

# FRIENDS OF RADNOR HOUSE SEVENOAKS

England & Wales - Charity number 1173266

## Details

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**Other names** FORH7

**Status** Registered

**Legal form** Other

**Registered** 2017-06-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Radnor House Sevenoaks  
Combe Bank Drive  
Sundridge  
Sevenoaks  
TN14 6AE

**Phone** 01959563720

**Email** [friends@radnor-sevenoaks.org](mailto:friends@radnor-sevenoaks.org)

**Website** <http://www.radnor-sevenoaks.org/about/friends-of-radnor-house-sevenoaks-school/>

## Activities

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**Objects:** TO ADVANCE SUCH CHARITABLE PURPOSES (ACCORDING TO THE LAW OF ENGLAND AND WALES) AS THE TRUSTEES SEE FIT FROM TIME TO TIME.

**Activities:** Giving grants to charities chosen by the pupils of Radnor House Sevenoaks

## Classification

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- **How:** Makes Grants To Organisations, Other Charitable Activities
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

## Geography

- Throughout England

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£60,504	£34,161	-	-
2024-08-31	£93,085	£54,754	-	-
2023-08-31	£37,724	£20,699	-	-
2022-08-31	£39,694	£10,426	-	-
2021-08-31	£31,383	£33,149	-	-
2020-08-31	£49,390	£41,711	-	-

## Trustees

Name	Role	Appointed
Hayley Newton-Holroyd		2025-10-14
Hiten Kika		2025-10-14
Sarah Wilcher		2022-10-10

**FRIENDS OF RADNOR HOUSE SEVENOAKS**

England & Wales - Charity number 1173266

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# Accounts

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## **CHARITY COMMISSION CHAIRS REPORT 2025**

Charity Name: Friends of Radnor House Sevenoaks (“Friends” or “FoRH”)  
Charity Number: 1173266  
Address: Radnor House Sevenoaks, Combe Bank Drive, Sundridge, Sevenoaks, Kent, TN14 6AE  
Phone: 01959 563720  
Email: [friends@radnor-sevenoaks.org](mailto:friends@radnor-sevenoaks.org)  
Website: <https://www.radnor-sevenoaks.org/friends>

### Current Trustees 2024/25

Trustees are the people responsible for controlling the work, management and administrations of the charity on behalf of its beneficiaries. Generally, trustees are treasurer, chair and board member and there should be no fewer than 3 Trustees.

Sarah Wilcher	Appointed 11/10/2022
David Paton	Appointed 18/10/2023
Hayley Newton-Holroyd	Appointed 18/10/2023
Hiten Kika	Appointed 18/10/2023

As per the terms of the Constitution, the chair retires after a three-year term. As a result, Sarah Wilcher retires at the AGM. Also stepping down is Hayley Newton-Holroyd.

### Proposed Officers for 2025/26:

The charity is managed and administered by a committee comprising the chair or co-chairs, treasurer, secretary and any other elected members.

- Rebecca Collier (proposed for election, co-chair) Proposed by: Charlotte Parker, seconded by Victoria Churchill
- Clare Exall (proposed for election, secretary) Proposed by: Isabelle Schroeder, seconded by Katie Beddow
- David Paton (continuing as board member)
- Hiten Kika (uncontested, continuing as treasurer)

### Structure

FoRH is a charity registered in England and Wales with the Charities Commission for General Charitable Purposes. It currently comprises four trustees (above) and around 12 volunteers. Membership is open to individuals over the age of 18 or organisations approved by the trustees and ordinarily comprises parents and guardians from when they sign their children up to Radnor House Sevenoaks, unless they decide to opt out, until the give notice or leave.

FoRH is recognised by HMRC for gift aid. It does not own and / or lease land or property.

### How the charity is managed

The governing document of FoRH is the Constitution (appendix A) adopted on 5 May 2016, in tandem with the document entitled Operational Arrangements of the same date (appendix B) and the document entitled Purpose and Strategy (appendix C dated 18 November 2022). The new Purpose and Strategy document has ensured that FoRH has a flatter structure with more people involved, allowing greater collaboration and a less top down, vertical set-up which allows for more people to be involved in FoRH.

A good way of working with the school is imperative to the success of FoRH and a new approach has been in place since October 2022 which has led to greater collaboration, clearer lines of responsibility and communication and ultimately an easier, more open structure.

### Communication

To further improve communication with parents about FoRH events a new electronic screen has been installed in the parent carpark; a What'sApp group has been set up for the committee and year group representatives; infographics have been produced and shared via What'sApp and staff/parent bulletins highlighting how much money has been raised; and a representative of FoRH is now attending school Rep Meetings. We're keen to ensure greater awareness of events but also to tap into a wider group of volunteers so it's not always the same people helping. An annual schedule of planned events was published at the start of the 2025 school and further improvements are also being made to how we communicate events. More work is still to be done in this area to ensure maximum attendance and engagement in events.

### Objectives

The charitable objectives of FoRH are clearly set out in the Purpose and Strategy document and are principally to create an atmosphere of connection and learning for the children of Radnor House Sevenoaks whilst also creating a stronger whole school community and working with identified charities to raise funds and support specific projects.

### Current Charities

Following a process of nominations, short-listing and voting by the children, parents, guardians and staff of Radnor House Sevenoaks, the following charities have been in place since the start of the 2024 academic year and will remain so for a maximum 3 years (subject to any issues with ways of working). These are:

- Children with Cancer (school community charity)
- Valence School (Eynsford Eagles house charity)
- Westerham Food Bank (Hever Hawks house charity)
- Sevenoaks Wildlife Reserve (Lullingstone Kites house charity)
- Sal's Shoes (Penhurst Falcons house charity)

The school community charity responsibility sits with the school Headmaster and FoRH Co-chairs; and the Senior School Deputy Heads of House and Prep Heads of House are responsible for each of their respective charities. Historically, we have also supported an international charity, but no relationship is in place at this time.

The charities assembly will take place on 1 April 2026 where confirmed funds will be presented to each charity. New charities will be chosen for the 2026/27 school year but funds from the upcoming year will be split amongst the current charities.

