

# HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION

England & Wales · Charity number 1149137

## Details

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Other names	HGSPAA
Status	Registered
Legal form	Other
Registered	2012-09-28
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** c/o Holme Grange School  
Heathlands Road  
Wokingham  
Berkshire  
RG40 3AL

**Phone** 07753904332

**Email** [hgpaafinance@gmail.com](mailto:hgpaafinance@gmail.com)

**Website** [www.holmegrange.org](http://www.holmegrange.org)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:1) DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2) ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

**Activities:** Most activities are mostly based in and around Holme Grange School and all involve fundraising for the school. Individual annual activities include a Bonfire Night Display, Quiz Night, Summer Fete, and Christmas Fayre. The Annual Dinner dance is normally off sight in a local golf club.

## Classification

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- **How:** Other Charitable Activities
- **What:** General Charitable Purposes
- **Who:** Children/young People

## Geography

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- Wokingham

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£47,821	£48,569	-	-
2023-08-31	£60,462	£66,262	-	-
2022-08-31	£48,554	£52,927	-	-
2021-08-31	£7,153	£7,259	-	-
2020-08-31	£18,176	£9,954	-	-

## Trustees

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Name	Role	Appointed
<b>Lauryn Michelle Lancaster</b>	Chair	2024-09-17
Kate Susan Webb		2023-09-12
Laura Orriss		2024-09-17
Marian Huzzey		2023-09-12
Vesna Osmanagic		2025-10-08

**HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION**

England & Wales - Charity number 1149137

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# Accounts

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HOLME GRANGE SCHOOL  
PARENTS AMENITIES ASSOCIATION  
ANNUAL GENERAL MEETING

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Joint Chair and Treasurers Report

SEPTEMBER 17<sup>TH</sup>, 2024

Holme Grange School, Heathlands Road, Wokingham, Berkshire. RG40 3AL



# Annual General Meeting Report

## 1. Why Holme Grange PAA exists and what it is set up to do

Holme Grange School's Parents Amenities Association (PAA) is a group of parent volunteers who aim to provide enrichment activities for pupils and parents. Events are organised to raise monies to fund specific school projects and initiatives as well enhance the social and community aspect of the school.

## 2. Overview of Holme Grange PAA charitable structure and how it is governed

Holme Grange School Parents Amenities Association is a registered independent charity with the [Charity Commission](#). Charity number 01149137.

Holme Grange School Parents Amenities Association is a member of PTA UK; renamed [Parentkind](http://www.parentkind.org.uk/) <http://www.parentkind.org.uk/> and is governed by the Parent Kind UK model constitution. Membership number 30028.

## 3. Overview of the process used to decide how the PAA's funds are allocated

At the start of the year Mrs Robinson and the committee discuss the options for which funds are raised for the coming year. Suggestions are taken from parents and teachers regarding enrichment activities or equipment requirements. As trustees, the elective committee must agree where the funds are spent; final approval will come from the Chair and Treasurer, who will meet with Mrs Robinson for final discussion and approval. PAA money is not used to support normal on-going school costs.



## 4. A review of 2023/2024

We had a successful year that kicked off with our popular firework event; this sells out every year with all 950 tickets sold. We also sold a selection of food and drink along with a hot meal included in the ticket price.

We then had the Prep discos followed by the Christmas fayre that was very well attended and catered for all age groups.

Our quiz night held in March was very popular, this year we also bought in catering from The Cheeky Pickle Grazing co, again, we received lots of positive feedback from this event.

Unfortunately, due to the typical British weather we were unable to hold our Spring Fair due to a waterlogged field.

The last event was our end of term Ball! It was an enormous success and everyone that attended seemed to thoroughly enjoy the evening.

All Events run by the PAA have a risk assessment completed, and a first aid and meeting point evident at all events.

As mentioned, we also say a sad goodbye to Heidi Reeder and thank her for her support for the last 4 years as joint chair.

I will now pass you over to Richard Sleator for the Treasures report for the last academic year.



## 5. Treasurer's report

### INDEPENDENT EXAMINATION

Treasurer's report for the year ended 31st August 2024

#### 5a. FUNDS RAISED

The total income for the year ending August 31st, 2024, was £47,821, with expenses of £28,011. Total distribution to the school was £20,558 for this financial year.

Match Funding makes a huge difference to our fund-raising efforts and is a strong contributor. We thank the organisations and their employees for their on-going involvement and support in our events:



Microsoft, Google, Vodafone, and BP

#### Funds raised from Events across the years

	2024	2023	2022
Fireworks	5,265	5,802	4,827
Christmas event	4,615	4,962	5,256
Christmas Disco	109	141	-
Cook Book (22)	-	60	410
Quiz (23 & 24) Wine Tasting (22)	846	994	217
Sports Days	-	148	827
Ball	7,995	12,138	10,371
Spring Fete	-	3,807	4,348
Sustainability Event	736		
Match Funding	4,955	5,503	4,739
Misc Giving	21	464	432
	24,542	34,020	31,428

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 5b. DISTRIBUTIONS TO HOLME GRANGE SCHOOL

The funds raised allowed for the purchase of pianos and a contribution to Library.

