



Report and Financial Statements

Year ending 30th June 2024



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Officers and Professional Advisers

TRUSTEES AND OFFICERS

Chelsea Crathern – Chair

Ala El-Kour – Treasurer

Gemma Mole – Secretary

Sophie Clary - Events Co-ordinator

Florence Arewa – (Prior Charity Selection / School Requests Resigned – 14-Jun-24)

Alicia Faith – (Prior Events Co-ordinator Resigned – 14-Jun-24)

BANKERS

Barclays Bank PLC 1
Churchill Place Canary
Wharf
London, E14 5HP, U.K.

ACCOUNTANT

Crowe U.K. LLP
Medway Bridge House
1-8 Fairmeadow
Maidstone
Kent, ME14 1JP, U.K.

PAYMENTS PROVIDERS

Stripe Payments Europe, Limited (through PTA Membership) The
One Building, 1 Grand Canal Street Lower
Dublin 2, Co. Dublin, IRELAND

SumUp Payments Limited 16-
20 Shorts Gardens London,
WC2H 9US, U.K.

REGISTERED OFFICE

Holmewood House School
Barrow Lane
Langton Green
Royal Tunbridge Wells Kent,
TN3 0EB, U.K.

Trustees Report

The Trustees present their annual report (including the Strategic Review) on the affairs of the Friends of Holmewood (the Charity), together with the financial statements for the year ended 30 June 2024.

The Trustees have arranged for an independent Examiner report in line with Charity's policy and the condition of the insurance provided by the PTA-UK membership. PTA-UK requires all associations to have their accounts independently examined. This is a stipulation of the PTA-UK subscription linked insurance for cover against fraud or dishonesty by a Treasurer or another committee member/trustee.

Strategic Review

Introduction

The Friends of Holmewood is an enthusiastic PTA organisation and a registered charity, with membership open to all parents, staff, children and alumni of Holmewood House School.

We have two main aims: our first and foremost is to bring the whole school together, to enable you to meet other families across the school's community, by hosting fun events for you and your children. Our second aim is to raise money for school projects and activities to enrich our children's education and learning environment, and for charity.

The Committee members are immensely grateful to the academic and support staff in school for enabling various activities to take place, and for all the support and donations from the Holmewood House parental body, including many local businesses.

Activities and fundraising in the year ending 30th June 2024 (from 1st July 2023) included:

- Family Fun Day
- Fireworks Night
- Christmas Fair
- Christmas Cards and Gifts
- Easter Fun

Family Fun Day

The beautiful South Lawn played host to the Family Fun Festival last September. Hosting the Festival at the start of the school year enabled us to welcome all the NOVI parents and children, and start the new academic year by bringing our wonderful community together.

We were delighted to be joined by old Holmewoodian Ash Dodd, who opened the day for us performing on our new Central Stage, followed by entertainment for all the ages by Captain Fantastic; lots of magic, bubbles, dancing, potions, laughter and more came from these shows. There was every kind of inflatable, you can imagine - for anyone from 3 years old to mums, dads, grandmas and grandpas who haven't forgotten how much fun they are. Vicky Kielsen, the brilliant art club teacher, set up an incredible Art & Craft tent, which was hugely popular and a perfect place of calm, parents and children alike enjoying the creative hub.

Everyone was also able to try their hand at Nerf blasters, Jousting, saunter round the Assault Course, play to the crowds in the Gladiator Duel, become the Last Man Standing, roll around in a giant Zorb, perfect skills in Dartboard Football and of course feast on fabulous local pizza, burgers, cookies, ice creams, and enjoy a glass or two of Pimms. Having been let down last minute by our mobile bar supplier, we were fortunate to have former HH parent, Sam Trueman, on hand to magic up a Pimms stand, with the unwavering support of Nichola Napleton and very enthusiastic patrons!

Trustees Report

Fireworks Night

November brought a magical night, albeit darker and colder, where the South Lawn played host to a fantastic fireworks display. We had an amazing spectacle coupled with super food and warming mulled wine, and plenty of reusable glow sticks which the children loved!