## Activities 2024/25

- The Big Climb took place in two parts (given the size of the hostel and number of people who were keen to take part) with part 1 being held 28-30 Sept 2024 and the second part on 26-27 April 2025. Still a hugely popular annual event with both weekends being sold out, it also continues to be our biggest fundraiser (£16,408 this year). 66 children and their families successfully climbed Ben Nevis over these two weekends. A big thank you to Adam Healey, Anna Healey, Helen Ivey and Sarah Wilcher for all their work making both such a huge success.
- Fireworks night (8 Nov 2024) was another successful school event, though this year didn't quite break even. Lower ticket sales (15% fewer) and the high cost of prizes for House stalls meant a slight loss of -£318. Despite this, a big thank you is due to all the children, their heads of house, the amazing bar team and the Radnor catering team who stepped in at the last minute when an external provider pulled out.
- Prep Christmas Fair (29 November 2024) fabulous event hosted in the Prep school with class reps and senior school children running stalls for the prep children and the International Group running the bar.
- Christmas wreath making (20 November 2024) was a small but lovely evening, though our learning is that so many people are already very busy at that time of year that we won't repeat
- Christmas Cards (Dec 2024) event successfully organised by the Prep school with children designing their own cards. Will be repeated for Christmas 2025, with the addition of personalised coasters and mugs.
- Quiz and Curry Night: Originally scheduled to take place on 15 March 2025, this was rescheduled to 11 October 2025 following a lack of ticket sales.
- Golf Day (11 May 2025). Held at Chelsfield Lakes Golf Club and successfully organised by George Penlington, Alex Lewis and Sarah Wilcher with 25 golfers playing. Exploring a new venue for 2026.

### **On-going events**

- The second-hand uniform shop is now in its third year, managed by Clare Exall and her team, and continues to provide a use for pre-loved uniform. £3,449 sales, 33% paid to the school (until such time as the set-up and build costs are repaid) with all other profit going straight to the school charities. Exploring options to clear out discontinued blazers and PE kit.
- International Group: members continue to meet for coffee, walks, talks and events every term. This is a strong group and a great support network for our international families thanks to Isabelle Schroder and Jimena Bardon de Leon, the organisers

### Financial review including any debts and details of reserves policy (if applicable)

Hiten Kika as Treasurer has provided the treasurer's report summarising the financial performance of FoRH in 2024/25. In summary, the last annual report was filed and received on time on 15 May 2025 for the reporting year 31 August 2024. Last year, gross income £93,085 and total expenditure £54,754. This year, as at 31 August 2025, the FoRH account has a total income of £60,504 and expenses of £34,161. Full accounts, including the payments made to each charity will be available on request and will be filed with the Charities Commission once independently audited and agreed by trustees.

Sarah Wilcher

Co-chair, Friends of Radnor House Sevenoaks

15<sup>th</sup> of October 2025

**Friends of Radnor House Sevenoaks**  
**Year ended 31/08/2025**

**Income & Expenditure**

	Receipts	Payments	Net
Big Climb Ben Nevis FY2025	42 371	-25 962	16 408
Christmas Cards FY 25	408	-480	-72
Christmas Wreath making 2024/45	115	0	115
Easy Fundraising	367	0	367
Fireworks Night FY2025	4 935	-5 253	-318
FoRH donation 25	584	0	584
FoRH Parent Membership	4 500	0	4 500
General Expense 2025	10	-230	-220
Golf Day 2025	1 660	-100	1 560
Prep Christmas Fair	1 718	-710	1 008
Quiz Night 2026	385	-275	110
Uniform Shop	3 449	0	3 449
Uniform Shop - Pmt to RH7 2024	0	0	0
Expenses - 1/3 Profit to RH7 Uniform Shop	0	-1 150	-1 150
	<u>60 504</u>	<u>-34 161</u>	<u>26 343</u>

**Donations to Charities**

Valence School	3 406
Sevenoaks Wildlife Reserve	3 400
Westerham Foodbank	3 368
Sal's Shoes	3 691
Children with Cancer	3 466

17 331

**Net Increase / (Decrease)**

9 012

**Adjustments**

Expenses - 1/3 Profit to RH7 Uniform Shop	1 150	1 150
Big Climb Snowdon FY2026	17 708	-12 400
Refund from Radnor House - Tokens (Duplicate pmt - Supplier + School)		-570
Fireworks Night FY2026		-1 458
	<u>17 708</u>	<u>-13 278</u>

4 430

**Bank Reconciliation**

Opening Balance - 1 September 2024

39 174

Closing Balance - 31 August 2025

29 289

Movement

-9 885

Accounting Adjustments - B'fwd

-23 326

Net Fund Increase/(Decrease) - current year

9 012

Accounting Adjustments - C'fwd

4 430

Net Fund Increase/(Decrease) - C'fwd

-9 885

**Bank account reconciled to Net Fund**

0

Accounts Prepared By:



Hiten Kika CA(SA)

Independent review by:



Neil Naidoo CA(SA)

**Independent examination of charity accounts:**

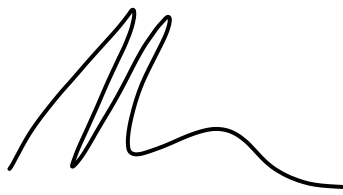
**Review of Friends of Radnor House Sevenoaks for the Year ended 31 August 2025**

I have reviewed the constitution of 'Friends of Radnor House Sevenoaks', which was adopted on 5<sup>th</sup> May 2016, the minutes from the trustee's meetings that were held during the year, and the Chair's report.

I am happy that the charity is eligible for an independent examination as per the Guidance from the Charity Commission for England and Wales (updated 14 July 2021).

I have reviewed the accounts for the year ending 31st August 2025 and I am happy that they reflect the banking activity of the charity and that the transactions and profits relating to each event are reasonable. There is nothing to suggest that the accounting records do not reflect the activity of the charity during the year, and I believe they fulfil the obligations under the 2006 Regulations.

Independent Examiner:  
Neil Naidoo – CA(SA)

A handwritten signature in black ink, consisting of a stylized 'N' followed by a wavy line, positioned above a horizontal line.

