



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	January	2023		31	December	2023

## Section A Reference and administration details

<b>Charity name</b>	Kent Schools Athletic Association
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	274121
<b>Charity's principal address</b>	1 The Hawthorns, Talbot Road
	Hawkhurst
	Cranbrook
<b>Postcode</b>	TN18 4LW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Geoff Snell		Full year	KSAA Committee
2	Lynda Lenton		Full year	KSAA Committee
3				
4				
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13				
14				
15				
16				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the committee.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The aim of the Kent Schools' Athletic Association is the advancement of athletics through the provision of Track and Field and Cross-Country competition on an annual basis among the children attending schools within the administrative areas in Kent, Bromley, Bexley and Medway.

KSAA oversees at district level (13 areas) and organises and administers at county level, athletic and cross country competition for all schools in the county. It promotes athletics and cross country working in close liaison with the various athletic clubs. We organise a variety of county championships and run Kent schools teams at junior, intermediate and senior level at inter county and national.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

## Annual Report 2023

**KJ Burkett, Hon Secretary.**

I began the review of last year exclaiming that 2022 was one of the most successful years in the History of the Kent Schools Athletic' Association. We were the aggregate A County Champions at the English Schools' Track and Field Championships - a title we retained this year (the first time we have ever done so), and we were once again winners of the Aggregate trophy in the Boys Cross Country Championships a title we retained. Allied to our relentless strong showing among the Combined Events and Race-Walking Championships we really are a force to be reckoned with. For this we must thank the school teachers, the club coaches and the athletes and offer a strong consideration that the passion, believe and desire to be the best county in the country is driven by our highest expectations for our events and the performances of the athletes that represent us. We continue to stage and support by putting on high quality events in our county, across our region and in the country. We are definitely a county that other look up to and watch with admiration.

In January 2023, we found ourselves hosting our Cross-Country Championships at a venue new for Kent Schools athletes. Dartford's Central Park has been used for many years as a venue for the Kent Masters XC and with the local connections of Paul Hills we were able to move our event to the north west of the county for the first time in many years. The cold day proved to be a very successful one with a number of very good races.

Y7G	140	82	59%
Y7B	149	104	70%
JG	190	107	56%
JB	211	115	55%
IG	132	62	47%
IB	154	66	43%
SG	59	35	59%
SB	59	32	54%
Overall	1094	603	55%

We had 1094 entries but only 603 finishers - this was however up by 35 from 2022 across all of the age groups. We should be aware that the numbers are certainly affected as the age groups go up. In total our percentage of entries

v competitors on the day is at 55% with as high as 70% for year 7 Boys and as low at 43% for Inter Boys! Our Junior fields saw 222 finishers, in the Inters 128 and with the Seniors 67. Thanks to Brian Charlton for providing me with these statistics - the full table of

which is attached as an appendix to my Secretary's Annual Report. We need to think about how we can address this dropout and decline in participation of around 50 per age group. Whilst England Athletics have a plan to change the age groups – I am not sure that this is the solution. We need to find a way to boost numbers especially based upon the popularity of park runs and the participation of youngsters in that scheme.

The planning once again fell in to the hands of Paul Hills and Angela Newark and the unfamiliar setting did pose a few challenges for toilets, onsite admin and a few other aspects. The QR code system did work better this year – although some athletes did manage not to do the right things and avoided the table and thus not providing us with their details. More education and information might be required for team managers and athletes moving forward. The races themselves went smoothly and the officials did a super job. Even field veteran and cross-country “Newbie” Tim Williams was seen to crack a smile at least once during the day (possibly when I fell over). Races were won by:

**Senior Boys - Edward Coutts (Tonbridge) 22.56**

**Senior Girls - Carys Firth (Tonbridge) 15.07**

**Inter Boys - Noah Patterson (SEK) 20.02**

**Inter Girls - Annabelle Souter (Tonbridge) 14.52**

**Junior Boys - Joe Scanes (Bromley) 13.39**

**Junior Girls - Luciana Smith (Bromley) 10.54**

**Year 7 Boys - Oliver Goodman (Tonbridge Wells) 10.25**

**Year 7 Girls - Purdey Hutchings (Bromley) 9.59**

Most races provided a clear winner with a significant time distance between the first and runner up athletes. However, the Junior Girls provided the most exciting race of the day with the top five athletes finishing in 10.54, 10.54, 10.55, 10.57, 10.59! A busy one for the officials. Thanks to Paul Hills and Angela Newark for their dedication and exhaustive hard work to create this very successful event year on year.

