920
Garden Sheds					498
Subscriptions					98
Ad Hoc - Sum Up Machine / Costs					78
Membership Fees					
Parent Kind	410	-	-	410	424
	-	-	-	-	-
Sub total	35,947	-	-	35,947	18,016
A4 Asset and investment purchases, (see table)					
CCXX R1 accounts (SS)	-	1	-	-	25/05/2021

	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	35,947	-	-	35,947	18,016
Net of receipts/(payments)	- 1,143	-	-	- 1,143	2,828
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,380	-	-	14,380	11,209
Cash funds this year end	13,237	-	-	13,237	14,037

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	13,237	-	-
		-	-	-
		-	-	-
	Total cash funds	13,237	-	-

(agree balances with receipts and payments account(s))

OK	OK	OK
Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

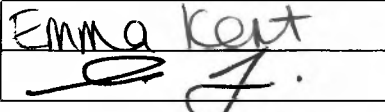
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	EMMA KENT MATTHEW GROGAN	27/05/21 27/05/21



Section A

Independent Examiner's Report

Report to the trustees/
members of

Friends of The Mead (FOM)

On accounts for the year
ended

31st July 2020

Charity no
(if any)

1079851

Set out on pages

1 - 11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/07/2020**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

S. Morley

Date:

27/05/2021

Name:

Sarah Morley

Relevant professional
qualification(s) or body
(if any):

Passed all ICAS accounting exams and became a qualified Accountant with PwC in 2006. However, I haven't worked in finance for 10 years and am no longer a member of ICAS.

Address:

4 The Chase

Tunbridge Wells, Kent

TN2 5DN

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide details as requested in the text to its left.



Independent examination of charity accounts checklist (CC32a)

A recommended checklist for examiners

This checklist is not suitable for the examination of voluntary group accounts.

1. Self-assessment checklist

The questions in this checklist are designed to help the examiner to undertake their independent examination in accordance with the legal requirements and good practice recommendations set out in the Commission's guidance on Independent examination of charity accounts: Directions and guidance for examiners (CC32).

The examiner is recommended to use the checklist alongside the Directions for independent examination. Not all the checks listed will apply in the case of every independent examination and so the checklist is not a substitute to the examiner using their own judgment as to what is necessary.

The prompt 'step done' may prompt a 'yes' or 'no'. A 'no' answer does not always indicate a problem because it may simply be that the step was either not applicable or found not to be necessary to the examination undertaken in which case the words 'not applicable' or 'not necessary' might be entered in place of a working paper reference.

Some answers may be 'no' because the evidence or information that was needed could not be obtained and this will need to be considered when the examiner makes their report. It is recommended that all the steps for each Direction are completed with a working paper reference added.

It may be that the examiner completes the checklist as they go through the examination or as a completeness check at the end as they bring their examination to a conclusion and prepare their report. There is no legal requirement to use this checklist and examiners may substitute their own checklist or take an alternative approach.

If the checklist is completed it is recommended that this forms part of the formal record of their independent examination undertaken and is kept in the file of examiner's working papers.

2. Checklist

The Directions and documentation	Step done?	Working paper reference
Direction 1: Check whether the charity is eligible to have an independent examination		
Checked the charity audit threshold applying to the accounts to be reviewed	Yes	WP1(A)
Checked an audit is not required for any other reason	Yes	WP1(A)
Confirmed the charity is eligible for independent examination	Yes	WP1(A)
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation	Yes	WP1(A)
If the charity has one or more subsidiaries confirmed that group accounts are not required by law	N/A	No subsidiaries
If a charitable company checked that the audit exemption statement has been made	N/A	Not charitable company
If applicable, rechecked the threshold calculation during the examination	N/A	
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies	N/A	
If applicable, informed the trustees that the charity is not eligible for an independent examination	N/A	
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company	Yes	WP1(B)
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason	Yes	WP1(B)
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	N/A	
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination		
Confirmed that there are no close personal relationships with the trustees that compromise independence	Yes	WP1(C)
Confirmed as having no involvement in the day to day administration of the charity	Yes	WP1(C)
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	N/A	
Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent	Yes	WP1(C)