### 5c. P&L

Profit & Loss Account for years ended Aug 31, 2022-24

Profit and Loss							
Holme Grange PAA							
For the 12 months ended 31 August 202x							
		2024		2023		2022	
Event fundraising		42,846	90%	54,495	90%	43,382	89%
Match Funding		4,955	10%	5,503	9%	4,739	10%
Online Fund Raising and other donations		21	0%	464	1%	432	1%
<b>Total Income</b>		<b>47,821</b>		<b>60,462</b>		<b>48,554</b>	
<b>Direct Event Operating Expenses</b>							
Equipment and Entertainment Hire		9,630	36%	7,760	29%	6,989	31%
Food & Beverages costs		16,520	62%	16,374	62%	11,940	52%
Products for sale		254	1%	2,193	8%	3,422	15%
Other expenses		296	1%	232	1%	401	2%
<b>Subtotal direct event costs</b>		<b>26,699</b>		<b>26,558</b>		<b>22,751</b>	
<b>SG&amp;A</b>							
Printing & Event Marketing		248	19%	346	27%	-	0%
Supplies & Equipment		254	19%	355	27%	133	20%
Accountancy, Insurance & Legal		810	62%	596	46%	526	80%
<b>Subtotal SG&amp;A</b>		<b>1,312</b>		<b>1,297</b>		<b>659</b>	
<b>Net Operating Income</b>		<b>19,810</b>		<b>32,608</b>		<b>25,144</b>	
<b>Distribution to School: 2021</b>						<b>1,840</b>	
<b>Distribution to School: 2022</b>						<b>27,177</b>	
<b>Donation to OLN</b>						<b>500</b>	
<b>Distribution to School: 2023</b>				<b>34,000</b>			
<b>Distribution to School: 2024</b>		<b>20,558</b>					
<b>Net Inflow/outflow of funds</b>		<b>- 748</b>		<b>- 1,392</b>		<b>- 4,373</b>	



## 5d. CASH BALANCES

The PAA financial policy is to distribute all possible funds raised each year to the school. A minimum target of £2,500 should be maintained in the bank account to cover on-going expenses and advances or bookings for upcoming events.

### Cash flow Statement for years ended Aug 31, 2022-24

	2024	2023	2022
Cash Balance at Sep 1st	3,686	5,078	9,452
Funds raised	47,821	60,462	48,554
Operating Expenses	- 28,011	- 27,855	- 23,410
Distribution to the School 2021			- 1,840
Distribution to the School 2022			- 27,677
Distribution to the School 2023		- 34,000	
Distribution to the School 2024	- 20,558		
Cash at Aug 31st	2,938	3,686	5,078

## 5e. MISCELLANEOUS

Banking with NatWest has proven a good move and offers some flexibility, though we now have to use the branch in Camberley.

At events, we continue to mostly take cash for payments to ensure fast interaction and service; we can take card payments but those do incur additional cost, the transaction takes longer and relies on good connectivity which is sometimes challenging outdoors on the ground of the school.

We continue to use a ticketing system to manage and simplify our financial interactions and offer the cheapest means of payment to maximise fund raising while constantly reviewing and benchmarking what the market has to offer. Any suggestion in those areas is very much welcomed.

## 5f. INDEPENDENT EXAMINATION

Last year's 2022-23 accounts were audited by Fleur Haslock, residing 34 Homersham Road, Kingston-upon-Thames for which I am extremely grateful. The accounts were submitted to the Charities Commission for England and Wales upon completion of his audit accordingly and on time before June 30th, 2024.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



An independent examination of the enclosed 2023-24 accounts will be done before filing them with the Charities Commission.

**Richard Sleator**

**Treasurer**

[hgpaafinance@gmail.com](mailto:hgpaafinance@gmail.com)

## 6. Plans 2024 / 2025

Last year the PAA raised money for 2 new pianos for the music dept, items for the therapy rooms and have also gifted £12K for the new library in The Den.

The events we have planned for this academic year are as follows:

- Break the rules day – TBC
- Outdoor Cinema Saturday 21st September
- Fireworks display – Friday 8th November
- Christmas Fayre – Saturday 7th December
- Quiz evening – Friday 7th March
- Spring Fete Friday 28th March (weather permitting)
- Summer Ball – Saturday 5th July

All communications regarding the PAA events will be shared via email, our new PAA newsletters and the digital screens around the school.

## 7. How can you help your school's PAA?

The Holme Grange PAA is an entirely voluntary group made up of parents, which totally relies on the support and hard work of both parents and teachers within the wider Holme Grange Community.

For a school with over 600 pupils, the PAA is currently running on just 8 active members and the wonderful class rep volunteers for each year group. We would love to plan more fun and events for your children, but we need your help!

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



The PAA for 2024/2025 academic year has a new focus with 'community' being at the heart of our mission. We want the next year of events to really engage with the parents, teachers, and children of the school. To share quality time with one another, enjoying what the community has to offer and giving all of us, that sense of belonging.

To summarise on our mission, our statement:

Holme Grange School PAA is committed to three core principles:

- Fostering charitable initiatives to instil empathy and social responsibility in our students.
- Building a cohesive school community that champions inclusivity and shared values.
- Establishing a successful partnership between the school, PAA, and families to enhance the overall educational experience. Together, we aim to create an environment where every student thrives academically, socially, and emotionally, supported by engaged parents and a school committed to excellence.

To summarise: Fostering Success Through Community Unity

So how can you help deliver on these principles...

### PAA Member

Some parents wish to have a more active role in supporting the PAA by becoming a committee member. This would mean they can attend our monthly PAA meetings and where possible, assist by being involved in a social event and some of the planning. The PAA is currently running on just 8 active members.



## PAA Volunteers

We appreciate that we all have to balance family, home and work so for those parents who wish to support but have more limited time can become a PAA Volunteer. All the major events we put on each year and school events require a little army of helpers that support us behind the scenes. If you don't wish to attend every monthly PAA meeting or lead an event you can still get involved by registering on our PAA Volunteer Database. Please contact Kate or Lauryn if you wish to join:

[k.webb@holmegrange.org](mailto:k.webb@holmegrange.org) or [l.lancaster@holmegrange.org](mailto:l.lancaster@holmegrange.org)

## Match Funding

Many companies will help support charities through a matched giving scheme, whereby they will match gifts donated by their employees. Some companies have formal schemes for matched funding, while others may consider each request on its own merits. In many cases, participating companies will match an employee's donation pound for pound up to a set amount. A few organisations will even double match.

Please ask your company if they run such a scheme and our treasurer will be more than happy to provide you with the necessary details.

## Raffle and Auction Prizes

Many of our events hold a raffle and we are always in need of donations. If you know of some amazing businesses, or run your own awesomeness, please think of how they may be able to support our fundraising initiatives and get in touch.

The end of Year Summer ball will always hold an auction so again, if you can offer any prizes that warrant being auctioned, we would love to hear from you.