17 Ability Place  
37 Milharbour  
London  
E14 9HB

**FRIENDS OF RADNOR HOUSE SEVENOAKS**

England & Wales - Charity number 1173266

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# Accounts

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# **CHARITY COMMISSION CHAIRS REPORT 2024**

Charity Name: Friends of Radnor House Sevenoaks (“Friends” or “FoRH”)  
Charity Number: 1173266  
Address: Radnor House Sevenoaks, Combe Bank Drive, Sundridge, Sevenoaks, Kent, TN14 6AE  
Phone: 01959 563720  
Email: [friends@radnor-sevenoaks.org](mailto:friends@radnor-sevenoaks.org)  
Website: <https://www.radnor-sevenoaks.org/friends>

## Current Trustees 2023/24

Trustees are the people responsible for controlling the work, management and administrations of the charity on behalf of its beneficiaries. Generally, trustees are treasurer, chair and board member and there should be no fewer than 3 Trustees.

Sarah Wilcher	Appointed 11/10/2022
David Paton	Appointed 18/10/2023
Hayley Newton-Holroyd	Appointed 18/10/2023
Hiten Kika	Appointed 18/10/2023

There are no proposed changes to the trustees for 2024/25.

## Proposed Officers for 2023/24:

The charity is managed and administered by a committee comprising the chair, co-chair, treasurer, secretary and any other elected members.

Sarah Wilcher (uncontested, continuing as chair)  
Christina Algar (co-chair, resigned)  
David Paton (continuing as board member)  
Hiten Kika (uncontested, continuing as treasurer)  
Hayley Newton-Holroyd (uncontested, continuing as secretary)

## Structure

FoRH is a charity registered in England and Wales with the Charities Commission for General Charitable Purposes. It currently comprises four trustees (above) and around 12 volunteers. Membership is open to individuals over the age of 18 or organisations approved by the trustees and ordinarily comprises parents and guardians from when they sign their children up to Radnor House Sevenoaks, unless they decide to opt out, until the give notice or leave.

FoRH is recognised by HMRC for gift aid. It does not own and / or lease land or property.

## How the charity is managed

The governing document of FoRH is the Constitution (appendix A) adopted on 5 May 2016, in tandem with the document entitled Operational Arrangements of the same date (appendix B) and the document entitled Purpose and Strategy (appendix C dated 18 November 2022). The new Purpose and Strategy document has ensured that FoRH has a flatter structure with more people involved, allowing greater collaboration and a less top down, vertical set-up.

This allows for more people to be involved in FoRH, in a way they are comfortable with, leading to a happier and more sustainable operation.

A good way of working with the school is imperative to the success of FoRH and a new approach has been in place since October 2022 which has led to greater collaboration, clearer lines of responsibility and communication and ultimately an easier, more open structure.

### Objectives

The charitable objectives of FoRH are clearly set out in the Purpose and Strategy document and are principally to create an atmosphere of connection and learning for the children of Radnor House Sevenoaks whilst also creating a stronger whole school community and working with identified charities to raise funds and support specific projects.

### Current Charities

Following a process of nominations, short-listing and voting by the children, parents, guardians and staff of Radnor House Sevenoaks, new charities have been in place since the start of this academic year (6 September) and will remain so for a minimum of 1 year, maximum 3 years (subject to any issues with ways of working). These are:

- Round Square Discovery Fund and Bee Keeping project (International charity)
- Children with Cancer (school community charity)
- Valence School (Eynsford Eagles house charity)
- Westerham Food Bank (Hever Hawks house charity)
- Sevenoaks Wildlife Reserve (Lullingstone Kites house charity)
- Sal's Shoes (Penhurst Falcons house charity)

The international charity responsibility sits with the school Headmaster; the school community charity responsibility sits with the school Headmaster and FoRH Co-chairs; and the Senior School Deputy Heads of House and Prep Heads of House are responsible for each of their respective charities.

The charities assembly will take place on 3<sup>rd</sup> April where confirmed funds will be presented to each charity.

### Activities 2023/24

- The Big Climb (30 Sept 2023) 216 children and their families successfully climbed Skafell Pike on a particularly soggy day. A big thank you to Adam Healey, Caroline Proctor and Helen Beckerson for all their work making the weekend such a huge success. This was also a huge success in fundraising terms, with £20,458 being raised (blowing the £10,000 target) and shared with 3 of our charities who had all responded to a call to action specific to this event.
- Christmas Cards (Dec 2023) event successfully organised by the Prep school with children designing their own cards. Will be repeated for Christmas 2024.
- Fireworks night (10 Nov 2023) was another successful school event, using a mix of external caterers, children running house stalls and FoRH organising the bar. A big thank you to all the children, their heads of house and the amazing bar team.
- Wreath-making (29 Nov 2023): only 4 children (event held at school) and 6 adults (event held at home) signed up. Feeling is that this is often done by groups of friends on an annual basis and is a busy time of year to put additional events in the diary
- Prep Christmas Fair (8 Dec 2023) fabulous event hosted in the Prep school with class reps and senior school children running stalls for the prep children and Friends of Radnor House running the secret Santa room.
- Quiz Night (23 Mar 2024): great evening with 87 attendees. A big thank you to Jo Paton who wrote the quiz, Christina Algar who helped Jo with scoring on the night and of course our compere David Paton.
- Golf Day (12 May 2024). Successfully organised by George Penlington and Sarah Wilcher with 50 golfers playing including 12 juniors (up from 3 last year). Exploring a new venue for 2025.
- Summer Fun Day (29 June 2024). Another fabulous afternoon which included a variety of inflatables, games, stalls and a hot air balloon! A big thank you to everyone who volunteered thanks should go to Louise Lay and

the Estates Team for getting all the logistics ready for the day and being there to help set-up and clear-away despite it being a weekend.

### **On-going events**

- The second-hand uniform shop is now in its second year, managed by Clare Exall and her team, and continues to provide a use for pre-loved uniform. £4,881 sales, 33% paid to the school (until such time as the set-up and build costs are repaid) with all other profit going straight to the school charities. Exploring options to clear out discontinued blazers and PE kit.
- Head's walks continued with Mr Halliwell and then Mrs Lang
- International Group: members continue to meet for coffee, walks, talks and events every term. This is a strong group and a great support network for our international families thanks to Isabelle Schroder and Jimena Bardon de Leon, the organisers

**Communication:** improved communication with parents about FoRH events is needed, so we now have a WhatsApp group with the year group reps and FoRH committee members, plus a representative of FoRH will attend school Rep Meetings. We're keen to ensure greater awareness of events but also to tap into a wider group of volunteers so it's not always the same people helping.

