

Holmesdale School  
Parents and Staff Association

Report and Accounts  
for the Year ended 31 August 2021

Charity registration number: 1131038

# Holmesdale School Parents and Staff Association

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# Holmesdale School Parents and Staff Association

## Report of the Executive Committee for the year ended 31 August 2021

### **Reference and administration details**

*Charity registration number: 1131038*

### ***Principal address***

Holmesdale Community Infant School, Alma Road, Reigate, Surrey,  
RH2 0BY

### ***Executive committee***

<i>Name</i>	<i>Office</i>	<i>Dates in office if not whole year</i>
Sharon Mullarkey	Committee Member	Appointed 17 Sep 2019
Kate Young	Chair	Appointed 7 June 2019
Charlotte Barry	Vice-Chair	Appointed 16 June 2020
Abigail Curd	Treasurer	Appointed 16 June 2020
Rebecca Cahill	Vice-Treasurer	Appointed 16 June 2020
Mark Eshelby	Co-Secretary	Appointed 7 June 2019
Victoria Buckley	Co-Secretary	Appointed 7 June 2019

All members of the Executive committee are trustees to the charity.

***Independent examiner:*** Julia Beck

***Bankers:*** HSBC 18 High Street, Reigate, Surrey, RH2 9AY

### **Structure Governance and Management**

The Association is governed under a constitution that was adopted on 23 April 2008. The power to appoint the Trustees lies with the members of the Holmesdale School Parents and Staff Association.

### **Objectives and activities**

The object of the Association is to advance the education of pupils in the School in particular by:

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

As a result of COVID-19 unfortunately it wasn't possible to run any in-person fundraising events during the academic year. However the PSA Committee introduced some new virtual events; the 'Walk to Lapland' and the '21 for 21 Challenge, both of which were very successful.' Many of the usual Christmas fundraising was able to go ahead including (virtual) wreath making, the raffle, selling Christmas trees and buying Christmas cards designed by the children.

There were also funds generated from the PSA shop, corporate sponsorships and a higher than normal amount of cash contributions from parents. The summer raffle was able to go ahead as well as the sale of the Year 2 leavers' t-shirts.

## Achievements and performance

During the year the Association raised a total of **£23,057** which can be summarised as follows:

	£
<b>Major Events</b>	-
Christmas Fair	-
Summer Fair	-
Spring Soiree	-
<b>Other Events</b>	-
<b>Other Activities</b>	<b>21,766</b>
PSA Shop	7,953
Other activities	13,812
<b>Other income/expense</b>	<b>1,949</b>
<b>PSA funded events/expenses</b>	<b>0</b>
<b>PSA expenses</b>	<b>(657)</b>
<b>TOTALS</b>	<b>23,057</b>

The PSA Shop had a higher contribution than in previous years, but this was due to the large stock order of uniform for the new school year (ordered in the summer) not being invoiced until the next accounting period (2021-22). This will be reflected in next year's accounts where we would expect to see a smaller contribution from the PSA Shop than in previous years.

During the year the Association applied funds of **£17,557** for the benefit of Holmesdale Community Infant School and its pupils as follows:

	£
Four new Smartboards	5,868
Bug Club	1,507
Clarion Call (parent messaging)	1,340
Classroom Fund	1,266
Library & Curriculum Books	1,887
Pond Refurbishment	2,917
Defibrillator	1,395
Online Magic Show	150
Easter Eggs	132
Year 2 Leavers Parties	665
End of Year Parties - other years	430
<b>TOTAL</b>	<b>17,557</b>

## Financial review

The Association holds cash funds at the end of the year of **£30,699** all of which are unrestricted funds. These funds are held in order to support the activities of the Association and in order to donate equipment and funds to Holmesdale Community Infant School.

At the year end the PSA held stocks of uniform in the PSA shop for sale in 2021/22.

## Reserves policy

To ensure adequate reserves the PSA will not commit to items of greater value than the cash book balance adjusted for existing commitments and spending.