### Class Rep

Each year the PAA relies on parents volunteering to be the communicator between the PAA and the classes. Reps also help organise and manage stalls at both Spring and Christmas fayres and help bring all parties together. This is a vital role that the PAA rely upon.

### Ideas and initiatives

If you have ideas or suggestions on how we can develop, please get in touch. From what you would like to see at events, to new ideas that might not be something we've tried before! We would love to hear from you.

### 2024-2025 Academic Year

We have the official roles of Deputy Treasurer and Secretary available along with Event Managers. Please speak to myself or Lauryn if you're interested in joining the team or would like to offer your support, no matter how small.



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HOLME GRANGE SCHOOL  
PARENTS AMENITIES ASSOCIATION  
ANNUAL GENERAL MEETING

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Treasurer's Report

# Holme Grange School PARENTS AMENITIES ASSOCIATION



## Treasurer's report

### INDEPENDENT EXAMINATION

#### Treasurer's report for the year ended 31<sup>st</sup> August 2024

##### 1. FUNDS RAISED

The total income for the year ending August 31<sup>st</sup>, 2024 was £47,821, with expenses of £28,011. Total distribution to the school was £20,558 for this financial year.

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# Holme Grange School PARENTS AMENITIES ASSOCIATION



## 2. DISTRIBUTIONS TO HOLME GRANGE SCHOOL

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# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 4. CASH BALANCES

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#### **Cash flow Statement for years ended Aug 31, 2022-24**

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### 6. INDEPENDENT EXAMINATION

Last year's 2022-23 accounts were audited by Fleur Haslock, residing 34 Homersham Road, Kingston-upon-Thames for which I am extremely grateful. The accounts were submitted to the Charities Commission for England and Wales upon completion of his audit accordingly and on time before June 30<sup>th</sup> 2024.

An independent examination of the enclosed 2023-24 accounts will be done before filing them with the Charities Commission.

**Richard Sleator**  
Treasurer  
[hgpaafinance@gmail.com](mailto:hgpaafinance@gmail.com)

**Independent examiner's report to the trustees of Holme Grange School Parents Amenities Association Trust**

I report to the trustees on my examination of the accounts of the Holme Grange School Parents Amenities Association (the Trust) for the year ended 31 August 2024.

**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 all 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 giving me cause to believe that in any material respect: 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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

**Signed:**

*Fleur Haslock*

**Name:**

Fleur Haslock

**Relevant professional qualification or membership of professional bodies (if any):**

AAT

**Address:** 34 Homersham Road, Kingston KT1 3PN

**Date:** 11/06/2025

**HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION**

England & Wales - Charity number 1149137

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# Accounts

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HOLME GRANGE SCHOOL  
PARENTS AMENITIES ASSOCIATION  
ANNUAL GENERAL MEETING

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Joint Chair's Report and Treasurer's Report

SEPTEMBER 12TH, 2023

Holme Grange School, Heathlands Road, Wokingham, Berkshire. RG40 3AL



## Annual General Meeting Report

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#### **Annual General Meeting Report**

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2. Overview of Holme Grange PAA charitable structure and how it is governed
3. Summary of the past PAA year
4. Feedback from participants in the past year's PAA events and activities
5. Overview of the process used to decide how the PAA's funds are allocated
6. What plans the PAA already has for the year ahead and how volunteers can get involved
7. Any specific skills the PAA is seeking to support its activities

##### **8. Treasurer's report**

# Holme Grange School PARENTS AMENITIES ASSOCIATION



## Chair's report

### 1. Why Holme Grange PAA exists and what it is set up to do

Holme Grange School's Parents Amenities Association (PAA) is a group of parent volunteers who aim to provide enrichment activities for pupils and parents. Events are organised to raise monies to fund specific school projects and initiatives as well enhance the social and community aspect of the school.

The PAA has, in more recent years, increased its members and put more emphasis on the main events that we hold in school, so we can help to support the age range of the children now attending. This year, we also welcome the parents in the new look Little Grange and we go through to age 16 in Eaton Grange.

### 2. Overview of Holme Grange PAA charitable structure and how it is governed

Holme Grange School Parents Amenities Association is a registered independent charity with the Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>). charity number 01149137.

Holme Grange School Parents Amenities Association is a member of PTA UK; renamed Parentkind ([www.parentkind.org.uk](http://www.parentkind.org.uk)) and is governed by the Parent Kind UK model constitution. Membership number 30028.

Holme Grange School's PAA is elected yearly. With the increase in the size of the school, the PAA elective committee will normally focus on the four main events which raise money for the School, however this year we are also adding the circus.

As we move into the Academic Year 2023/2024 the roles of Chair, Vice Chair for each section of the school, Treasurer, Secretary, Marketing and Communications remain and where possible we would like to add an additional person to the Treasurer and Secretary role. We also have event executives in our team.

In addition to the elective members, there are non-elective committee members, of which our class reps play a key role.

Over the last year the PAA held meetings once a month where all parents of the school are welcome to join, these are held mainly on zoom around 7.30/8pm to accommodate all the busy lives with our children.

It was agreed that we will continue to run the monthly PAA meetings on Zoom trying to schedule at least one meeting per term face to face. The zoom meetings are generally no more than an hour and is a great way to catch up with the goings on and hear from different parts of the school.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 3. Summary of the past PAA year (2022/2023)

We had a hugely successful year that kicked off with our very popular firework event; this sells out every year and this year was no exception with all of the 1000 tickets sold and our wonderful in house catering team led by Azdin providing a selection of hot food to warm us all up. We will be running this event the same way this year and asking parents to allocate their parking space with their ticket order so we can monitor and control the parking at this event and keep it efficient and safe for all attending.

We then had the Christmas fayre that was very well attended and catered for all age groups.

Our quiz night held in February was very popular and we had lots of great feedback from this event.

We were able to run the Spring Fayre, even though we had to postpone it from its original date due to the typical British weather and an issue with the inflatables not being safe for the children in the rain. It was again lovely to see children from the whole school participating in the event.