Christmas Fair

The Christmas Fair, finally returned to the delight of all who attended! Christmas Cheer was in abundance and the whole school community came together, with student-run stalls, bucking reindeer rides, a stand-out Father Christmas in the Grotto, cheeky elves, a busy shopping village and delicious food and drink. Proudly, many of the local businesses were run by Holmewood families and we were grateful to the many other local businesses who supported the event as suppliers and/or raffle donors. Mrs Carter's choir provided us with two beautiful carol performances and whilst it was an epic effort on behalf of each and every volunteer, we were overjoyed for this beloved FOH event to be back - bigger and better than ever!

Christmas Cards & Gifts

Each year the children are invited to create Christmas designs, which are used to produce cards, tags, wrapping paper, mugs and tea towels. This is always such a lovely activity to allow the children to create wonderful items that their families and friends can enjoy and keep as mementos. This project was Charlie Jones' first time at the helm and she undoubtedly did a phenomenal job; particularly when negotiating a deadline extension to enable more families to place their orders. A huge thank you to Charlie and all of you who purchased your childrens' precious designs.

Easter Fun

Once more, the Easter bunny turned up to cause chaos in a high octane battle against her imposter! Many children witnessed the battle of the Holmewood Easter Bunnies, and others were caught in their Super Soaker cross-fire (much to their delight!) To the horror of the unsuspecting teachers, the bunnies gave chase both in and outside of the buildings... until, from the vantage point of the Collings stairs, the true bunny was able to vanquish her assailant and order was restored. Battle won, calm restored, the Easter trails commenced on the South Lawn. Meanwhile, down in Pre-Prep, a myriad of activities were underway, and the Easter Bunny was made most welcome.

Our Supported Charity

The Trustees have regard to the guidance issued by the Charity Commission on public benefit. The Charity further discharges its public benefit obligations by making grants to other charities.

Bi-annually, a charity is nominated by the children, and 25% of all funds raised by Friends of Holmewood are donated to this charity. Throughout the two years the charity is invited to come along to the events. Last year the children nominated Tree of Hope.

For the year ending 30 June 2024, this amounted to a total of £4,323.

Tree of Hope is a small children's healthcare charity, based in Tunbridge Wells. They help families who have children with long term health conditions or disabilities in the UK, to improve their health and quality of life by supporting their family to fundraise for specialist care that is not freely available through the UK healthcare system.

Trustees Report

The children supported are all individuals with no two sets of needs the same, and the children who need help often tend to be those with either very rare conditions or complex needs, although there are some exceptions of straightforward conditions that the NHS are just unable to help fund. Tree of Hope have been hugely appreciative of the support they have received from the Friends of Holmewood over the past year.

Structure, Governance, Management and Decision-Making

The Friends of Holmewood Charity, a public benefit entity, is an unincorporated association established under the Model Constitution for Parent Teacher Associations in England and Wales as a Friends Association. There are currently 5 Trustees who are also members of the Charity. The Charity registered as a charity with the Charity Commission on 13 September 2016, registered number 1169151. The principal office is at: Holmewood House School, Barrow Lane, Langton Green, Royal Tunbridge Wells, Kent, TN3 0EB.

The Charity is governed and managed by a trustee committee who are elected annually by the members at the Annual General Meeting.

The Charity is run directly by the Trustees, supported by a number of volunteers with a day- to-day involvement in its events and activities. The Trustees consider the Charity small enough for this to be the most effective method of governance.

The Trustees are hugely grateful to all of the volunteers who help amongst other things by staffing stalls and providing assistance in helping the Charity achieve its objectives.

Fundraising Regulations

The Charity carries out its fundraising in a fair and responsible way and ensures that funds raised are spent effectively to bring maximum benefit to the pupils. The Charity strives to ensure that its fundraising activities are conducted to the highest level of quality and safety. The approach is donor focused and designed to ensure that donors enjoy and benefit from their engagement with the Charity.

Whilst the Charity strives to perform to the highest standards in everything it does, it is possible that it may not always succeed in meeting these standards. Should a complaint be received, it will be fully investigated, and efforts will be made to correct any shortcomings highlighted. The Charity received no complaints during the year under review. The Trustees recognise the importance of the reputation of the Charity in maintaining the trust and confidence of its donors and this principle sits at the heart of all fundraising activities.