The Inter counties very nearly did not happen at all this year and without the support of Geoff Snell, John Saunders and others the event would not have happened. As the co-ordinator of the South

East Counties I asked if KSAA would step in at very late notice to pick up the organisation of this event from Sussex to ensure that the 6 counties involved had a second race to help base their ESAA selections on and to give the chance for more athletes to get a chance to run for their county. The event proved very successful for KSAA and saw 3 teams win their age groups (Junior Boys, Junior Girls and Senior Girls), The Senior Boys came 2<sup>nd</sup> despite having athletes finish in 1<sup>st</sup> (Jamie MacDonald) 2<sup>nd</sup> (Tom Claridge) and 6<sup>th</sup> (George Hopkins) – Sussex beat us 45 to 65 points. Luke Draper won the Junior Boys with Joe Hill second. Aoifa McDonagh came second and led our team with places 2,6,7,13,14 and 16 in the Junior Girls event. Thank you to all involved in making that event possible. It had a number of knock on effects: some excellent performances by Kent athletes at the English Schools and the lightbulb moments that saw Geoff Snell, Paul Hills and Myself all having the same vision. An ESAA venue for 2025. This will indeed be the case as the ESAA have reviewed the course and the plans and we will be working closely with Haywards Heath Harriers and Sussex Schools AA to make a very successful English Schools Cross Country via a joint venture bringing the event to the south once again.

In March we returned to Nottingham for the English Schools XC Championships at Wollerton Park. Whilst it was not full of individual athletes winning medals, with the exception of Joe Scanes – champion of the Junior Boys, we did secure three second places for the Boys teams to total 769 points to win the overall A Counties Championships. Sadly, as with the ESAA Track and Field Championships later in the year, the team results have not been easy to obtain and secure in the way that they were previously produced. I have spoken with the ESAA Secretary and event leads to ensure that these results are indeed produced for counties as they have been for nearly a century!

Thank you to all of the team managers and others that were involved in the planning, preparation and looking after the athletes. It really is a team effort and requires the commitment of many in order to make the events work.

In December 2022 at the National Final of the ESAA Schools Cross

Country Cup, held at The Royal Grammar School at Leeds, the Judd School won the Senior Boys competition and Tunbridge Wells Boys Grammar won the Inter Boys. Congratulations to the athletes, teachers and coaches involved.

At the end of January, just after our Cross-Country Championships we were informed of the very sad news that our former chair and life member Bridget Dodd had passed away. Bridget had been a member of KSAA for a very long time and had joined the Committee before Mike Rowbottom back in the 1960s. She was the long-term district organiser for Tunbridge Wells and our minute secretary for a very long time. How she kept accurate notes of the meeting (in very neat handwriting) when so many views and opinions were being shared, I will never know. She was a formidable lady, but one with a true heart and care for young people, her friends and to everything Kent Schools' for many years. Her enthusiasm for athletics and school sport was so visible in every occasion when she would team manage, officiate, and work with young people. She was of course our first Race-Walking Secretary and attended every championship from the first to around the early 2000s. She was an excellent and very organised team manager. After she retired from active service, she would still attend our events - with her friend Pam on occasions - and do the gate duty at the Julie Rose - no one got past without buying a programme in those days! Her friendship with Lynda was very important to her and the two of them were a driving force for Kent Schools for many years.