The last event was our end of term Ball which we were all so pleased with. It was a great success and everyone that attended seemed to thoroughly enjoy letting their hair down after a busy school year.

We also organised smaller events such as the children's school discos and helped with both the prom and Sports days.

All Events run by the PAA have a risk assessment completed and a first aid and meeting point evident at all events.

As with all our main events we take feedback, both positive and negative with an aim to build on the successes year on year. Please always come to us and let us know how we are doing or with any new suggestions.

### 4. Feedback from participants in the past year's PAA events and activities

Generally, feedback has been very positive from all of the events last year. We are now using Trybooking for our ticketing which has been revolutionary! All of the team work voluntarily so anything that helps us with administration is very welcome.

Communicating our news and events has been a challenge but we will carry on with our termly newsletter and have invested in digital boards so we can now engage with parents alongside any school news and reminders as we drive through school each day.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 5. Overview of the process used to decide how the PAA's funds are allocated

At the start of the academic year Mrs Robinson and the elected committee discuss the options for which funds are raised for the coming year. Suggestions are taken from parents and teachers regarding enrichment activities or equipment requirements. As trustees, the elective committee must agree where the funds are spent; final approval will come from the Chair and Treasurer, who will meet with Mrs Robinson for final discussion and approval.

PAA money is not used to subsidise normal on-going school costs.

### 6. What plans the PAA already has for the year ahead and how volunteers can get involved

Last year the PAA raised money for the Holme Grange community and paid for the new digital signage, which I personally think will be a game changer around the school! We have also used some funds to assist with the new basketball courts and therapy room.

The events we have planned for this academic year are as follows:

- Fireworks display November 10<sup>th</sup> 2023
- Christmas Fayre December 2<sup>nd</sup> 2023
- Event evening in February 2024 - quiz
- Spring Fete April 2024
- Circus May 4<sup>th</sup> 2024
- Summer Ball / Parent social Date TBC

Finances for the previous year will be covered later by our treasurer.

All communications regarding the PAA events will be through our newsletters, digital displays and weekly updates where we will share photos and funds raised from each event.

### 7. Any specific skills the PAA is seeking to support its activities

Every parent is automatically a member of the PAA, which is the social and fundraising arm of the school and is open to anyone that wishes to take part in it. The Holme Grange PAA is an entirely voluntary group made up mainly of parents and staff members, which totally relies on the support and hard work of both parents and teachers on the PAA and within the wider Holme Grange Community.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### PAA Committee Members

Some parents wish to have a more active role in supporting the PAA by becoming a committee member. This would mean they can attend our monthly PAA meetings and where possible, assist by being involved in a social event or some of the planning.

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Please ask your company if they run such a scheme and our treasurer will be more than happy to provide you with the necessary details.

### 2023-2024 Academic Year

We say a sad goodbye to Michelle Riddy as joint chair this year but are very happy to welcome her into the school in her new position as Head of Estates & Facilities and wish her all the best in her new position. Kate Webb will join Heidi Reeder in the joint chair role. We have the roles of deputy treasurer, secretary, vice chair of Eaton Grange available along with event co-ordinators role.

### Treasurer's report

#### INDEPENDENT EXAMINATION

#### Treasurer's report for the year ended 31<sup>st</sup> August 2023

##### 1. FUNDS RAISED

The total income for the year ending August 31<sup>st</sup>, 2023 was £60,462, with expenses of £28,201. Total distribution to the school was £34,000 for this financial year. This was undoubtedly the most successful fund-raising year ever for our PAA and certainly now sets a benchmark for future years and how the PAA can support the pupils across the school.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



Match Funding makes a huge difference to our fund-raising efforts and is a strong contributor. We thank the organisations and their employees for their on-going involvement and support in our events:

→ Microsoft, Google, Vodafone, AbbVie and BP

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### **Funds raised from Events across the years**

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Cook Book (22)	60	410		
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Auction		-	2,200	-
Easter Raffle		-	863	-
Covid Hoodies		-	240	-
Treasure Trails		-	181	-
BBQ Boxes		-	60	-
Sports Days	148	827	-	-
Ball	12,138	10,371	-	-
Spring Fete	3,807	4,348	-	-
Match Funding	5,503	4,739	-	1,972
Misc Giving	464	432	533	189
	34,020	31,428	4,661	8,351

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 2. DISTRIBUTIONS TO HOLME GRANGE SCHOOL

The funds raised allowed for the purchase of technology equipment, replacement of folding tables, support for the new basketball training court and a therapy room in the Den.

### 3. P&L

#### Profit & Loss Account for years ended Aug 31, 2021-23

Profit and Loss							
Holme Grange PAA							
For the 12 months ended 31 August 2023							
	2023		2022		2021		
Event fundraising	54,495	90%	43,382	89%	6,620	93%	
Match Funding	5,503	9%	4,739	10%	-		
Online Fund Raising and other donations	464	1%	432	1%	533	7%	
<b>Total Income</b>	<b>60,462</b>		<b>48,554</b>		<b>7,153</b>		
<b>Direct Event Operating Expenses</b>							
Equipment and Entertainment Hire	7,760	29%	6,989	31%	709	28%	
Food & Beverages costs	16,374	61%	11,940	52%	1,213	47%	
Products for sale	2,193	8%	3,422	15%	640	25%	
Other expenses	232	1%	401	2%	-		
<b>Subtotal direct event costs</b>	<b>26,904</b>		<b>22,751</b>		<b>2,562</b>		
<b>SG&amp;A</b>							
Printing & Event Marketing	346	27%	-	0%	-		
Supplies & Equipment	355	27%	133	20%	-		
Accountancy, Insurance & Legal	596	46%	526	80%	537	100%	
<b>Subtotal SG&amp;A</b>	<b>1,297</b>		<b>659</b>		<b>537</b>		
<b>Net Operating Income</b>	<b>32,262</b>		<b>25,144</b>		<b>4,054</b>		
Distribution to School: 2021			1,840		4,160		
Distribution to School: 2022			27,177				
Donation to OLN			500				
Distribution to School: 2023	34,000						
<b>Net Inflow/outflow of funds</b>	<b>- 1,738</b>		<b>- 4,373</b>		<b>- 106</b>		

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



#### 4. CASH BALANCES

The PAA financial policy is to distribute all possible funds raised each year to the school. A minimum target of £2,500 should be maintained in the bank account to cover on-going expenses and advances or bookings for upcoming events. As with previous year, this was higher.