### Financial review including any debts and details of reserves policy (if applicable)

Hiten Kika as Treasurer has provided the treasurer's report summarising the financial performance of FoRH in 2022/23. In summary, the previous annual report was filed and received within time on 26<sup>th</sup> June 2024 for the reporting year 31<sup>st</sup> August 2023. Last year, gross income was £37,724 and total expenditure £20,699. This year, as at 31 August 2024, the FoRH account has a total income of £98,085 and expenses of £54,754. Full accounts, including the payments made to each charity will be available on request and will be filed with the Charities Commission once independently audited and agreed by trustees.

Finally, I would like to thank Christina Algar for her invaluable help and support as co-chair, her positive outlook and never-ending smile will be missed.

Sarah Wilcher

Co-chair, Friends of Radnor House Sevenoaks

22<sup>nd</sup> January 2025

## Friends of Radnor House Sevenoaks Year ended 31/08/2024

### Income & Expenditure

	Receipts	Payments	Net
Big Climb Scafell Pike FY2024	58,570	-38,112	20,458
Curry & Quiz Night 2023	0	0	0
Curry & Quiz Night 2024	1,941	-1,210	731
International Charity - Money Held 2023 (Accrual)	0	3,422	3,422
Easy Fundraising	674	0	674
Event donations transferred from school	282	0	282
Fireworks Night FY2024	7,669	-5,080	2,590
FoRH parent membership	4,160	0	4,160
General Expenses	0	-618	-618
Gift Aid	2,295	0	2,295
Golf Day 2024	3,428	-2,984	444
Just Giving	5	0	5
Prep Christmas Cards	795	-675	120
Prep Christmas Fair	1,629	-397	1,232
Summer Fair 2023	0	0	0
Summer Fair 2024	6,757	-4,994	1,763
Uniform Shop	4,881	0	4,881
Expenses - 1/3 Profit to RH7 Uniform Shop	0	-1,627	-1,627
Uniform shop - Pmt to RH7 2023	0	21	21
Capital Expenditure - School Shop (Cabin)	0	-2,500	-2,500
	<b>93,085</b>	<b>-54,754</b>	<b>38,331</b>

### Donations to Charities

Alices Ark	3,881
Tree of Hope	3,837
Porchlight	3,900
Living On Bereavement	5,138
Last Chance Animal Rescue	3,788
Round Square	1,000
Alices Ark	7,000
Tree of Hope	7,000
Porchlight	7,000

**42,545**

### Net Increase / (Decrease)

**-4,214**

### Adjustments

Big Climb Ben Nevis FY2025	11,607	-9,263	2,344
Fireworks Night FY2025	0	-1,603	-1,603
Expenses - 1/3 Profit to RH7 Uniform Shop	0	1,627	1,627
Summer Fair 2024	-842	230	-612
Donations 2024 (Paid post Yr End)	0	21,000	21,000
General Expense (Paid post Yr End)	0	570	570

**10,765**      **12,561**      **23,326**

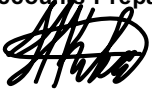
**Bank Reconciliation**

Opening Balance - 1 September 2023 34,007  
Closing Balance - 31 August 2024 39,174

Movement 5,167

Accounting Adjustments - B'fwd	-13,946	
Net Fund Increase/(Decrease) - current year	-4,214	
Accounting Adjustments - C'fwd	23,326	
Net Fund Increase/(Decrease) - C'fwd		5,167
<b>Bank account reconciled to Net Fund</b>		<b>-0</b>

Accounts Prepared By:



Hiten Kika CA(SA)

Independent review by:



Neil Naidoo CA(SA)

## **Independent examination of charity accounts:**

### **Review of Friends of Radnor House Sevenoaks for the Year ended 31 August 2024**

I have reviewed the constitution of 'Friends of Radnor House Sevenoaks', which was adopted on 5<sup>th</sup> May 2016, the minutes from the trustee's meetings that were held during the year, and the Chair's report.

I am happy that the charity is eligible for an independent examination as per the Guidance from the Charity Commission for England and Wales (updated 14 July 2021).

I have reviewed the accounts for the year ending 31st August 2024 and I am happy that they reflect the banking activity of the charity and that the transactions and profits relating to each event are reasonable. There is nothing to suggest that the accounting records do not reflect the activity of the charity during the year, and I believe they fulfil the obligations under the 2006 Regulations.

Independent Examiner:  
Neil Naidoo – CA(SA)



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17 Ability Place  
37 Milharbour  
London  
E14 9HB

**FRIENDS OF RADNOR HOUSE SEVENOAKS**

England & Wales - Charity number 1173266

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# Accounts

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## **CHARITY COMMISSION CHAIRS REPORT 2023**

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Website: <https://www.radnor-sevenoaks.org/friends>

### Current Trustees 2022/23

Trustees are the people responsible for controlling the work, management and administrations of the charity on behalf of its beneficiaries. Generally, trustees are treasurer, chair and board member and there should be no fewer than 3 Trustees.

Sarah Wilcher	Appointed 11/10/2022
Helen Beckerson	Appointed 23/04/2020
Fraser Halliwell	Appointed 11/10/2022
Melissa Bujtor	Appointed 11/10/2022

Helen Beckerson and Melissa Bujtor are resigning as Trustees.

### Proposed Trustees for 2023/24:

Sarah Wilcher (continuing as chair)  
David Paton (proposed as board member)  
Hiten Kika (proposed as new treasurer)  
Hayley Holroyd (proposed as new secretary)

### Proposed Officers for 2023/24:

The charity is managed and administered by a committee comprising the chair, co-chair, treasurer, secretary and any other elected members.

Sarah Wilcher (uncontested, continuing as chair)  
Christina Algar (uncontested, continuing as co-chair)  
David Paton (proposed as board member)  
Hiten Kika (proposed by Andrew Bardon De Leon, seconded by Christina Algar as new treasurer)  
Hayley Holroyd (proposed by Dari Cohen, seconded by Sarah Wilcher as new secretary)

### Structure

FoRH is a charity registered in England and Wales with the Charities Commission for General Charitable Purposes. It currently comprises four trustees (above) as well as a current co-chair,

Christina Algar, and around 12 volunteers. Membership is open to individuals over the age of 18 or organisations approved by the trustees and ordinarily comprises parents and guardians from when they sign their children up to Radnor House Sevenoaks, unless they decide to opt out, until the give notice or leave.