Accountants

Crowe UK, L.L.P. continued to be the Charity's accountants in 2024

As allowed by the Charities Commission Accounting procedures, the Charity continues to prepare accounts on a more simplified set of accounting standards recording receipts and payments rather than on a more complicated accruals basis which is only required for Charities with a revenue stream of more than £250,000 per annum.

Receipts and payments accounts contain a statement summarising all money received and paid out by the charity in the financial year, and a statement giving details of its assets and liabilities at the end of the year. This keeps accounting costs to a reduced amount.

Trustees Report

Financial Performance

Net income/(deficit) for the year ended 30 June 2024 amounted to (£1,373) (prior year ended 30 June 2023: £15,468).

Key revenue activities during the year were as follows:

- Family Fun Day – £10,078 (prior year ended 30 June 2023: £8,066)
- Fireworks Night – £9,033 (prior year ended 30 June 2023: £10,043)
- Christmas Fair – £8,192 (prior year ended 30 June 2023: £Nil – Event not held)
- Christmas Design Activity – £1,035 (prior year ended 30 June 2022: £1,031)

Fundraising Portals

FOH had previously signed up for EasyFundraising which generated donations of £99 (prior year ended 30 June 2023: £120)

All parents, staff and alumni are encouraged to register at: <https://www.easyfundraising.org.uk/> and to nominate Friend of Holmewood as their preferred charity for receipt of donations.

There are over 6,000 stores that support Easyfundraising. All the big box stores are listed like John Lewis, eBay, Argos, Boots, Boden, AO, Currys etc. Their categories cover Business, Electrical, Entertainment, Fashion/Beauty, Finance, Home & Garden, Insurance, Mobiles, Travel and Utilities. Every purchase at an online store will generate a rebate to the Friends of Holmewood.

Reserve Policy

The Charity had Cash Reserves at 30 June 2024 of £17,114 (prior year ended 30 June 2023: £18,488). The decrease in cash reserves is primarily due to advance payments made to secure bookings of the September 2024 summer fun day.

In reviewing its reserves requirement, the Trustees maintain that the Charity needs to hold reserves of c. £10,000 to ensure that it has enough liquidity to pay deposits for events and to maintain a buffer should significant losses be incurred through the cancellation of a major event for which insurance is unavailable, for example, as a result of adverse weather.

Contingent Liability

As per last year it should be noted a sum of £3,610 was received on 11 June 2020 into the Friends Stripe Bank Account Balance used by the PTA portal for ticketing as a result of a transfer supposedly from the Charities Barclays Bank Account Balance for which no corresponding debit is evident. As a matter of prudence and on the basis of accounting advice it is likely the Friends owe this sum of money back to either Stripe or Barclays Bank and it remains a potential contingent liability. The prior Treasurer was unable to ascertain what had transpired and further follow up by the current Treasurer has resulted in no further progress with neither organisation raising any concern.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Principal Risks and Uncertainties

The Trustees have a risk management strategy which comprises an annual review of the principal risks and uncertainties that the Charity faces and the establishment of policies, systems and procedures to mitigate these risks.

Trustees Report

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems and procedures are in place to mitigate their exposure to the major risks. All risks are considered by the Trustees on a regular basis and efforts are made to mitigate any risks, where possible.

Compliance with the Charity Governance Code

The Trustees are aware of the requirements of the Charity Governance Code and ensure the charitable operations comply with this code.

Trustees

Trustees are recruited from the members of the Charity based upon a regular skills audit of the committee. All Trustees were appointed to the committee by members, at the Annual General Meeting, which was held in person and via remote dial-in, on 10th March 2023. Since that time Trustees have either resigned or new Trustees co-opted on by the existing Committee which will be ratified at the next AGM.

