

Holmesdale School  
Parents and Staff Association

Report and Accounts  
for the Year ended 31 August 2022

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 2022

### 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
Miriam Greaves	Vice-Chair	Appointed 19th May 2021
Rachael Brett	Vice-Chair	Appointed 19th May 2021
Paul Copeman	Treasurer	Appointed 19th May 2021
Rebecca Cahill	Vice-Treasurer	Appointed 16 June 2020
Natalie Ross	Publicity Secretary	Appointed 7th Oct 2021
Caroline Doubt	Secretary	Appointed 7 June 2019

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

***Independent examiner:*** Stuart Edwards

***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.

The PSA Committee continued with the successful virtual ‘Walk to Lapland’ event whilst the Summer Fair made a welcome return and the Winter Walk was a great success. Other events included childrens’ discos, a pantomime, Mothers’ and Fathers’ Day sales and the Year 2 sailing event.

There were also funds generated from the PSA shop, corporate sponsorships, Year 2 leavers T-shirts and Christmas Tree sales.

### **Achievements and performance**

During the year the Association raised a total of £19,333 which can be summarised as follows:

<b>Major Events</b>	<b>10,382</b>
Summer Fair	6,881
Winter Walk	3,501
Spring Soiree	-
<b>Other events</b>	<b>3,615</b>
<b>Other activities</b>	<b>5,741</b>
<b>Other income</b>	<b>68</b>
<b>PSA expenses</b>	<b>- 473</b>
<b>TOTALS</b>	<b>19,333</b>

The PSA Shop contribution of £1k was less than the previous year of £8k but this was due to timing of invoices for a large stock order in summer 2021.

During the year the Association applied funds of £18,600 for the benefit of Holmesdale Community Infant School and its pupils as follows. In addition to this, further contributions were made to classes who requested funding for resources, which totalled £1,003.

<b>Detail</b>	<b>Date</b>	<b>Donation</b>
Samsung Galaxy tablets x 30	14/02/2022	5,914.00
Twinkl	14/02/2022	1,594.21
Discovery Subscription	14/02/2022	2,410.00
Visualisers x 12	14/02/2022	990.00
Year 1 resources (from previous year's funds) - GLS cushions for book corner	14/02/2022	100.00
Owl class fund	14/02/2022	22.38
Library Fund	11/07/2022	928.00
High Vis jackets	11/07/2022	374.00
Xmas party	11/07/2022	92.00
Jubilee bench	11/07/2022	1,875.00
Library Fund c/o from 20/21	11/07/2022	738.00
Curriculum books	11/07/2022	2,108.00
Jubilee Tree	11/07/2022	350.00
No parking signs	29/06/2022	609.90
Library books	29/06/2022	24.89
End of Term parties	29/06/2022	469.63
		<b>18,600.01</b>

### **Financial review**

The Association holds cash funds at the end of the year of £30,428 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: Stuart McKay\_\_\_\_\_

Full name: Stuart McKay\_\_\_\_\_

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

Date: 30/06/2023\_\_\_\_\_

## **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 2022 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: Stuart Edwards (demonstrable experience of financial management which is suitable for cash accounting where income is less than £250k.  
Address: 2 Alders Road, Reigate, Surrey RH2 0ED

Date: 30th June 2023

**Holmesdale School Parents and Staff Association**  
**Report and accounts for the year ended 31 August 2022**

		Unrestricted Funds					
		Year to 31 August		Year to 31 August		Year to 31 August	
		2022		2021		2020	
		£	£	£	£	£	£
<b>Receipts</b>							
Christmas Fair		0		0		10,848	
Winter Walk		6,123		0		0	
Summer Fair		9,752		0		0	
Jubilee Challenge		742		0		0	
Fund Raisin		144		0		0	
Spring Soiree		0		0		0	
Quiz		0		0		1,473	
Children Disco		3,202		0		1,040	
Toy Sale		0		0		0	
Bingo		0		0		0	
Pantomime		2,874		0		1,699	
Wine Tasting		0		0		0	
Mothers Day Sale		422		0		57	
Fathers Day Sale		907		0		0	
PSA Shop		10,165		13,077		9,155	
Cake Sale		156		0		685	
Christmas Cards		524		606		593	
Website Sponsor		3,215		4,140		2,100	
Notice Board		0		0		4	
Christmas Puddings		0		0		402	
Christmas Wreath Making		0		600		823	
Christmas Trees		1,489		2,535		1,195	
Year 2 Leavers DVD & T-Shirts		1,057		1,110		1,102	
Year 2 Sailing		1,858		2,520		2,502	
Commission		200		444		190	
Action Stations		0		0		0	
Home Schooling T-Shirts		0		0		588	
Mufti Day		0		408			
Walk to Lapland		576		2,437			
21 for 21 Challenge		0		576			
Christmas Raffle		0		2,777			
Summer Raffle		0		1,792			
Other activities		0		0		539	
Parental Donations		130		1,949		0	
		0	43,537		34,970		34,965
<b>Payments</b>							
Christmas Fair		0		0		1,698	
Winter Walk		2,622					
Summer Fair		2,871		0		0	
Fund-Raisin		30					
Spring Soiree		0		0		0	
Easter Eggs		134					
Quiz		0		0		525	
Children Disco		1,353		0		455	
Toy Sale		0		0		0	
Bingo		0		0		0	
Pantomime		2,141		0		1,321	
Wine Tasting		0		0		0	
Mothers Day Sale		0		0		161	
Fathers Day Sale		297					
PSA Shop		9,280		5,124		4,074	
Christmas Cards		21		31		0	
Notice Board		0		0		0	
Christmas Puddings		0		0		282	
Christmas Wreath Making		0		400		397	
Christmas Trees		1,200		1,887		878	
Year 2 Leavers DVD & T-Shirts		792		840		586	
Year 2 Sailing		2,400		2,565		2,500	
Action Stations		0		0		0	
Home Schooling T-Shirts		0		0		0	
Mufti Day		0		0		0	



Walk to Lapland		0		131			
21 for 21 Challenge		0		101			
Christmas Raffle		0		106			
Summer Raffle		0		71			
Other Activities		0		0			
PSA Funded Events		0		0		194	
New parents social		169					
Bank charges		62					
PSA Website		360					
PSA Expenses		473		657		2,588	
			24,204		11,913		15,659
Net receipts on activities			19,333		23,057		19,307
Donations to Holmesdale School (incl. £100 per class)			19,604		17,557		17,952
Net receipts for the year/period			-271		5,500		1,355
Cash funds at 1 September			30,699		25,199		23,844
Cash funds at 31 August			30,427		30,699		25,199
			<b>2022</b>		<b>2021</b>		<b>2020</b>
<b>Cash funds</b>			<b>£</b>		<b>£</b>		
Current Account			30,428		30,699		25,199
Less: Unpresented Cheques			0		0		0
			30,428		30,699		25,199