I will confess to being a little scared of Bridget when we first met - but her warmth, advice, support and guidance were always so forthcoming and really helped me learn about KSAA, athletics and school sport in general. She would give sound advice and support, but was also aware that change was a good thing and would support it and encourage it. We offer our thanks for a life well lived, for the service she gave and for the friendships she made. Thankyou Bridget, for your life long contribution to our Association. Our summer Track and Field Championships were staged for the second year in a row at Medway Park, Gillingham a very suitable home for the championships. Under the guidance of Iain Presnell,

## Section D

## Achievements and performance

the Championships were an unqualified success. Thanks to Tim Williams and Julie Roe for leading the officials throughout the day – we really do benefit from the support of some of the best officials in the country and their support and training that they give to up-and-coming officials which ensures a very high standard of officiating every year. We must also note the very significant contribution made by Steve Hesketh in preparing the stadium for us to be able to use throughout the day. His preparation and co-ordination of the volunteers among a whole host of challenges ensured that the athletes were able to do so well on the day. The conditions were very good and saw SIXTEEN Championship Best Performances, the largest number ever set in one day, since perhaps, the very first Kent Schools, or the day that metric measurements were adopted. This was on top of 29 National Standard performances and 47 Entry Standards. I believe that our on the day assessment was the 2023 event was our best ever championships, when we looked at the results this became evident. The new Championship Best performances are:

IB	400	Joe Stone	Maidstone	49.41	N	CBP
IB	100 H	Rayhan Mourtada	West Kent	12.99	S	CBP
IB	400H	Cheyne West	Medway	53.68	S	CBP
IG	80 H	Elicia Lacey	Ashford	11.50	S	CBP
IG	HJ	Matilda Secker	Tunbridge Wells	1.70	E	=CBP
IG	TJ	Qi-Chi Ukpai	St. Augustine & Canterbury	12.14	N	CBP
IG	Jav	Harriet Court	Tonbridge	46.20	S	CBP
JB	1500	Joseph Scanes	West Kent	4:13.72	E	CBP
JB	80H	Hans Nmaju	Dartford & Gravesend	11.05	N	CBP
JB	HJ	Joshua Dako	West Kent	1.80	S	=CBP
JB	HJ	Daniel Obike	Dartford & Gravesend	1.80	S	=CBP
7B	100m	Tristan Suberu	Shepway	12.18		CBP
7B	Jav	William Connop	Medway	42.96		CBP
7G	800	Kara Bryan	West Kent	2:18.58		CBP
7G	LJ	Talia Junaid-Evans	Dartford & Gravesend	4.69		=CBP
7G	Shot	Kara Bryan	West Kent	9.92		CBP

Our thanks go to all involved in staging the championships – especially, Iain Presnell and Brian Charlton. And to all of the volunteers and officials that gave of their time freely and with such expertise.

At the English Schools' in July, we were to return to Birmingham for the first time since the Commonwealth Games revamp of the Alexandra Stadium. The athletes cannot have failed to be inspired by the opportunity to perform at such a venue and they did not let us down. Overall, we won 15 golds, 8 silver, 7 bronze medals – 30 in total, a record for us at a single championship. 39 Athletes secured the National Standard at the Championships and we had 8 Kent Athletes in the England Team for the SIAB international. One of them Qi-Chi Ukpai won her event and the prestigious David Littlewood Medal for her 12.35m in the Triple Jump, a new personal best and SIAB record.

Charlie Platt	JB	Pole Vault	1 <sup>st</sup>	Y	
Kai Rogan	JB	80m Hurdles	1 <sup>st</sup>	Y	
Elsa Pawson	JG	Pole Vault	1 <sup>st</sup>	N	
Cheyne West	IB	400m Hurdles	1 <sup>st</sup>	Y	
Rayhan Mourtada	IB	100m Hurdles	1 <sup>st</sup>	Y	
Daisy Snell	IG	Long Jump	1 <sup>st</sup>	Y	
Matilda Secker	IG	High Jump	1 <sup>st</sup>	Y	
Qi-Chi Ukpai	IG	Triple Jump	1 <sup>st</sup>	Y	12.21m
Ezekiel Lowe	SB	100 Metres	1 <sup>st</sup>	Y	
Kai Barham	SB	Hammer	1 <sup>st</sup>	Y	64.27m
Timi Babatunde	SB	Discus	1 <sup>st</sup>	Y	53.35m
Charlotte Henrich	SG	400 Metres	1 <sup>st</sup>	Y	
Cleo Agyepong	SG	Shot Put	1 <sup>st</sup>	Y	14.69m
Faith Akinbeleje	SG	100 Metres	1 <sup>st</sup>	Y	
Lily Murray	SG	Hammer	1 <sup>st</sup>	Y	50.91m
Daniel Obike	JB	High Jump	2nd	Y	
Victor Redman	JB	100 Metres	2nd	Y	