The dates of appointment and resignation as charity Trustees were:

Trustee	Office (if any)	Date appointed	Date resigned
Chelsea Crathern	Chair	2 December 2022	
Ala El-Kour	Treasurer	15 September 2023	
Gemma Mole	Secretary & Trustee	20 October 2023	
Sophie Clary	Trustee	28 January 2022	
Alicia Faith	Events & Trustee	7 October 2022	14 June 2024
Florence Arewa	Charity Selection & Trustee	10 March 2022	14 June 2024

All new Trustees receive a briefing to acquaint them with the charity and its aims and activities, management and governance and what is expected of them under charity law. Additionally, new Trustees are invited to meet with other Trustees to learn more about their role and about the charity's activities.

The 2024 AGM is scheduled for **Friday 14th March 2025**.

The Trustee's Report, including the Strategic Review, was approved by the Trustees and signed on their behalf by:

Chelsea Crathern

Chair

14 March 2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Friends of Holmewood

On accounts for the year
ended

30 June 2024

Charity no
(if any)

1169151

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30th June 2024**.

Responsibilities and
basis of report

As the charity's trustees, 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

31st March 2025

Name:

Catherine Hyams

Relevant professional
qualification(s) or body
(if any):

Chartered Accountant, Institute of Chartered Accountants of Scotland

Address:

Broomlands, Broom Lane, Langton Green, Tunbridge Wells

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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.

Not applicable.

Friends of Holmewood

Receipts and payments accounts For the year ended 30 June 2024

	30/06/2024			30/06/2023		
	Unrestricted funds £	Designated funds £	Total funds £	Unrestricted funds £	Designated funds £	Total funds £
Receipts						
Christmas Designs	-	-	-	-	-	-
Christmas Gifts and cards	1,035	-	1,035	1,031	-	1,031
Christmas fair	8,192	-	8,192	565	-	565
Tea Towel Designs	-	-	-	-	-	-
Amazon Smile	-	-	-	105	-	105
Donations						
Fundraising Donations	99	-	99	120	-	120
Summer ball	-	-	-	66,780	-	66,780
Quiz night	60	-	60	1,926	-	1,926
Family Fun Day	10,078	-	10,078	8,066	-	8,066
Fireworks Night	9,033	-	9,033	10,043	-	10,043
Total receipts	28,497	-	28,497	88,636	-	88,636
Payments						
Accountancy	780	-	780	420	-	420
Parents Disco	215	-	215	-	-	-
Christmas fair	6,093	-	6,093	329	-	329
Bank and finance charges	-	-	-	-	-	-
Bank and finance charges	11	-	11	3,152	-	3,152
Summer ball	1,388	-	1,388	50,766	-	50,766
Family Fun Day	9,581	-	9,581	6,628	-	6,628
Fireworks Night	6,644	-	6,644	7,426	-	7,426
PTA events fee	-	-	-	360	-	360
Quiz night	-	-	-	1,220	-	1,220
Easter Egg Hunt	-	-	-	181	-	181
Charitable donation	4,646	-	4,646	2,546	-	2,546
Pond project	-	-	-	-	40,000	40,000
Membership fees	513	-	513	140	-	140
Total payments	29,871	-	29,871	73,168	40,000	113,168
Net receipts/ (payments) before transfers	(1,374)	-	(1,374)	15,468	(40,000)	(24,532)
Transfers between funds	-	-	-	-	-	-
Net receipts/ (payments)	(1,374)	-	(1,374)	15,468	(40,000)	(24,532)
Cash funds brought forward	18,488	-	18,488	3,020	40,000	43,020
Cash funds carried forward	17,114	-	17,114	18,488	-	18,488

Friends of Holmewood
Statement of assets and liabilities
At the end of the period 30 June 2024

Details	£	£
Cash at bank and on hand	17,114	18,488

Assets

£2,200 has been prepaid in relation to the September 2024 Funday.

Liabilities

Accruals include £780 in relation to accountancy fees and there is a further £784 due in relation to monies due to be paid to a charity partner.

Contingent liabilities

Stripe credited £3,610 on 11.06.2020, the source of which is unclear. Stripe has not requested repayment to date. The trustees are unclear if this was due to an error in which case this amount will be repayable to Stripe in the future.

The financial statements comprising of the Receipts and Payments Summary and Statement of Assets and Liabilities were approved and authorised for issue by the Board on

Signed on behalf of the Board of Trustees

Signature *Ala El-Kour*

Name Ala El-Kour

Date 14 March 2025