The Directions and documentation	Step done?	Working paper reference
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body	Yes	WP1(C)
If applicable, informed the trustees that you are not eligible to carry out the independent examination	N/A	
Direction 3: Record your independent examination		
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)	Yes	WP1,2,3
Evidence of appointment on file	Yes	Treasurer confirmed
If issued, letter of engagement signed by the trustees on file	N/A	
Documentation of steps required by Direction 1 are all done	Yes	WP1
Documentation that steps required by Direction 2 are all done	Yes	WP1
Analytical review documented	Yes	WP2(A)
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	Yes	WP2(A)
Verification and vouching procedures undertaken and any checks made are on file	Yes	WP2(B)
Copy of approved accounts on file	Yes	
Copy of trustees' annual report on file	Yes	
Copies of information relied upon as part of the examination are on file	Yes	WP2(A&B)
If applicable, copies of written assurances given	Yes	WP2(B)
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file	Yes	WP2(C)
Recorded any matters of material significance about which a report must be made direct to the Commission	Yes	N/A
Recorded whether to exercise discretion and report on relevant matters direct to the Commission	Yes	N/A
Direction 4: Plan your independent examination		
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	Yes	WP3(A)
Planned specific examination procedures appropriate to the circumstances of the charity	Yes	WP3(B)
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	Yes	WP3(C)
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	Yes	WP3(D)
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	N/A

The Directions and documentation	Step done?	Working paper reference
Direction 5: Check that accounting records are kept to the required standard		
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Yes	WP2(C)
Asked the trustees about how they ensure the accounting records are complete	Yes	None
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	N/A	
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	Yes	WP3(E)
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	N/A
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	Yes	Spreadsheet
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	Yes	Spreadsheet
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	N/A	
If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts	N/A	
Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts		
Checked that the disclosures required by the SORP have been made and are complete	N/A	
Considered whether there are any implications for the examiner's report and reporting to the Commission	N/A	
If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report	N/A	
Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts		
Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Yes	Treasurer confirmed Unrestricted funds only
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	Yes	N/A

The Directions and documentation	Step done?	Working paper reference
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity	N/A	
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	N/A
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts		
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	Yes	None
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	Yes	None
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	N/A	
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	N/A
Direction 10: Check the form and content of the accounts		
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Yes	WP1, Spreadsheet, Treasurer confirmed Unrestricted funds only
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	N/A	
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	N/A
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence		
Carried out an analytical review	Yes	WP2

The Directions and documentation	Step done?	Working paper reference
Following the analytical review, selected material items in the accounts for further explanation or supporting evidence	Yes	WP2
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts	Yes	WP2
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	N/A
Direction 12: Compare the trustees' annual report with the accounts		
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	Yes	None
Compared the trustees' annual report with the accounts for any material inconsistency	Yes	None
Noted any implications for the examiner's report and for separate reporting to the Commission	Yes	N/A
Direction 13: Write and sign the independent examination report		
Reviewed the conclusions from the independent examination	Yes	WP2
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	Yes	WP2
Checked that the examiner's report covers all of the matters required	Yes	None
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented	N/A	
Signed and dated the examiner's report	Yes	See 1 st page of report
Reported matters of material significance direct to the Commission	N/A	
Exercised discretion and reported relevant matters direct to the Commission	N/A	

Independent Examination of Friends of The Meads Annual Accounts 2019/20

Working Paper 1

(A)

In the 2019/20 Financial Year FOM had gross income of £34,804.80. As the income for this year exceeds £25,000 the Charity Commission Directions state the Accounts need to be subject to an Independent review. However, as gross income and assets are less than £250k and £3.26m respectively, they are below the audit threshold set by the Charity Commission and FOM may choose to have an Independent Examination of its Accounts rather than an audit.