#### **Cash flow Statement for years ended Aug 31, 2021-23**

	2023	2022	2021
Cash Balance at Sep 1st	5,078	9,452	4,826
Funds raised	60,462	48,554	11,885
Operating Expenses	- 28,201	- 23,410	- 3,099
Distribution to the School 2021		- 1,840	- 4,160
Distribution to the School 2022		- 27,677	
Distribution to the School 2023	- 34,000		
Cash at Aug 31st	3,686	5,078	9,452

#### 5. MISCELLANEOUS

Banking with NatWest has proven a good move and offer some flexibility even if our local Wokingham branch closed – we are now using the Bracknell branch.

At events, we continue to mostly take cash for payments to ensure fast interaction and service; we can take card payments but those do incur additional cost, the transaction takes longer and relies on good connectivity which is sometimes challenging outdoors on the ground of the School.

We continue to use a ticketing system to manage and simplify our financial interactions and offer the cheapest means of payment to maximise fund raising while constantly reviewing and benchmarking what the market has to offer. Any suggestion in those areas is very much welcomed.

#### 6. INDEPENDENT EXAMINATION

Last year's 2021-22 accounts were audited by Stephen Alsop, residing 22 Luckley Wood, Wokingham for which I am extremely grateful. The accounts were submitted to the Charities Commission for England and Wales upon completion of his audit accordingly and on time before June 30<sup>th</sup> 2023.

An independent examination of the enclosed 2022-23 accounts will be done before filing them with the Charities Commission.

**Richard Sleator, Treasurer, hgpaafinance@gmail.com**



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HOLME GRANGE SCHOOL  
PARENTS AMENITIES ASSOCIATION  
ANNUAL GENERAL MEETING

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Joint Chair's Report and Treasurer's Report

SEPTEMBER 12TH, 2023

Holme Grange School, Heathlands Road, Wokingham, Berkshire. RG40 3AL



## Annual General Meeting Report

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#### **Annual General Meeting Report**

##### **Chair's report**

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3. Summary of the past PAA year
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5. Overview of the process used to decide how the PAA's funds are allocated
6. What plans the PAA already has for the year ahead and how volunteers can get involved
7. Any specific skills the PAA is seeking to support its activities

##### **8. Treasurer's report**

# Holme Grange School PARENTS AMENITIES ASSOCIATION



## Chair's report

### 1. Why Holme Grange PAA exists and what it is set up to do

Holme Grange School's Parents Amenities Association (PAA) is a group of parent volunteers who aim to provide enrichment activities for pupils and parents. Events are organised to raise monies to fund specific school projects and initiatives as well enhance the social and community aspect of the school.

The PAA has, in more recent years, increased its members and put more emphasis on the main events that we hold in school, so we can help to support the age range of the children now attending. This year, we also welcome the parents in the new look Little Grange and we go through to age 16 in Eaton Grange.

### 2. Overview of Holme Grange PAA charitable structure and how it is governed

Holme Grange School Parents Amenities Association is a registered independent charity with the Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>). charity number 01149137.

Holme Grange School Parents Amenities Association is a member of PTA UK; renamed Parentkind ([www.parentkind.org.uk](http://www.parentkind.org.uk)) and is governed by the Parent Kind UK model constitution. Membership number 30028.

Holme Grange School's PAA is elected yearly. With the increase in the size of the school, the PAA elective committee will normally focus on the four main events which raise money for the School, however this year we are also adding the circus.

As we move into the Academic Year 2023/2024 the roles of Chair, Vice Chair for each section of the school, Treasurer, Secretary, Marketing and Communications remain and where possible we would like to add an additional person to the Treasurer and Secretary role. We also have event executives in our team.

In addition to the elective members, there are non-elective committee members, of which our class reps play a key role.

Over the last year the PAA held meetings once a month where all parents of the school are welcome to join, these are held mainly on zoom around 7.30/8pm to accommodate all the busy lives with our children.

It was agreed that we will continue to run the monthly PAA meetings on Zoom trying to schedule at least one meeting per term face to face. The zoom meetings are generally no more than an hour and is a great way to catch up with the goings on and hear from different parts of the school.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 3. Summary of the past PAA year (2022/2023)

We had a hugely successful year that kicked off with our very popular firework event; this sells out every year and this year was no exception with all of the 1000 tickets sold and our wonderful in house catering team led by Azdin providing a selection of hot food to warm us all up. We will be running this event the same way this year and asking parents to allocate their parking space with their ticket order so we can monitor and control the parking at this event and keep it efficient and safe for all attending.

We then had the Christmas fayre that was very well attended and catered for all age groups.

Our quiz night held in February was very popular and we had lots of great feedback from this event.

We were able to run the Spring Fayre, even though we had to postpone it from its original date due to the typical British weather and an issue with the inflatables not being safe for the children in the rain. It was again lovely to see children from the whole school participating in the event.

The last event was our end of term Ball which we were all so pleased with. It was a great success and everyone that attended seemed to thoroughly enjoy letting their hair down after a busy school year.

We also organised smaller events such as the children's school discos and helped with both the prom and Sports days.

All Events run by the PAA have a risk assessment completed and a first aid and meeting point evident at all events.

As with all our main events we take feedback, both positive and negative with an aim to build on the successes year on year. Please always come to us and let us know how we are doing or with any new suggestions.

### 4. Feedback from participants in the past year's PAA events and activities

Generally, feedback has been very positive from all of the events last year. We are now using Trybooking for our ticketing which has been revolutionary! All of the team work voluntarily so anything that helps us with administration is very welcome.