William Law	JB	Javelin	2nd	Y	50.84m
David Ola	IB	Triple Jump	2nd	Y	13.89m
Debare Alade	IB	Discus	2nd	Y	47.33m
Sonny Hatch	IB	Shot Put	2nd	Y	16.01m
Daniel Goriola	SB	110m Hurdles	2nd	Y	
David Adodade	JB	Shot Put	3rd	Y	13.76m
Joshua Dako	JB	High Jump	3rd	Y	
Rahman Odugbayi	JB	Triple Jump	3rd	Y	13.25m
Cheyenne Nketia	JG	100 Metres	3rd	Y	
James Beecroft	IB	100 Metres	3rd	Y	
Noah Paterson	IB	3000 Metres	3rd	N	08:56.6

49 Athletes placed within their respective top 8s therefore securing a place point. Excluding any National or Entry Standards secured by the athletes. Whilst we only won one individual age group (Inter Boys) our overall A Counties Aggregate Trophy was very well deserved. Huge Congratulations to all of the athletes and their families for their successes. Can we also offer a vote of thanks to Joe O'Hara who stepped in to lead the administration and preparations for the team. Having done this role for many years I am aware of just how much needs to be done, the time it takes and the many unheralded aspects of the role. Joe did a phenomenal job. Thorough in the selections, diplomatic in dealing with the coaches and parents, stoic and strong in the face of abuse and expert in the knowledge of the championships and the needs of the athletes. I was very impressed with the job that Joe did. Well done! Thank you to everyone else involved, especially to our growing band of young team managers that will be the driving force for future teams and success I have little doubt.

Last year we won the Overall Aggregate trophy with 350 points I am still awaiting a complete event by event set of results that fully make sense. However, my calculations indicate we secured 351 points a NEW KSAA RECORD! Beating our highest Kent Schools' score and an average of 5.01 points per athlete. I am again pleased to offer our grateful thanks to Paul Nash for his kind sponsorship and support and hope that he continues to enjoy the links we have forged between him and our association for so many years.

In mid June we secured yet another victory in the annual Cunliffe Cup - against Surrey, Sussex and Hampshire. In September our

athletes performed well at the Combined Events and Race Walks Championships in their final in Bedford. The Junior Boys now hold the team record which means Kent now hold each of the records for teams at the event, we also had 3 internationals. Kent Schools athletes also won four out of the six contested age groups in the Race Walks. Our thanks go to each member of our committee and wider support network for their time in team managing for all of our teams.

At the annual English Schools Track and Field Cup both boys titles were won for the first time together by Dartford Grammar School for Boys, in each case breaking the magic 600 point mark. The Juniors scored 610 points and the Inters a massive 629. Huge congratulations to the school and to Gary Jones on this achievement – something that has been in the planning for many years. He was ably helped and inspired by the work of Peter Ebbage who in his retirement year certainly reached the pinnacle of his achievements in securing the double. If this is allied to the number of Dartford Boys in our teams over the years and those coached by Pete in his time at the Judd has any single PE teacher had such an influence in this sport – I very much doubt it.

Ken Burkett and Iain Presnell were once again elected to serve on the General Committee of the ESAA and Geoff Snell continues his role as Assistant Treasurer along with Lynda Lenton as a vice president. As the ESAA moves towards its centenary year we hope that our representatives on the ESAA will help, advise and guide the officers and others to ensure that the Association lives on for many more years to come. There are certainly a number of big changes afoot to ensure that it does.