The FOM's governing document, Friend's of the Mead Constitution and Rules, does not specify when an audit should be carried out. FOM's Committee Members believe an Independent Examination is the appropriate type of review for this year. Having considered all these points I agree the Charity is eligible for an Independent Examination.

(B)

Receipts and Payments accounts have been prepared which is appropriate as FOM's gross income is less than £250k, FOM is not a charitable company and there is not a stipulation in the Friends of the Mead Constitution and Rules that Accrual Accounts should be prepared.

(C)

I am able to carry out an Independent Examination of FOM's accounts as I had no involvement in the day to day running of the charity. I also have no close personal relationships with FOM Committee members and no conflicts of interest, both as described in the Charity Commission's Independent Examination Directions and Guidance. However, I was on the FOM Committee as Treasurer for two years from August 2016 – July 2018 which will provide a helpful insight and understanding as I carry out the review. I also passed all ICAS accounting exams and qualified as an accountant with PwC in 2006. However, I have not worked in finance for 10 years and am no longer a member of ICAS.

Independent Examination of Friends of The Meads Annual Accounts 2019/20

Working Paper 2

(A)

Analytical Review of Income was carried out in the Excel file 'FOM Accounts 2019-20 V2' in the Analytical review of Income tab. No areas of concern were identified.

(B)

All income in the accounting records of £300 or more was agreed to Lloyd's Bank Statements. This resulted in 95% of income being verified by bank statements.

All expenses in the accounting records of £300 or more were checked against copies of receipts and invoices. This resulted in 90% of expenses being verified.

Copies of receipts and invoices and any explanations I required were sent by Matthew Grogan in emails on 8th May 2021 (x2 emails), 10th May 2021 (x1 email) and an email sent by Emma Kent on 10th May and are saved in a folder in my personal email account. Details of each line item of income and expense verified and explanations provided are recorded in the Excel file 'FOM Accounts 2019-20 V2' in the Income and Expenses tab.

(C)

I am happy with the ease in which I was able to carry out verification and vouching procedures of the accounting records and the clearness of all explanations sought. I have identified no areas of concern in the underlying accounting records and there is nothing I feel I need to include in the Examiner's Report or report separately to the Commission.

Independent Examination of Friends of The Meads Annual Accounts 2019/20

Working Paper 3

(A)

I have developed an understanding of the Friends of the Mead charity through obtaining a copy of the Friends of the Mead Constitution and Rules, reviewing the 2019/20 income and expenses spreadsheet by undertaking analytical review and verification and vouching procedures, asking questions of Committee members and as a parent at The Mead school, receiving communications from the FOM committee and attending events that they have run.

(B)

In planning the 2019/20 Independent Examination I read the Directions and Guidance for Independent Examiners document on the Charity Commission website and used their Checklist to ensure the review was complete. I recognised that even smaller amounts of money are important to supporters of FOM and therefore decided to agree all expenses over £300 to invoice or receipt and some smaller expenses too. I planned to agree all income of £300 or more to bank statements and carried out an analytical review to confirm the completeness of income.

(C)

An Independent Examination was not required the two years prior to the 2019/20 Accounts so there were no areas recently recommended for improvement to consider.

(D)

The way in which FOM is run means it would not normally encounter financial risk. The school projects or departments it supports only go ahead with plans once funds have been raised. The Charity doesn't have an overdraft or loan facility so can't spend more than the cash it has in the bank and the Committee would not commit to events that cost more than they could pay for. There is not a specific reserves policy written in the Constitution but Committee members recognise the importance of being financially aware and mindful of costs and budgets when hosting events.

(E)

The Trustees have not carried out a review of the internal financial controls this year. However, from speaking to the Trustees, reading meeting minutes and reviewing the accounts I feel the Charity is run with sufficient awareness of the risks it may face. The Trustees have in place a segregation of duties aligned to their different roles. The Chairperson is very detailed and has good oversight on all fundraising and expenditure projects. The Treasurer is focused on maintaining accounting records and keeping supporting evidence for these.