BPTA Boxgrove Parent Teacher Association

ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2019

CHARITY NUMBER : 1095629

BPTA Boxgrove Parent Teachers Association

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2019

Charity Number:	1095629
Address	Boxgrove Primary School
	Boxgrove Lane
	Guildford
	Surrey GU1 2TD
Trustees	Kristi Hanna (Shared Chair)
	Zoe Kollov (Shared Chair)
	Lucinda Derry (Secretary)
	Amie Cook (Treasurer)

Structure, Governance and Management

The Charity is an association which is governed by a constitution. The trustees are elected by the committee.

Objectives and Activities

The objective of the charity is to raise funds for Boxgrove Primary School to enable them to purchase equipment etc. that they may require. Some of the fund raising activities that have occurred during the year are as follows; Summer Fair, Quiz Night, Christmas Fair, Summer BBQ, and School Disco.

Activities and Performance

During the year the money raised has been used to purchase classroom whiteboards, books for Year R to Year 2, outdoor learning materials and netball equipment.

Financial Review

All fundraising activities undertaken have been profitable. The charity's policy on reserves is to accumulate them until such time as the required amount is reached for a particular project, at which point the reserves are used to finance that project. The charity had no reserves in deficit during the year ended 31 August 2019.

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Trustees ....Zoe Kollov

........12/02/2020...............Date

BPTA Boxgrove Parent Teachers Association

CHARITY NO. 1095629

REPORT TO THE TRUSTEES ON THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2019 SET OUT ON PAGES 3 TO 5

I report to the trustees on my examination of the accounts of Boxgrove Parent Teachers Association (BPTA) for the year ended 31 August 2019, which are set out on pages 3 to 5.

Responsibilities and basis of report

As the charity trustees of BPTA 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 Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

(1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or

(2) the accounts do not accord with those records.

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

Signed: Mehr Malik

Name: MEHR MALIK

Relevant professional qualification or membership of professional body (if any): ICAEW

Address: 37 Woodlands Park, Guildford

Date: 28/02/2020

BPTA Boxgrove Parent Teacher Association

Receipts for the year ended 31st August 2019

	2018/19 £		2017/18 £	
RECEIPTS				
Profits from Fund raising				
Christmas Fair, Christmas Raffle and Card Sales	8,036.27		9,048.83	
Quiz Night	2,228.53		2,048.38	
Summer Fair	9,627.47		12,048.14	
Yellow Moon commission	0.00		0.00	
Phil the Bag	1,092.00		549.50	
Familly BBQ	2,387.42		1,474.81	
Happy Circus	-84.00		21.00	
Comedy Night	0.00		646.21	
School Disco	1,616.83		1,683.33	
Virgin Money - London Marathon	2,076.80		3,976.54	
Fashion Show	0.00		432.74	
Fun Run - 2018	2,879.26		40.00	
Easy Fundraising	503.56		483.41	
School Lottery	560.10		-	
Amazon Smile	18.60		-	
My Nametags	91.00		114.32	
	31,033.84		**32,567.21**	
Other income				
Donations from individuals and companies	500.00		10.00	
Net Movement for school uniform	3,854.82	**Note 1**	- 2,303.50	**Movements in Uniform shop**
Profit for the year from sale of uniform shop transferred to BPTA account	-		-	
	4,354.82		**-2,293.50**	
Total carried forward	**35,388.66**		**30,273.71**	

Note 1:

	2018/19	2017/18
Receipts less payments	3,854.82	-2,303.50
Money to be transferred to PTA from previous year's profit	0.00	0.00
Unexplained difference	0.00	0.00
	3,854.82	-2,303.50