FoRH is recognised by HMRC for gift aid. It does not own and / or lease land or property.

### How the charity is managed

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A good way of working with the school is imperative to the success of FoRH and a new approach has been in place since October 2022 which has led to greater collaboration, clearer lines of responsibility and communication and ultimately an easier, more open structure.

### Objectives

The charitable objectives of FoRH are clearly set out in the Purpose and Strategy document and are principally to create an atmosphere of connection and learning for the children of Radnor House Sevenoaks whilst also creating a stronger whole school community and working with identified charities to raise funds and support specific projects.

### Current Charities

Following a process of nominations, short-listing and voting by the children, parents, guardians and staff of Radnor House Sevenoaks, new charities have been in place since the start of this academic year (6 September) and will remain so for a minimum of 1 year, maximum 3 years (subject to any issues with ways of working). These are:

- Round Square Discovery Fund and Bee Keeping project (International charity)
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The international charity responsibility sits with the school Headmaster; the school community charity responsibility sits with the school Headmaster and FoRH Co-chairs; and the Senior School Deputy Heads of House and Prep Heads of House are responsible for each of their respective charities.

The charities assembly will take place on 24<sup>th</sup> November where confirmed funds will be presented to each charity.

## Activities 2022/23

This year has been a very successful year for FoRH raising £17025 for the 2022/23 charities (Living On, Porchlight, Alice's Ark, Tree of Hope and Last Chance Animal Rescue).

### **On-off Events**

- The Big Climb (Sept 2022) 112 children and their families successfully climbed Snowdon, all arriving safely and making it back down the mountain despite some tricky driving conditions the day before. A big thank you to Adam Healey, Caroline Proctor and Helen Beckerson for all their work making the weekend such a huge success. Unfortunately, the fundraising element of this weekend didn't get off the ground (due to the closing of Virgin Money Fundraising and the difficulties setting up a separate fundraising event on Just Giving) but an ambitious target of £10,000 has been set for the 2023 climb of Skafell Pike.
- Christmas Cards event successfully organised by the Prep school with children designing their own cards. Will be repeated for Christmas 2023
- Fireworks night (4 Nov 2022) was another successful school event, using a mix of external caterers, children running house stalls and FoRH organising the bar. A big thank you to all the children, their heads of house and Gemma Wood and team.
- Christmas Drinks: this event was cancelled due to lack of interest and difficulty finding a date that did not clash with year group drinks evenings. We have since decided not to try and organise a drinks evening in December as it is such a busy time of year.
- Wreath making: hosted by Jo Paton in her home, with 9 attendees
- Prep Christmas Fair (2 Dec) fabulous event hosted in the Prep school with class reps and senior school children running stalls for the prep children. We used a new system of payment (cashless vouchers which could be bought in advance) which made it much easier to operate. This has been taken forward to other events since.
- Quiz Night (25 Mar 2023): great evening with around 70 attendees. A big thank you to Jo Paton who wrote the quiz, Christina Algar who helped Jo with scoring on the night and of course our compere Fraser Halliwell.
- Golf Day (11 June 2023). Successfully organised by Adam Woodward and Craig Morton with 38 golfers playing including 3 juniors. A big thank you to Adam Woodward who having left the school in April, still delivered his share of the organising. The event raised £2,038 for Living On. We have discussed moving the date earlier in the year (to avoid exam clashes for the older children) and to find a way to encourage more juniors to take part (perhaps a 9 hole competition). We have also agreed not to run an auction at future years as it is felt that those who attend have already contributed a lot just to be there and as it is broadly the same group of people each year they have given enough)
- Summer Fun Day (1 July). A fabulous afternoon which included a variety of inflatables, games, stalls and performances by some of the children as well as a bar (organised by FoRH) and different external food options. A big thank you to everyone who volunteered, particularly the children and the staff who agreed to have wet sponges thrown at them! The event would not have been so successful without the hard work and preparation you put into it. Also, thanks to Gemma Wood who secured a world class DJ to keep us all entertained in between performances. We used the voucher system for stalls which made the afternoon broadly cash free and it was lovely to see over 500 children and their families enjoying some fun time in the school grounds. Particular thanks should go to Louise Lay and the Estates Team for getting all the logistics ready for the day and being there to help set-up and clear-away despite it being a weekend.

## **On-going events**

- The creation of a new second hand uniform shop, managed by Clare Exall and her team, has been a huge success. £6218 sales have been taken since it opened in March 2023 all from donated uniform from families at the school. 33% of all income is paid to the school (until such time as the set-up and build costs are repaid) with all other profit going straight to the school charities
- Head's walks organised by Lousie Lay and competed each term with around 20 parents joining for up to a 5 mile walk in the local area
- International Group: members continue to meet for coffee, walks, talks and events every term. This is a strong group and a great support network for our international families thanks to Isabelle Schroder and Jimena Bardón de Leon, the organisers
- Parent seminars (known as Radnor Talks), organised by Dari Cohen-Chen and Fraser Halliwell. The inaugural event (online safety and the brain given by Dr Yael Benn) happened in May 2023 and more are planned for the year ahead
- The FoRH section of the school website was updated to contain more externally relevant content whilst specific information regarding events (such as ticket sales) were moved to a new FoRH page on My School Portal

## Financial review including any debts and details of reserves policy (if applicable)

Helen Beckerson as Treasurer has provided the treasurer's report summarising the financial performance of FoRH in 2022/23. In summary, the last annual report was filed and received on time on 4 November 2022 for the reporting year 31 August 2022. Last year, gross income was £39,694.08 and total expenditure £10,425.76. This year, as at 31 August 2022, the FoRH account has a total income of £37,724 and expenses of £20,699 (subject to auditing). Full accounts, including the payments made to each charity will be available on request and will be filed with the Charities Commission once independently audited and agreed by trustees.

Thank you to Helen Beckerson and Sam Pain for their long service to the school as Treasurer and Accountant both of whom are resigning from their positions as of the AGM. Your help, patience and attention to detail is greatly appreciated.

Finally, I would like to extend a welcome to our new members officers and trustees, thank Melissa Bujtor, Helen Beckerson and Sam Pain for their support over the past year and we look forward to a great year of events in 2023/24.