Thanks to every member of the committee for their unwavering support and dedication to the Kent Schools Athletic Association. We are lucky beyond words that so many offer their time and expertise to our association. Can I thank Steph Rukin for the work she does as our treasurer. Trying to maintain the finances is a difficult job but she manages it so well. With the advent of payments via card machines and online payments it has become even more challenging to ensure that all payments are allocated to the right part of the accounts. She does this admirably and with

great knowledge of what is required. Let us hope that one day she will be able to sort out the Lloyds account too.

It is with great pleasure that we announce that Honorary Life Membership are to be awarded to two of our very hard-working members - Paul Hills and Brian Charlton. We often see what they do for the athletes and the association either on the grass of the cross country or in results and programmes for each of our events and making sense of the entries we receive. It is for this and for the tireless hours that are not seen that we offer this honour to our friends and colleagues Brian and Paul tonight.

In last year's report I explained that we had had our most successful ever - we have followed that up with new records and other new achievements. As we get ever nearer to the 25<sup>th</sup> July 2025 the date of our founding at a meeting in Maidstone 100 years ago, we need to begin to plan for commemorations and celebrations of our Centenary. We are in a strong position both within our committee and with our athletes to step onwards to our next century with energy and great confidence. Kent Schools' continues to mean so much to our athletes past and present that so many wish to be associated with us to help forge even greater achievements that others seek to follow. I commend 2023 to you all and look forward to another successful year in 2024.

***KJ Burkett***  
***Hon Secretary***  
***Kent Schools AA***  
***13<sup>th</sup> November 2023.***



## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Any reserves are held to cover any shortfall of the cost of running events. It is also used to help cover the cost of any hardship cases where participants cannot afford to take part.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Finances differ slightly to the previous year. The previous year saw the English schools cross county competition held in Kent. As the event was local, participants had a much reduced cost for competition fees. For the 2023 year, the event required an overnight stay and coach hire which accounts for the increase in event costs for the participants.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	G.Snell	L.Lenton
Full name(s)	Geoff Snell	Lynda Lenton
Position (eg Secretary, Chair, etc)	Hon Life Member	Hon Life Member
Date	26.10.24	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Kent Schools Athletic Assosiation

274121

## Receipts and payments accounts

CC16a

For the period  
from

01.01.2023

To

31.12.2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Affiliation membership fee	1,670	-	-	1,670	1,314
Event cost for participant	27,186	-	-	27,186	17,367
Purchase of kit	2,756	-	-	2,756	5,788
Donation	1,500	-	-	1,500	100
Interest	90	-	-	90	21
Sponsorship	640	-	-	640	3,228
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	33,842	-	-	33,842	27,818
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	33,842	-	-	33,842	27,818
<b>A3 Payments</b>					
Competition fees	10,878	-	-	10,878	7,711
Hire of event equipment or services	11,172	-	-	11,172	11,653
Purchase of kit and equipment	5,374	-	-	5,374	6,877
Membership affiliation	144	-	-	144	80
Reimbursement of volunteer costs	539	-	-	539	2,227
Refund	422	-	-	422	255
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	28,529	-	-	28,529	28,803
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	28,529	-	-	28,529	28,803
<b>Net of receipts/(payments)</b>	5,313	-	-	5,313	985
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	11,714	-	-	11,714	12,699
<b>Cash funds this year end</b>	17,027	-	-	17,027	11,714

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>17,027</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
G.Snell	Geoff Snell	26.10.24
L.Lenton	Lynda Lenton	26.10.24



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

Kent Schools Athletic Association

**On accounts for the year  
ended**

31.12.2023

**Charity no  
(if any)**

274121

**Set out on pages**

(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 31 / 12 / 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

*Alison Newman*

**Date:**

05/11/24

**Name:**

Alison Newman

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

The Association of Chartered Certified Accountants

**Address:**

10 Home Farm Close

Leigh

Tonbridge TN11 8SB

Only complete if the examiner needs to highlight 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.**