Communicating our news and events has been a challenge but we will carry on with our termly newsletter and have invested in digital boards so we can now engage with parents alongside any school news and reminders as we drive through school each day.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 5. Overview of the process used to decide how the PAA's funds are allocated

At the start of the academic year Mrs Robinson and the elected committee discuss the options for which funds are raised for the coming year. Suggestions are taken from parents and teachers regarding enrichment activities or equipment requirements. As trustees, the elective committee must agree where the funds are spent; final approval will come from the Chair and Treasurer, who will meet with Mrs Robinson for final discussion and approval.

PAA money is not used to subsidise normal on-going school costs.

### 6. What plans the PAA already has for the year ahead and how volunteers can get involved

Last year the PAA raised money for the Holme Grange community and paid for the new digital signage, which I personally think will be a game changer around the school! We have also used some funds to assist with the new basketball courts and therapy room.

The events we have planned for this academic year are as follows:

- Fireworks display November 10<sup>th</sup> 2023
- Christmas Fayre December 2<sup>nd</sup> 2023
- Event evening in February 2024 - quiz
- Spring Fete April 2024
- Circus May 4<sup>th</sup> 2024
- Summer Ball / Parent social Date TBC

Finances for the previous year will be covered later by our treasurer.

All communications regarding the PAA events will be through our newsletters, digital displays and weekly updates where we will share photos and funds raised from each event.

### 7. Any specific skills the PAA is seeking to support its activities

Every parent is automatically a member of the PAA, which is the social and fundraising arm of the school and is open to anyone that wishes to take part in it. The Holme Grange PAA is an entirely voluntary group made up mainly of parents and staff members, which totally relies on the support and hard work of both parents and teachers on the PAA and within the wider Holme Grange Community.

# Holme Grange School

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### PAA Committee Members

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# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



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### 6. INDEPENDENT EXAMINATION

Last year's 2021-22 accounts were audited by Stephen Alsop, residing 22 Luckley Wood, Wokingham for which I am extremely grateful. The accounts were submitted to the Charities Commission for England and Wales upon completion of his audit accordingly and on time before June 30<sup>th</sup> 2023.

An independent examination of the enclosed 2022-23 accounts will be done before filing them with the Charities Commission.

**Richard Sleator, Treasurer, hgpaafinance@gmail.com**

**Independent examiner's report to the trustees of Holme Grange School Parents Amenities Association Trust**

I report to the trustees on my examination of the accounts of the Holme Grange School Parents Amenities Association (the Trust) for the year ended 31 August 2023.

**Responsibilities and basis of report**

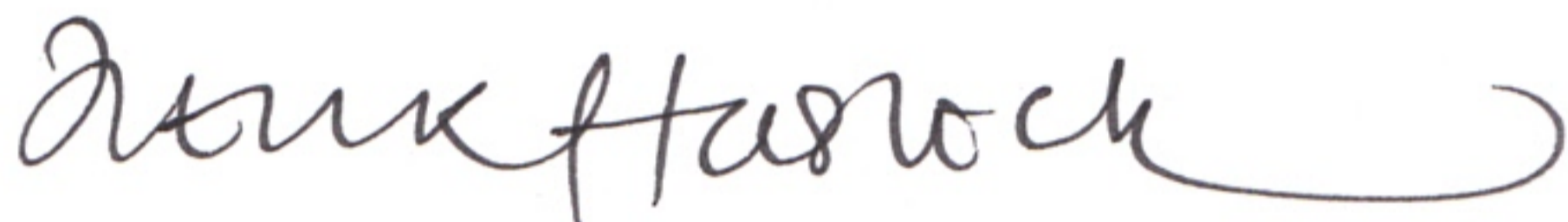
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect: 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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

**Signed:**



**Name:**

Fleur Haslock

**Relevant professional qualification or membership of professional bodies (if any):**

**Address: 34 Homersham Road, Kingston KT1 3PN**

**Date: 26th May 2024**

**HOLME GRANGE SCHOOL PARENTS AMENITIES ASSOCIATION**

England & Wales - Charity number 1149137

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# Accounts

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HOLME GRANGE SCHOOL  
PARENTS AMENITIES ASSOCIATION  
ANNUAL GENERAL MEETING

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Joint Chair's Report and Treasurer's Report

SEPTEMBER 29TH, 2022

Holme Grange School, Heathlands Road, Wokingham, Berkshire. RG40 3AL



## Annual General Meeting Report

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##### **8. Treasurer's report**



### Chair's report

#### 1. Why Holme Grange PAA exists and what it is set up to do

Holme Grange School's Parents Amenities Association (PAA) is a group of parent volunteers who aim to provide enrichment activities for pupils and parents. Events are organised to raise monies to fund specific school projects and initiatives as well enhance the social and community aspect of the school.

The PAA has over the last 3 years increased its members and the type of events being run to support the expanded age range of 3 – 16 years old and the ever-increasing requirements of the school.

#### 2. Overview of Holme Grange PAA charitable structure and how it is governed

Holme Grange School Parents Amenities Association is a registered independent charity with the Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>). charity number 309105.

Holme Grange School Parents Amenities Association is a member of PTA UK; renamed Parentkind ([www.parentkind.org.uk](http://www.parentkind.org.uk)) and is governed by the Parent Kind UK model constitution. Membership number 30028.

Holme Grange School's PAA is elected yearly. With the increase in the size of the school the PAA elective committee will focus on the four main events which raise the most money for Holme Grange School. As we move into the Academic Year 2022/2023 the roles of Chair, Treasurer, Secretary, Communications, remain although with the new volume of students we have now decided to add an additional person to each role, these were voted as follows: One new committee member voted was Kate Webb taking on the role of marketing, and Cheryl would step into the deputy role in marketing. It was announced that Non and Michelle would be stepping down at the end of this academic year as their children were leaving the school, and Lina has stepped down from her role as event co-ordinator but will continue to help where possible.

In addition to the elective members, there are non-elective committee members, of which our class reps play a key role.

Over the last year the PAA held meetings once a month where all parents of the school are welcome to join, these are held mainly on zoom to accommodate all the busy lives with our children.