## Declaration

The members of the Executive Committee declare that they have approved this report

Signed on behalf of the Executive Committee

Signed: Paul Copeman\_\_\_\_\_

Full name: Paul  
Copeman\_\_\_\_\_

Position: Treasurer\_\_\_\_\_

Date: 15/08/2022\_\_\_\_\_

## **Independent Examiner's Report to the trustees of Holmesdale School Parents and Staff Association**

I report on the accounts of Holmesdale School Parents and Staff Association on the accounts for the year ended 31 August 2021 set out on pages 7 and 8.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matter set on the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention;

1. Which gives me reasonable cause to believe that in any material respect the requirements;
  - to keep accounting records in accordance with section 130 of the 2011 Act;
  - and
  - to prepare accounts which accord to the accounting records and comply with the accounting requirements of the 2011 Act

have not been met.

2. To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached

Name and Qualification: Julia Beck (demonstrable experience of financial management which is suitable for cash accounting where income is less than £250k.

Address: 22 St. Mary's Road, Reigate, Surrey RH2 7JJ

Date: 1st August 2022



Holmesdale School Parents and Staff Association							
Report and accounts for the year ended 31 August 2021							
		Unrestricted Funds					
		Year to 31 August		Year to 31 August		Year to 31 August	
		2021		2020		2019	
		£	£	£	£	£	£
<b>Receipts</b>							
Christmas Fair		0		10,848		10,177	
Summer Fair		0		0		7,010	
Spring Soiree		0		0		6,633	
Quiz		0		1,473		1,124	
Children Disco		0		1,040		1,915	
Toy Sale		0		0		0	
Bingo		0		0		0	
Pantomime		0		1,699		1,026	
Wine Tasting		0		0		0	
Mothers Day Sale		0		57		401	
PSA Shop		13,077		9,155		11,304	
Cake Sale		0		685		849	
Christmas Cards		606		593		611	
Website Sponsor		4,140		2,100		528	
Notice Board		0		4		8	
Christmas Puddings		0		402		482	
Christmas Wreath Making		600		823		478	
Christmas Trees		2,535		1,195		1,546	
Year 2 Leavers DVD & T-Shirts		1,110		1,102		1,012	
Year 2 Sailing		2,520		2,502		2,160	
Commission		444		190		434	
Action Stations		0		0		0	
Home Schooling T-Shirts		0		588			
Multi Day		408					
Walk to Lapland		2,437					
21 for 21 Challenge		576					
Christmas Raffle		2,777					
Summer Raffle		1,792					
Other activities		0		539		3,117	
Parental Donations		1,949		0			
			34,970		34,965		50,812
<b>Payments</b>							
Christmas Fair		0		1,698		1,339	
Summer Fair		0		0		1,612	
Spring Soiree		0		0		1,596	
Quiz		0		525		323	
Children Disco		0		455		603	
Toy Sale		0		0		0	
Bingo		0		0		0	
Pantomime		0		1,321		624	
Wine Tasting		0		0		21	
Mothers Day Sale		0		161		0	
PSA Shop		5,124		4,074		6,784	
Christmas Cards		31		0		0	
Notice Board		0		0		0	
Christmas Puddings		0		282		283	
Christmas Wreath Making		400		397		252	
Christmas Trees		1,887		878		1,213	
Year 2 Leavers DVD & T-Shirts		840		586		612	
Year 2 Sailing		2,565		2,500		2,160	
Action Stations		0		0		0	
Home Schooling T-Shirts		0		0			
Multi Day		0		0		183	
Walk to Lapland		131					
21 for 21 Challenge		101					
Christmas Raffle		106					
Summer Raffle		71					
Other Activities		0					
PSA Funded Events		0		194		176	
PSA Expenses		657		2,588		767	
			11,913		15,659		18,547
Net receipts on activities			23,057		19,307		32,265
Donations to Holmesdale School			17,557		17,952		18,460
Net receipts for the year/period			5,500		1,355		13,805
Cash funds at 1 September			25,199		23,844		10,039
Cash funds at 31 August			30,699		25,199		23,844
			<b>2021</b>		<b>2020</b>		<b>2019</b>
			<b>£</b>				<b>£</b>
<b>Cash funds</b>							
Current Account			30,699		25,199		24,202
Less: Unpresented Cheques			0		0		-358
			30,699		25,199		23,844
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