



# Trustees' Annual Report for the period

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

## 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)**

--

## 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.

--

## 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.

--	--

## 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

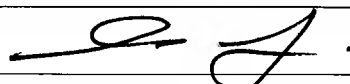
## Other optional information

## 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 GROGAN
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER

Date 27/05/21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of The Mead (FOM)

1079851

## Receipts and payments accounts

CC16a

For the period  
from

01/08/2019

To

31/07/2020

### 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 £
<b>A1 Receipts</b>					
<b>Fundraising Events</b>					
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
<b>Donations</b>					
Parent Donations	2,064	-	-	2,064	-
Easy Fund Raising	177	-	-	177	19
Ad Hoc - Sum Up and PayPal	-	-	-	-	6
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>34,804</b>	<b>-</b>	<b>-</b>	<b>34,804</b>	<b>20,844</b>

#### A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total receipts</b>	<b>34,804</b>	<b>-</b>	<b>-</b>	<b>34,804</b>	<b>20,844</b>
-----------------------	---------------	----------	----------	---------------	---------------

#### A3 Payments

<b>Fundraising Events</b>					
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
	-	-	-	-	-
<b>Donations</b>					
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
	-	-	-	-	-
<b>Membership Fees</b>					
Parent Kind	410	-	-	410	424
	-	-	-	-	-
<b>Sub total</b>	<b>35,947</b>	<b>-</b>	<b>-</b>	<b>35,947</b>	<b>18,016</b>

#### A4 Asset and investment purchases, (see table)

CCXX R1 accounts (SS)	-	1	-	-	25/05/2021
-----------------------	---	---	---	---	------------

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



## 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 £
<b>B1 Cash funds</b>	Bank Account	13,237	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>13,237</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
Emma Kent	EMMA KENT	27/05/21
Matthew Grogan	MATTHEW GROGAN	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**

31<sup>st</sup> 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.



## **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
<b>Direction 1: Check whether the charity is eligible to have an independent examination</b>		
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	
<b>Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination</b>		
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)

<b>The Directions and documentation</b>	<b>Step done?</b>	<b>Working paper reference</b>
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	
<b>Direction 3: Record your independent examination</b>		
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
<b>Direction 4: Plan your independent examination</b>		
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

<b>The Directions and documentation</b>	<b>Step done?</b>	<b>Working paper reference</b>
<b>Direction 5: Check that accounting records are kept to the required standard</b>		
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
<b>Direction 6: Check that the accounts are consistent with the accounting records</b>		
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	
<b>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</b>		
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	
<b>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</b>		
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



<b>The Directions and documentation</b>	<b>Step done?</b>	<b>Working paper reference</b>
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
<b>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</b>		
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
<b>Direction 10: Check the form and content of the accounts</b>		
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
<b>Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence</b>		
Carried out an analytical review	Yes	WP2



<b>The Directions and documentation</b>	<b>Step done?</b>	<b>Working paper reference</b>
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
<b>Direction 12: Compare the trustees' annual report with the accounts</b>		
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
<b>Direction 13: Write and sign the independent examination report</b>		
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 <sup>st</sup> 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.