

Ref: MS/VOG/JS

27 November 2024

Valence on the Green  
High Street  
Westerham  
Kent  
TN16 1AN

**To Whom It May Concern**

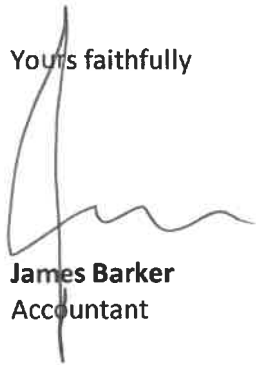
Re: Valence on the Green – (Charity No. 275686)

We act as accountants for the above named Charity and can confirm that we have independently audited the bank statements and associated invoices for the period 01 November 2023 to 31 October 2024.

We can confirm that we have not identified any points of concern and have reconciled all payments back to the original invoice or documentation provided.

Should anyone have any queries concerning the review of the records please do not hesitate to contact me.

Yours faithfully



**James Barker**  
Accountant

2<sup>ND</sup> Floor Genesis House, 1 & 2 The Grange, High Street, Westerham, Kent TN16 1AH Tel: 01959 565772  
Email: [admin@devonshiregreen.uk](mailto:admin@devonshiregreen.uk) Website: [www.devonshiregreen.uk](http://www.devonshiregreen.uk)

**FRIENDS OF VALENCE  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2024**

**Friends Of Valence  
Company Information  
For The Year Ended 31 October 2024**

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**Accountants**

Devonshire Green (Kent) Ltd  
2nd Floor Genesis House  
High Street  
Westerham  
TN16 1AH

**Friends Of Valence  
Accountant's Report  
For The Year Ended 31 October 2024**

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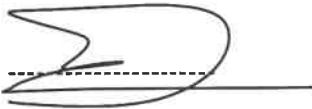
In accordance with the engagement letter dated 15th November 2024, and in order to assist you to fulfil your duties under the Charities commission, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the trustees in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the trustees the financial statements that we have been engaged to compile, to report to the trustees that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charities trustees for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 October 2024 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have carried out an audit of the financial statements and can confirm that we have verified the accuracy and completeness of the accounting records provided and explanations you have given us in the preparation and finalisation of the accounts.

Signed

A handwritten signature in black ink, appearing to be 'James Barker', written over a horizontal line.

**James Barker**

Date **28th November 2024**

Devonshire Green (Kent) Ltd  
2nd Floor Genesis House  
High Street  
Westerham  
TN16 1AH

**Friends Of Valence  
Balance Sheet  
As At 31 October 2024**

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	<b>2024</b>
	<b>£</b>
Fixed assets	2,489
Current assets	<u>55,716</u>
<b>NET CURRENT ASSETS</b>	<u>55,716</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>58,205</u>
<b>NET ASSETS</b>	<u><u>58,205</u></u>
<b>RESERVES</b>	<u><u>58,205</u></u>

**Friends Of Valence**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 October 2024**

	<b>2024</b>	
	<b>£</b>	<b>£</b>
<b>TURNOVER</b>		
Charitable activities		8,290
Donations & legacies		10,078
Lottery		2,649
Sales of Product Income		3,393
Services		3,552
Cash Payment Income		7,850
Valence		3,877
Sundry Income		1,325
Events Income		20,623
Sales (Sumup)		41,977
		<u>103,614</u>
<b>COST OF SALES</b>		
Cost of Sales	27,210	
Events Expense	395	
POS Charges	894	
School Reimbursement	5,800	
	<u></u>	<u>(34,299)</u>
<b>GROSS SURPLUS</b>		69,315
<b>Administrative Expenses</b>		
Rent	34,495	
Rates	3,069	
Computer software, consumables and maintenance	370	
Insurance	3,539	
Lottery Prize	1,855	
Advertising and marketing costs	205	
Legal fees	563	
Other Purchases	213	
Subscriptions	320	
Bank charges	112	
Credit card charges	1,123	
Other office costs	40	
Sundry expenses	2,331	
	<u></u>	<u>(48,235)</u>
<b>OPERATING SURPLUS AND SURPLUS FOR THE FINANCIAL YEAR</b>		<u><u>21,080</u></u>

## **Friends of Valence AGM minutes**

**Wednesday 13<sup>th</sup> November 2024**

### **In attendance**

Liz W, Sarah P-D, Kim A, Matt S, Debbie B, Zena B, Jackie O, Kerry R, Claire P, Liz B, Lourdes M

### **Apologies**

Nicola N and Lisa K

### **Welcome and introductions**

### **Chair report – Liz W & Sarah P-D**

Please see attached.

### **Treasurers report**

Please see attached.

- The accountant is doing a thorough review of both FoV accounts (HSBC and NatWest), to see how best to separate income/outgoings from FoV events and VotG. It is becoming increasingly difficult to separate these and considerations are being made whether to use separate accounts for each in order to streamline the accounts going forwards. Further discussion about this will be had in further meetings..
- Valence on the Green has made a loss of just over £8k in its first year. This is fair for a first year of business, and moving forwards the aim is now to reduce losses in the next year ahead and to continue to expand on the model that has been developed so far.
- FoV has been using Quickbooks accounting software. This is not working quite as would be wished, and enquiries are being made into alternatives, including Xero. This would hopefully aid in making the separation of FoV and VotG finances simpler.

- Discussions will start to be had about the Sumup account, and whether two are needed to delineate between FoV and VotG income. Costs would have to be researched and considered before decisions could be made.
- Accounts will need to be submitted to Charity Comissions after the accountant has finished finalising them.