Sarah Wilcher and Christina Algar  
Co-chairs, Friends of Radnor House Sevenoaks  
18 October 2023

# Friends of Ranor House Sevenoaks

## Year ended 31/08/2023

### Income & Expenditure

	Receipts	Payments	Net
2021 / 2022 Subs	240	0	240
2022 / 2023 Subs	3,537	0	3,537
House Challenge	169	0	169
Gold House - Ice Cream Sale	799	-311	488
Snowdon	6,024	-5,050	974
Christmas Merchandise	1,640	-1,367	273
Fireworks - 2021 / 2022	439	0	439
Fireworks - 2022 / 2023	2,602	-442	2,160
Christmas Fair	1,259	-668	591
Christmas Jumper Day	350	0	350
Golf Day	4,777	-2,739	2,038
Quiz Night	1,943	-1,406	537
Summer Fair	6,526	-4,416	2,110
School Uniform Shop	6,248	-30	6,218
Shelving Costs - Uniform Shop	0	-1,195	-1,195
Expenses - Payable to RH7 (Uniform Cabin)	0	-2,073	-2,073
Zenith - Charity Clothes Bin	186	0	186
Easy Fundraising	730	0	730
Amazon Smile Fundraising	182	0	182
Sundries - Micellaneous income and Fees	75	-1,003	-927
	<b>37,724</b>	<b>-20,699</b>	<b>17,025</b>

### Donations to Charities

Bradbourne Group	31
West Kent Mind	27
Foal Farm	19
Leonard Cheshire	8
Living On Bereavement (Parents Choice)	10,430
Tree of Hope	3,806
Alice's Arc	3,854
Porchlight	3,881
Last Chance Animal Rescue	3,780
International Charity - funds held	3,422
	<b>29,259</b>

### Net Increase / (Decrease)

**-12,234**

### Adjustments

Scafell Pike 2023/2024 event	40,775	-29,260	11,514
Fireworks 2023/2024 event	0	-1,458	-1,458
Capital Expenditure - School Shop (Cabin)	0	-2,500	-2,500
Exps - 1/3 of profit to RH& (Uniform Cabin)	0	2,073	2,073
Accruals - 22/23 event paid in 23/24	0	895	895
International charity - <b>money held</b>	0	3,422	3,422
	<b>40,775</b>	<b>-26,829</b>	<b>13,946</b>

**Bank Reconciliation**

Opening Balance - 1 September 2022 37,742  
Closing Balance - 31 August 2023 34,007

Movement -3,735

Accounting Adjustments - B'fwd	-5,447	
Net Fund Increase/(Decrease) - current year	-12,234	
Accounting Adjustments - C'fwd	13,946	
Net Fund Increase/(Decrease) - C'fwd		-3,735
<b>Bank account reconciled to Net Fund</b>		<u><u>0</u></u>

**Accounts Prepared By:**



**Hiten Kika CA(SA)**

**Independent review by:**



**Neil Naidoo CA(SA)**

## **Independent examination of charity accounts:**

### **Review of Friends of Radnor House Sevenoaks for the Year ended 31 August 2023**

I have reviewed the constitution of 'Friends of Radnor House Sevenoaks', which was adopted on 5<sup>th</sup> May 2016, the minutes from trustee's meetings that were held during the year, and the Chair's Report.

I am happy that the charity is eligible for an independent examination as per the Guidance from the Charity Commission for England and Wales (updated 14 July 2021).

I have reviewed the accounts for the year ending 31<sup>st</sup> August 2023 and I am happy that they reflect the banking activity of the charity and that the transactions and profits relating to each event are reasonable. There is nothing to suggest that the accounting records do not reflect the activity of the charity during the year, and I believe they fulfil the obligations under the 2006 Regulations.

Independent Examiner:

Neil Naidoo – CA(SA)



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17 Ability Place  
37 Milharbour  
London  
E14 9HB

**FRIENDS OF RADNOR HOUSE SEVENOAKS**

England & Wales - Charity number 1173266

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# Accounts

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## CHARITY COMMISSION CHAIR'S REPORT 2022

Charity name: Friends of Radnor House Sevenoaks (“Friends” or “FoRH7”)  
Charity Number: 1173266  
Address: Radnor House Sevenoaks, Combe Bank Drive, Sundridge, Sevenoaks, Kent TN14 6AE  
Phone: 01959 563720  
Email: [friends@radnor-sevenoaks.org](mailto:friends@radnor-sevenoaks.org)  
Website: <http://www.radnor-sevenoaks.org/about/friends-of-radnor-house-sevenoaks-school>

### Current Trustees 2021/2:

Trustees are the people responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries. Generally, trustees are treasurer, chair, board member etc.

- Josephine Paton Appointed 29/09/2021
- Helen Beckerson Appointed 23/04/2020
- Helen Adams Appointed 01/04/2020
- David Paton Appointed 05/05/2016

Josephine Paton, David Paton and Helen Adams are resigning as Trustees. There must be no fewer than three trustees (there is no maximum number).

### Proposed Trustees for 2022/3:

- Helen Beckerson (continuing)
- Christina Algar (continuing as chair)
- Sarah Wilcher (new co-chair)
- Melissa Bujtor (new secretary)

### Proposed Officers for 2022/3

The charity is managed and administered by a committee comprising the chair, co-chair, treasurer, secretary and any other elected members.

Chair: Christina Algar (remains uncontested)

Co-chair: Sarah Wilcher (proposed by Caroline Proctor; seconded by Josephine Paton)

Treasurer: Helen Beckerson (remains uncontested)

Secretary: Melissa Bujtor (proposed by Josephine Paton; seconded by Helen Beckerson)

### Structure:

Friends is a charity registered in England and Wales with the Charities Commission for General Charitable Purposes. It currently comprises four trustees (above) as well as current Co-Chair, Christina Algar, and around 12 volunteers. Membership is open to individuals over 18 or organisations approved by the trustees and ordinarily comprises parents and guardians from when they sign their child up to Radnor House Sevenoaks School, unless they decide to opt out, until they give notice or leave.

Friends is recognised by HMRC for gift aid. It does not own and/or lease land or property.

### How charity is managed, including how it recruits Trustees:

The governing document of Friends is the Constitution (Appendix A) adopted on 5<sup>th</sup> May 2016, in tandem with the document entitled Operational Arrangements of the same date (Appendix B).