It was agreed that we will continue to run the monthly PAA meetings on Zoom trying to schedule at least one meeting per term face to face.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 3. Summary of the past PAA year

2021/2022 the PAA managed to run a full schedule of events, kicking off with an Autumn ball held at St Annes in Wokingham, this event was a huge success coming out of Covid and raised a huge amount of funds for the school, further details in the financials below.

The fireworks were the next on the list of events, again we had Star Fireworks with the low noise option, and this was enjoyed by over 1000 attendees, we learnt some valuable lessons at this event but have come to understand that we do need to limit numbers based on food service and parking.

With the Covid restrictions hitting us again we were unable to hold our annual Christmas Fayre, but after realising this would not happen still managed to put on an impressive raffle for the whole school, where we had Mrs Robinson draw the tickets over zoom.

We then went on in February to hold our first ever cheese and wine tasting event over zoom, although we didn't manage to get a massive audience, everyone that attended did enjoy the event.

And finally, to our new event in the calendar the Spring Fete, this was held straight after school, with lots of stalls, food, sweets, and outside traders attending. There was a huge attendance by parents and pupils all who seemed to have glowing remarks after, an event we will now add as permanent to our fund raising.

All Events run by the PAA have a risk assessment completed and a first aid and meeting point evident at all events.

As with all our main events we take feedback, both positive and negative with an aim to build on the successes year on year.

The PAA are also asked to support the school with serving refreshments at the many school performances, events, talks, open days, sports days and sporting tournaments.

### 4. Feedback from participants in the past year's PAA events and activities

Utilising the PTA-Events website for booking tickets to the PAA events has made the administration and management of the funds taken much easier for the PAA. We do need to look at how we validate ticket sales at the larger events. This has however been a great success for the PAA.

Continuing with the termly Newsletter is back. We listened to the parents and have created a bright and informative Newsletter which can be downloaded, and if required, printed off. Well done and thank you Cheryl White, our communications officer for creating them.

Parents were disappointed that events had been cancelled, but understood the reasons why Parents enjoy the family events more than the parent only events.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 5. Overview of the process used to decide how the PAA's funds are allocated

At the start of the academic year Mrs Robinson and the elected committee discuss the options for which funds are raised for the coming year. Suggestions are taken from parents and teachers regarding enrichment activities or equipment requirements. As trustees, the elective committee must agree where the funds are spent; final approval will come from the Chair and Treasurer, who will meet with Mrs Robinson for final discussion and approval.

PAA money is not used to subsidise normal on-going school costs.

### 6. What plans the PAA already has for the year ahead and how volunteers can get involved

Last year the PAA raised money for the Holme Grange community and paid for a fully installed outdoor gym costing just over £15k, I have been told is loved by the children and used regularly. We donated £10k to the music department to enhance the digital side for the children to all enjoy, and £1k to each library for more books, and made the contribution to the Yr 11 ball as we always do for £500

With the continued growth of the school, several projects are being discussed with Mrs. Robinson as to which the PAA can support. We will communicate in our first Newsletter of this academic year; 2022/2023 what the funds will be allocated to.

The events we have planned for this academic year are as follows: (all subject to change if restrictions from Covid are placed upon us again)

- HG Open morning and sporting tournaments The PAA historically cover refreshments
- Fireworks display November 22
- Christmas Fayre December 22
- Event evening in February - quiz / racing etc
- Spring Fete Date TBC
- Summer Ball / Parent social Date TBC

Finances for the previous year will be covered later by our treasurer.

All communications regarding the PAA events will be through our newsletters and weekly updates where we will share photos and funds raised from each event.



### 7. Any specific skills the PAA is seeking to support its activities

Every parent is automatically a member of the PAA, which is the social and fundraising arm of the school and is open to anyone that wishes to take part in it. The Holme Grange PAA is an entirely voluntary group made up mainly of parents and staff members, which totally relies on the support and hard work of both parents and teachers on the PAA and within the wider Holme Grange Community.

The PAA always welcomes **ideas and suggestions**, and we appreciate it is sometimes difficult to fit it all in the busy school calendar but if possible and feasible with the resources available the more the merrier!

#### PAA Committee Members

Every parent is automatically a member of the PAA and some parents wish to have a more **active role** in supporting the PAA by becoming a committee member and attending our monthly PAA meetings, giving up more of their time to lead a social event or getting more involved in the day-to-day planning activities of the PAA.

#### PAA Volunteers

We appreciate we all have to balance family, home and work so for those parents who wish to support but have limited time they can become a **PAA Volunteer**. All the major events we put on each year and school events require a little army of helpers that support us behind the scenes. If you don't wish to attend every monthly PAA meeting or lead an event you can still get involved by registering on our PAA Volunteer Database.

#### Match Funding

Many companies will help support charities through a matched giving scheme, whereby they will match gifts donated by their employees. Some companies have formal schemes for matched funding, while others may consider each request on its own merits. In many cases, participating companies will match an employee's donation pound for pound up to a set amount. A number of organisations will even double match.

Please ask your company if they run such a scheme and our treasurer will be more than happy to provide you with the necessary details.

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### Treasurer's report

#### INDEPENDENT EXAMINATION

#### Treasurer's report for the year ended 31<sup>st</sup> August 2022

#### 1. FUNDS RAISED

The total income for the year ending August 31<sup>st</sup>, 2022, was £48,554, with expenses of £23,410. Total distribution to the school was £27,177 for this financial year; a donation of £500 was made to purchase menstrual cups to support pupils from Our Lady of Nazareth School and £1,840 paid in September 2021 for the 2021 financial year. This was possibly one of the most successful fund-raising year ever for our PAA and certainly set a benchmark for future years and how our PAA can support the pupils across the school.

Match Funding makes a huge difference to our fund-raising efforts and is a strong contributor. We thank the organisations and their employees for their involvement and support in our events, namely Microsoft and Vodafone. This needs to continue and I strongly encourage any Parent to contact me to include them and their organisation.

This year, the PAA did surpass its self-imposed objective of £20,000 fund raising and looks to equal it in 2022/23.

