

Holmesdale School
Parents and Staff Association

Report and Accounts
for the Year ended 31 August 2023

Charity registration number: 1131038

Holmesdale School Parents and Staff Association

Index

	Page
Report of the Executive Committee	3-5
Report of the Independent Examiner	6
Receipts and Payments Account	7
Statement of Assets	7

Holmesdale School Parents and Staff Association

Report of the Executive Committee for the year ended 31 August 2023

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	Co-Chair	Appointed 7 June 2019
Rachael Brett	Co-Chair	Appointed 19th May 2021
Stuart McKay	Treasurer	Appointed 29th September 2022
Oli Williams	Vice-Treasurer	Appointed 29th September 2022
Eugenie Denise	Secretary	Appointed 29th September 2022

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 a successful fundraising agenda with a return to regular annual events including the Christmas and Summer fairs. Other events included childrens' discos, a pantomime, Mothers' and Fathers' Day sales, quiz night, Spring Soiree 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 £25,374 which can be summarised as follows:

Details	Income	Profit
Spring Soiree	£ 7,282.64	£ 6,010.22
Christmas Fair	£ 8,145.97	£ 4,920.09
Sponsorship	£ 4,990.00	£ 4,990.00
Summer Fair	£ 6,224.47	£ 3,307.21
PSA Shop	£ 9,280.49	£ 1,814.90
Disco	£ 2,758.35	£ 1,675.81
Quiz	£ 2,049.25	£ 1,137.45
Pantomime	£ 2,712.00	£ 732.00
Fund-Raising	£ 639.06	£ 639.06
Christmas Cards	£ 436.00	£ 436.00
Jubilee Challenge	£ 301.95	£ 301.95
Wreath Making	£ 1,480.00	£ 280.00
Other Activities & Expenses	£ 5,327.63	£ (870.66)
TOTAL	£ 51,627.81	£ 25,374.03

During the year the Association applied funds of £19,449.83 for the benefit of Holmesdale Community Infant School and its pupils as follows. This includes further contributions made to classes who requested funding for resources, which totalled £1,254.06.

Donations to school	£19,449.83
Eco garden - solar pergola	£ 3,000.00
Little Wandle (book scheme)	£ 2,885.10
Discovery/Espresso	£ 2,739.00
10 x Tablets plus headphones	£ 2,136.00
10 x Tablets	£ 2,000.00
Twinkl subs	£ 1,423.00
Staff £100 allocation	£ 1,254.06
Year 2 Party	£ 1,171.98
Library Furnishing	£ 895.00
Library scanning hardware	£ 777.69
Library software	£ 550.00
Library Funds & Eco Club	£ 388.00
Bulbs/Compost for Memorial Garden	£ 230.00

Financial review

The Association holds cash funds at the end of the year of £36,352 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 2023/24.

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: 20/02/2024_____

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 2023 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 Acthave 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: 20th February 2024

Holmesdale School Parents and Staff Association
Report and accounts for the year ended 31 August 2023

	Unrestricted Funds					
	Year to 31 August		Year to 31 August		Year to 31 August	
	2023		2022		2021	
	£	£	£	£	£	£
Receipts						
Christmas Fair	8,146		0		0	
Winter Walk	0		6,123		0	
Summer Fair	6,224		9,752		0	
Jubilee Challenge	302		742		0	
Fund Raisin	0		144		0	
Spring Soiree	7,283		0		0	
Quiz	2,049		0		0	
Children Disco	2,758		3,202		0	
Pantomime	2,712		2,874		0	
Mothers Day Sale	470		422		0	
Fathers Day Sale	75		907		0	
PSA Shop	9,280		10,165		13,077	
Cake Sale	184		156		0	
Christmas Cards	436		524		606	
Website Sponsor	4,990		3,215		4,140	
Notice Board	0		0		0	
Christmas Puddings	0		0		0	
Christmas Wreath Making	1,480		0		600	
Christmas Trees	1,025		1,489		2,535	
Year 2 Leavers DVD & T-Shirts	1,020		1,057		1,110	
Year 2 Sailing	2,500		1,858		2,520	
Commission	0		200		444	
Mufti Day	0		0		408	
Walk to Lapland	0		576		2,437	
21 for 21 Challenge	0		0		576	
Christmas Raffle	0		0		2,777	
Summer Raffle	0		0		1,792	
Other activities	639		0		0	
Parental Donations	53		130		1,949	
		51,628		43,537		34,970
Payments						
Christmas Fair	3,226		0		0	
Winter Walk	0		2,622		0	
Summer Fair	2,917		2,871		0	
Fund-Raisin	0		30		0	
Spring Soiree	1,272		0		0	
Easter Eggs	163		134		0	
Quiz	912		0		0	
Children Disco	1,083		1,353		0	
Pantomime	1,980		2,141		0	
Mothers Day Sale	330		0		0	

Fathers Day Sale	0	297	0
PSA Shop	7,466	9,280	5,124
Christmas Cards	0	21	31
Christmas Wreath Making	1,200	0	400
Christmas Trees	1,009	1,200	1,887
Year 2 Leavers DVD & T-Shirts	784	792	840
Year 2 Sailing	2,464	2,400	2,565
Walk to Lapland	0	0	131
21 for 21 Challenge	0	0	101
Christmas Raffle	0	0	106
Summer Raffle	0	0	71
PSA Funded Events	140	0	0
New parents social	213	169	0
Bank charges	167	62	0
PSA Website	360	360	0
PSA Expenses	568	473	657
	<u>26,254</u>	<u>24,204</u>	<u>11,913</u>
Net receipts on activities	25,374	19,333	23,057
Donations to Holmesdale School (incl. £100 per cla	19,450	19,604	17,557
Net receipts for the year/period	5,924	-271	5,500
Cash funds at 1 September	30,427	30,699	25,199
Cash funds at 31 August	<u>36,352</u>	<u>30,427</u>	<u>30,699</u>
	2023	2022	2021
Cash funds	£	£	£
Current Account	36,352	30,428	30,699
Less: Unpresented Cheques	0	0	0
	<u>36,352</u>	<u>30,428</u>	<u>30,699</u>