In the past, Friends has been managed by a few individuals, for whom the responsibility has been onerous. The Chair's job was carried out very thoroughly and successfully by Liz Baker from 2018-2021, but following her departure, it proved difficult to recruit new trustees, officers and volunteers as the job was seen as too demanding.

As a result, the current Chair decided to look at the structure of Friends in 2022 and see how the roles could be made more attractive, less onerous and therefore more sustainable going forward. New trustee and officer roles and more volunteering responsibilities have been made available and more members have been approached and asked to contribute their considerable knowledge and expertise. It is hoped that the structure of Friends will be less 'top down' or vertical and flatter in structure, allowing for collaboration amongst the committee and delegation from more people to groups of volunteers whom they manage, leaving officers free to make strategic decisions. In this way, more people can be involved in Friends, in a way that they are comfortable with, leading to happier and more sustained engagement across a wider section of members.

A good working relationship with the school is imperative for the successful operation of the charity. This year the chair has worked with the school to establish sustainable co-operation including clear lines of communication, defined roles and responsibilities and mutual aims.

### Objectives

The charitable objects of Friends found in the Constitution are: “to advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time”. The Operational Arrangements state that the aims and objectives of Friends are “to aim to fully involve parents in the life of Radnor House Sevenoaks, to work in harmony with the school in order to contribute to a vibrant education for all the students, to provide and/or co-ordinate practical support for the school’s activities, to arrange and assist in arranging functions and school based events ...”etc.

Friends helps children/young people, elderly/old people, people with disabilities and other charities or voluntary bodies by making grants to organisations and through other charitable activities chosen by the pupils of Radnor House Sevenoaks.

As such, this year Friends has continued to carry out fundraising activities (see below) for the school’s chosen charities (voted for by the students):

- Project le Monde (more on which below)
- LivingOn – Community Choice charity retained for another year due to Covid
- Porchlight – Nightingale
- Tree of Hope – Churchill
- Alice’s Arc – Newton
- Last Chance Animal Rescue – Pankhurst

These charities were retained due to lack of charitable activity and donations in the years 2020-2021 due to the Covid-19 pandemic. The charities will need to be changed in 2022/2023. It is suggested that a new international charity be found to replace Project le Monde and payments be frozen pending discussions between the trustees.

There is a desire from the charity and school to involve students more in fundraising and charitable work generally. The school has recently joined the Round Square organisation and introduced a vertical tutoring system with new houses which will create more opportunities for students to engage with their chosen charities.

A charities assembly was held on Friday 7<sup>th</sup> October 2022 to which all the charities were invited, and the students heard about how their fundraising helps. Mr Tom Green met with the charitable representatives and will liaise with the students and Heads of House to encourage them to raise funds for and communicate with their charities.

## Activities 2021/2

As you can see from the list and comments below, despite lots of preparation and planning, many of the events in the first two terms of 2021/2 had to be cancelled due to Covid lockdowns or fears, which was disappointing and meant funds could not be raised for the charities and opportunities were limited for members to get together. However, we are confident that 2022/3 will be more positive:

### One off annual events:

- Three Peaks Challenge – The Big Climb: Dozens of families successfully climbed Ben Nevis in October 2021 to raise £4,983.34 for Friends’ charities. Big thanks to Becky Watson for her work in the past and to Adam Healey, Caroline Proctor and Helen Beckerson for organising Snowdon in 2022 and Scarfell Pike for 2023.
- Tea Towels for Christmas 2021 – the company unfortunately lost the children’s artwork and failed to print all children’s art therefore the order had to be cancelled and parents were offered a refund, but few claimed this.
- Christmas Cards for Christmas 2021 were a success- to be continued in 2022.
- Second Hand Uniform – Nicki Nicolson has been running the uniform shop which has raised 4,297.52. It was anticipated that students could run this, but we have a great deal of stock, require more storage space and a big effort to sell the stock we have. The school has agreed to purchase a secure, waterproof shed for the shop and the suggestion is that Friends repay the loan over time, with terms to be agreed. This needs to be progressed as soon as possible so that the substantial stock can be sold.
- Fireworks Night: Friends helped to serve food and drinks on the night at the burger stall and the bar. A big thank you to Gemma Wood for organising the bar. Due to high charges by Thomas Franks, we did not manage to make much profit despite strong sales. This year, the school has booked food trucks and has negotiated a share of profits. The Houses successfully ran stalls to raise money for their charities.
- Christmas Drinks at St Julian’s Club: Arranged by Wiebeke but unfortunately cancelled the day before due to Christmas Covid lockdowns despite being sold out.
- Wreath making: cancelled due to Covid lockdowns.
- Christmas jars and Christmas Jumper Day: made over £1,600 profit.
- Christmas Fayre: unfortunately cancelled due to Covid lockdowns.
- Burns Night Supper: cancelled due to Covid lockdowns/fears.
- Quiz Night March 2022: unfortunately cancelled due to lack of interest (four tables sold) possibly due to fears about Covid pre-Easter holidays.
- Book Launch: Liz Baker commissioned a school parent, Lisa Marie Lamb, to author a book, ‘The Time Rainbow’ about a group of Radnor House Sevenoaks students who go on a time travelling adventure through a magic portal, with artwork supplied by

students. Book sales have raised a profit of over £1,000 to date and Liz and Lisa Marie are to be congratulated and thanked for their hard work on this project.

- Golf Day: 12<sup>th</sup> June 2022. Successfully organised again by Adam Woodward who is to be thanked. Friends hosted a Prosecco and Putting event and helped to sell tickets and provide the raffle and auction for the Golf Day which proved successful, raising £4,461.65 for LivingOn, who attended and gave a speech.
- Summer Ball: School led this event with a raffle and auction for Friends' charities, including LivingOn, who again attended and spoke, and all charitable funds raised (£5,968.84) are to go to the charities. We believe that with an earlier start to ticket sales, more marketing, cutting the cocktail bar and negotiating a good price for the marquee, greater profit can be achieved next year. A big thank you to Louise Lay and Wiebeke Vursteen for all their hard work.
- Head's Walk: Inaugural event in Knole Park took place in September 2022 with a strong turn-out. Termly walks are intended to introduce new parents and to meet existing parents.
- International Group: Dozen or so members continue to meet for coffees and walks termly. This is a strong and popular group thanks to Isabelle Schroder and Jimena Barden de Leon, the organisers.