#### **Funds raised from Events, 2021, 2020 & 2019**

	2022	2021	2020	2019
Fireworks	4,827	-	2,889	3,608
Christmas event	5,256	583	3,194	3,481
Disco	-	-	106	186
Cook Book - new 2022	410			
Wine Tasting	217	-	-	466
Auction	-	2,200	-	-
Easter Raffle	-	863	-	-
Covid Hoodies	-	240	-	-
Circus	-	-	-	1,516
Treasure Trails	-	181	-	-
BBQ Boxes	-	60	-	-
Sports Days	827	-	-	459
Ball	10,371	-	-	9,425
Spring Fete	4,348	-	-	-
Match Funding	4,739	-	1,972	350
Misc Giving	432	533	189	290
	31,428	4,661	8,351	19,781

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 2. DISTRIBUTIONS TO HOLME GRANGE SCHOOL

The funds raised allowed for the purchase and installation of the outdoor gym; £2,000 went to the libraries and £10,000 for the Music Department.

### 3. P&L

#### Profit & Loss Account for years ended Aug 31, 2021, 2020 & 2019

Profit and Loss						
Holme Grange PAA						
For the 12 months ended 31 August 2022						
	2022		2021		2020	
Event fundraising	43,382	89%	6,620	93%	16,014	88%
Match Funding	4,739	10%	-		1,972	11%
Online Fund Raising and other donations	432	1%	533	7%	189	1%
<b>Total Income</b>	<b>48,554</b>		<b>7,153</b>		<b>18,176</b>	
<b>Direct Event Operating Expenses</b>						
Equipment and Entertainment Hire	6,989	31%	709	28%	5,935	64%
Food & Beverages costs	11,940	52%	1,213	47%	2,553	28%
Products for sale	3,422	15%	640	25%	360	4%
Other expenses	401	2%	-		396	4%
<b>Subtotal direct event costs</b>	<b>22,751</b>		<b>2,562</b>		<b>9,244</b>	
<b>SG&amp;A</b>						
Printing & Event Marketing	-	0%	-		170	24%
Supplies & Equipment	133	20%	-		137	19%
Accountancy, Insurance & Legal	526	80%	537	100%	403	57%
<b>Subtotal SG&amp;A</b>	<b>659</b>		<b>537</b>		<b>710</b>	
<b>Net Operating Income</b>	<b>25,144</b>		<b>4,054</b>		<b>8,221</b>	
<b>Distribution to School: 2021</b>	<b>1,840</b>		<b>4,160</b>		<b>5,904</b>	
<b>Distribution to School: 2022</b>	<b>27,177</b>					
<b>Donation to OLN</b>	<b>500</b>					
<b>Net Inflow/outflow of funds</b>	<b>- 4,373</b>		<b>- 106</b>		<b>2,317</b>	

# Holme Grange School

## PARENTS AMENITIES ASSOCIATION



### 4. CASH BALANCES

The PAA financial policy is to distribute all possible funds raised each year to the school. A minimum target of £2,500 should be maintained in the bank account to cover on-going expenses and advances or bookings for upcoming events. As with previous year, this was higher.

#### **Cash flow Statement for years ended Aug 31, 2022, 2021 & 2020**

	2022	2021	2020
Cash Balance at Sep 1st	9,452	4,826	2,509
Funds raised	48,554	11,885	18,176
Operating Expenses	- 23,410	- 3,099	- 9,954
Distribution to the School 2020			- 5,904
Distribution to the School 2021	- 1,840	- 4,160	
Distribution to the School 2022	- 27,677		
Cash at Aug 31st	5,078	9,452	4,826

2021 funds raised included the sum of £4,732 for the Ball organised in October 2021 which was distributed during this financial year. A distribution to the school for 2021 occurred right at the beginning of this financial year and is highlighted accordingly. We finished the year in line with our expectations and comfortably in terms of cash.

### 5. MISCELLANEOUS

This past year, the PAA changed bank and moved to the NatWest for 2 reasons: the maintenance of free banking for charitable organisations, to minimise our expenses; and the availability of cash to withdraw and pay in at our local branch in Wokingham, which is vital for the smooth organisation of our events.

At events, we continue to mostly take cash for payments to ensure fast interaction and service; we can take card payments but those do incur additional cost. We continue to use a ticketing system to manage and simplify our financial interactions and offer the cheapest means of payment to maximise fund raising while constantly reviewing and benchmarking what the market has to offer.

### 6. INDEPENDENT EXAMINATION

Last year's 2020-21 accounts were audited by Stephen Alsop, residing 22 Luckley Wood, Wokingham for which I am extremely grateful. The accounts were submitted to the Charities Commission for England and Wales upon completion of his audit accordingly and on time last May.

An independent examination of the enclosed 2022 accounts by Mr Alsop will be done before filing them with the Charities Commission.

**Richard Sleator**  
**Treasurer**  
**hgpaafinance@gmail.com**



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HOLME GRANGE SCHOOL  
PARENTS AMENITIES  
ASSOCIATION  
ANNUAL GENERAL MEETING

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Treasurer's Report

2

Holme Grange School, Heathlands Road, Wokingham, Berkshire. RG40 3AL

# Holme Grange School PARENTS AMENITIES ASSOCIATION



## Treasurer's report

### INDEPENDENT EXAMINATION

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# Holme Grange School PARENTS AMENITIES ASSOCIATION



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# Holme Grange School PARENTS AMENITIES ASSOCIATION

Richard Sleator  
Treasurer  
hgpaafinance@gmail.com



**Independent examiner's report to the trustees of Holme Grange School Parents Amenities Association Trust**

I report to the trustees on my examination of the accounts of the Holme Grange School Parents Amenities Association (the Trust) for the year ended 31 August 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 all 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 giving me cause to believe that in any material respect: 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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

**Signed:**

*SJ Alsop*

**Name:**

Stephen James Alsop

**Relevant professional qualification or membership of professional bodies (if any):**

Member of the Institute of Chartered Accountants in England and Wales

**Address:**

22 Luckley Wood, Wokingham, Berkshire, RG41 2EW

**Date:**

23 June 2023