### **Constitution**

- No feedback about the new proposed constitution was received from members of the charity after being sent out prior to the meeting
- Matt S asked for feedback from the meeting attendees. One alteration was suggested regarding wording of who the committee members are (section 6.2), with specific regards to the role of Principal/Trustee/Committee Member. An adjustment was suggested to give more clarity, stating that the Principal is automatically an officer of the committee for the duration of their holding the role. This was agreed upon by the other members of the meeting.
- A change in the constitution means the the Trustees will now be made up of the named officers and the Principal. Roland G, Jessica C and Zena B will no longer be Trustees following this change.
- The new constitution was proposed by Zena B and seconded by Jackie O. It was voted in by all members present.
- The constitution will be sent to the Charity Commission and will be used henceforth by FoV.

### **Election**

- The committee is now comprised of:  
Liz W, Sarah P-D, Kim A, Debbie B, Matt S, Zena B, Claire P, Nicola N, Lisa K, Jackie O, Kerry R, Lourdes M.
- Liz W and Sarah P-D both stood for the role of Chair in a sharing capacity. They were proposed by Zena, seconded by Matt and voted in unanimously.
- Kim A stood for the role of Secretary. She was proposed by Zena, seconded by Liz and voted in unanimously.
- Debbie B stood for the role of Treasurer. She was proposed by Liz, seconded by Kerry and voted in unanimously.
- Matt S is a named officer by default in his capacity as Principal.
- The officers are automatically Trustees of the charity.

### **AOB**

- Update on Christmas Fayre:  
-posters are to be printed and put up in school and sureounding area.  
-poster also to be sent out via email to all staff



- Liz B will be running the raffle on the day and ordering the tickets for this.
  - floats have been arranged and will be ordered by Debbie.
  - TEN licence has been arranged
  - Baileys hot chocolate was suggested for the refreshments stand.
  - Santas grotto will be in the old reception area as usual, with Claire as elf. Santa suit is ready.
  - Aurelie R has requested FoV fund two new hand trikes. Costings were discussed (£3,337.17 including VAT), school can purchase these in order to save VAT. FoV will reimburse school for these. This was discussed and voted upon, and was approved unanimously.
  - Student Christmas presents – first grotto slot is w/c 16<sup>th</sup> December. Wrapping days were agreed for Thurs 5<sup>th</sup> and Thurs 12<sup>th</sup> December (subsequently changed to 3<sup>rd</sup> and 12<sup>th</sup> December).
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### Chairs report – AGM 2024

On behalf of myself and my co chair (Sarah/Liz) we wanted to start by thanking all of you for being here this evening and supporting such a wonderful charity.

We have loved being the co chairs this year and are so pleased to have continued some well established events and also resurrected others, such as the Festival of Motoring and golf day. Instead of a Christmas fair, we tried a Christmas party back in December 2023 with great success, and hope that FOV can run something similar in the future. Our musical bingo event was very popular and it was great to see so many of the students attending with their families. The quiz night was a smaller event but well loved by those who attended and they have asked for another soon.

The Festival of Motoring and golf day, both in May, were brilliant. We attracted a lot of people from outside of the usual school network and were able to inform them of our fundraising efforts and tell them about the school. We have a huge amount of support going forwards and both events are in the calendar again for 2025.

We can't have a chairs report without mentioning our wonderful Valence on the Green shop. What an incredible first year the shop has had, establishing itself in Westerham and increasing local awareness of the school and students. The shop has a lovely set of regular customers, and is going from strength to strength. The opening of some new businesses very recently has boosted the footfall in the town, which Jackie and Kerry have definitely noticed the last few weekends. They have lots in the pipeline to continue attracting sales of our lovely donated goods and the products from local makers. We wanted to personally thank them, and the brilliant volunteers who give up their free time, for making the shop what it is

and we hope that more students will be able to head down to the shop soon and continue their work experience.

We wanted to acknowledge those who have helped us greatly with our events over the past year.

**Those who supported us with the Festival of Motoring include:**

Wolfe Garage, High Class Scaffolding, Park Farm, HSW Timber, Norris Skip Hire, Hospital Radio Maidstone, Martin Cooper, Robert Dean, Marissa Spice, Phil / David / Megan and all at Sevenoaks Motor Club.

**The Golf Day sponsors:**

Autoflame, Bennings Brothers, Limpsfield Combustion, 4 Ways Solutions, Injuries and Ears, Leisure and Sports Accommodation, Stem Futures, Infracapital and Pro Clean.

**A special mention goes to** Rose Edwards (family member of a student), The Friends of Shelby Newstead, Mel Hennesy (for the musical bingo), Steve Eales (for the quiz night and Father Christmas), the entertainment groups at the summer fair and to Zena's friends from Badgers Mount who saved Matt from cooking all day on the BBQ at the summer fair. Also to Debbie Beaney for assisting Matt as treasurer, keeping such great spreadsheets and helping us with all the floats and banking over the last year.

We would like to extend a huge thank you to all the staff who consistently give up their time to help at our events with a special mention to the grounds staff and the maintenance team who always help to set everything up and they do it with a smile!

And of course all of the committee from this past year – Liz, Sarah, Kim, Lisa, Matt, Claire, Nic, Kerry, Jackie, Chantelle, Liz Brown, Lisa Kavenagh and Zena.

Lastly, a big thank you to the families and students who both volunteer and also attend our events to ensure they are a great success.