#### Ongoing:

- The school website has buttons for each House which, when you click on them, lead to a donation page for each charity.
- Members can sign up for Amazon Smile (£214.34) and easyfundraising (£740.61) to raise money for the school's charities when paying for goods online. Members could also donate clothes to the clothes bank in the parent car park, provided by members of Friends, which raised just under £500 this year, is now to be replaced with the Friends' second-hand uniform shop.
- Friends has four izettle card payment machines which link up to iPads and are administered by PayPal. These were used to take payments at the fireworks event and uniform sales to good effect.
- Friends uses Ticket Tailor for events such the Three Peaks/Big Climb, which uses Stripe technology.
- In 2021 Virgin Money Fundraising ceased to trade, so the Friends' account was closed. We changed to Justgiving. We are in the process of creating a more efficient way to fundraise using Justgiving or an alternative. As a result, fundraising for Snowdon 2022

was lower than expected as a separate Justgiving page could not be created for the event.

- It is hoped that with the recruitment of new officers with experience in social media and comms, this element will improve this year.

Financial review including any debts and details of your reserves policy (if applicable)

Helen Beckerson as treasurer has provided the treasurer's report summarising the financial performance of Friends 2021/2.

In summary, the last Annual return was filed and received on time on 22 April 2022 for the reporting year 31 August 2021. Last year, total gross income was £31,383 and total expenditure was £33,149. This year at 31st August 2022, the Friends account has a total of £37,742.13 (subject to change) and we are in a position to distribute the full profit made in 2021/22 - 29,268.32 - to the charities. Full accounts are available on request and will be filed with the Charities Commission once agreed by all trustees.

I would like to thank Helen Adams for her long service to the school. She is resigning as secretary and trustee as her daughter has left the school and gone to university.

Thanks also go to Helen Beckerson and Sam Pain for producing the Annual Accounts and financial reporting which is greatly appreciated.

I would like to extend a welcome to our new members, officers and trustees and wish you all the best for 2022/3.

Jo Paton  
Chair  
10<sup>th</sup> October 2022



**Independent examination of charity accounts:**

**Review of Friends of Radnor House Sevenoaks for the Year ended 31 August 2022**

I have reviewed the constitution of 'Friends of Radnor House Sevenoaks', which was adopted on 5<sup>th</sup> May 2016, the minutes from trustee's meetings that were held during the year and the Chair's Report.

I am happy that the charity is eligible for an independent examination as per the Guidance from the Charity Commission for England and Wales (updated 14 July 2021).

I have reviewed the accounts for the year ending 31<sup>st</sup> August 2022 and I am happy that they reflect the banking activity of the charity and that the transactions and profits relating to each event are reasonable. There is nothing to suggest that the accounting records do not reflect the activity of the charity during the year and I believe they fulfil the obligations under the 2006 Regulations.



Independent Examiner:

Michelle Ashlee – ACMA

10 Lime Street Limited

London

EC3M 7AA

**Friends of Radnor House Sevenoaks**  
**Year ended 31/08/2022**

**Income & Expenditure**

	Receipts	Payments	Profit
<b>2022 Entries</b>			
2022 Subs	3,900.00	0.00	3,900.00
House Challenge	84.76	0.00	84.76
Christmas Jars	100.00	0.00	100.00
Christmas Jumper Day	1,533.81	0.00	1,533.81
Poppy Appeal	9.20	0.00	9.20
Ben Nevis	7,664.46	(2,681.12)	4,983.34
Fireworks	2,887.60	(2,906.85)	(19.25)
Christmas Merchandise	1,561.00	(401.70)	1,159.30
Golf Day	8,056.65	(3,595.00)	4,461.65
Time Rainbow Book	1,383.90	(365.46)	1,018.44
Summer Ball	5,968.84	0.00	5,968.84
School Shop	4,297.52	0.00	4,297.52
Zenith - Charity Clothes Bin	482.00	0.00	482.00
Easy Fundraising	740.61	0.00	740.61
Amazon Smile Fundraising	214.34	0.00	214.34
Sundries	0.00	(475.63)	(475.63)
Virgin Money / JustGiving / Paypal	809.39	0.00	809.39
<b>Total Profit for 2022 year end</b>	<b>39,694.08</b>	<b>(10,425.76)</b>	<b>29,268.32</b>
<b>Less Donations to charity</b>			
Tree of Hope / Bradbourne Group	3,806.38	30.60	3,836.98
Alice's Arc / West Kend Mind	3,853.99	27.00	3,880.99
Porchlight / Foal Farm	3,881.19	19.15	3,900.34
Last Chance Animal Rescue / Leonard Cheshire	3,780.31	8.01	3,788.32
Project Le Monde	3,422.01	0.00	3,422.01
Living On Bereavement (Parents Choice)	10,430.48	0.00	10,430.48
Poppy Appeal	0.00	9.20	9.20
	<b>29,174.36</b>	<b>93.96</b>	<b>29,268.32</b>
<b>Net Fund Increase/(Decrease)</b>			<b>0.00</b>
<b>General Fund at 1 September 2021</b>			3,026.94
<b>Net Fund Increase/(Decrease) 2022</b>			0.00
<b>General Fund at 31st August 2022</b>			<b>3,026.94</b>
<b>Accounting Adjustments</b>			
Snowdon	16,593.56	(11,468.14)	5,125.42
Accruals	367.20	0.00	367.20
School Statement	0.00	(45.75)	(45.75)
Charity donations to be made	0.00	0.00	29,268.32
	<b>16,960.76</b>	<b>(11,513.89)</b>	<b>34,715.19</b>

**Reconciled to the Bank Account**

Bank Account - Opening balance	16,943.52	
Bank Account - Closing balance	37,742.13	
Bank movement		20,798.61
Net Fund Increase/(Decrease) - B'fwd	(13,916.58)	
Net Fund Increase/(Decrease) - current year	0.00	
Accounting Adjustments - C'fwd	34,715.19	
Net Fund Increase/(Decrease) - C'fwd		20,798.61
<b>Bank account reconciled to Net Fund</b>		<b>0.00</b>

**Accounts prepared by:**

  
Samantha PAIN (Nov 1, 2022 16:14 GMT)

**Samantha Pain FCCA**

**Independent review by:**



**Michelle Ashlee ACMA**