BPTA Boxgrove Parent Teacher Association

Payments for the year ended 31st August 2019

	2018/19 £	2017/18 £
PAYMENTS		
Purchases for School and charitable donations		
Class donations	-	1,575.00
General school donation	1,000.00	1,000.00
Sponsorship of school focus weeks	-	-
Year 6 Donations	200.00	-
Allotment project	300.00	760.62
Christmas lunch donation	158.25	172.66
Cabin - Build and Electrics	-	-
Shed	8,600.00	-
100 reading books Yr3-6	-	976.63
100 reading books YrR-2	781.40	
Boards x3	6,234.00	-
SEN Books	159.00	-
Sports week - general donation	-	-
Dictionaries	133.98	-
Outdoor Learning - Site Mapping	850.00	-
Dual Language Books	111.60	-
School football kit	-	424.99
School netball bibs and equipment	323.83	
Maths resources	-	3,385.68
Artificial glass for Key Stage 1 playground	-	13,572.00
Library Project / Outdoor Speakers(still to be spent)	-	-
To be spent - Library Project	-	-
To be spent - Allotment Project	-	- 760.62
To be spent in 2017/18 - General donations, etc	-	- 2,500.06
To be spent 2018/19 - general donation, etc	-	55.06
To be spent on KS1 playground	-	510.69
Hardship fund	-	-
Charity donations	-	500.00
	18,852.06	**19,672.65**
General expenditure		
Sundry Expenses	826.60	387.91
NCPTA subs/insurance	117.00	117.00
Gifts for staff and parent volunteers including Xmas gifts etc.	113.25	16.00
Small Society Lottery renewal fee	20.00	20.00
Year 6 donations	-	330.00
Bank charges	-	-
	1,076.85	**870.91**
Total payments	**19,928.91**	**20,543.56**

BPTA Boxgrove Parent Teacher Association

ASSETS AND FUNDS

	2018/19 £	2017/18 £
BALANCE OF ACCOUNTS AS AT 31 AUGUST 2018	45,771.43	36,041.28
Receipts	35,388.66	30,273.71
Less Payments	19,928.91	20,543.56
	61,231.18	**45,771.43**
BALANCE OF ACCOUNTS AT 31 AUGUST 2019		
Current A/C	53,795.92	42,190.99
Uniform current account	7,355.26	3,500.44
Petty cash	80.00	80.00
Sainsbury voucher account	-	-
	61,231.18	**45,771.43**
Designated funds		
Focus weeks	-	-
Annual class donations	1,050.00	1,575.00
School general donation	1,000.00	1,000.00
IT equipment	5,000.00	5,000.00
Outdoor learning equipment	2,000.00	2,000.00
KS1 playground projecct	20,000.00	20,000.00
General Fund	32,181.18	16,196.43
	61,231.18	**45,771.43**
	-	

HSBC Main PTA Bank account

Summary reconciliation:

Opening balance	42,190.99
Total receipts	47,116.00
Petty Cash	0.00
Total payments	35,511.07
Closing balance per cash book	**53,795.92**
Brought forward balance 21/08/2018	**42,190.99**

Main Account Receipts and Payments 2018/19

Event	**Receipts**	**Payments**	**Profit/loss**
Fundraising			
Quiz	3,609.30	1,380.77	2,228.53
Xmas fair	7,933.59	2,645.03	5,288.56
Xmas Raffle Tickets	1,808.01	113.78	1,694.23
Xmas Cards	3,891.41	2,837.93	1,053.48
Comedy Night	0.00	0.00	0.00
Summer Fair	15,995.70	6,368.23	9,627.47
Familly BBQ	3,473.44	1,086.02	2,387.42
Happy Circus	0.00	84.00	-84.00
School Disco	2,012.00	395.17	1,616.83
Virgin Money	2,076.80		2,076.80
Fashion Show	0.00	0.00	0.00
Fun Run - 2019	3,550.49	671.23	2,879.26
Other income			
Phil the bag	1,092.00		1,092.00
School uniform profit	0.00		0.00
My Nametags	91.00		91.00
Easy Fundraising	503.56		503.56
Donations (Pub, Café B, & Stroud)	500.00		500.00
School Lottery	560.10	0.00	560.10
Amazon Smile	18.60	0	18.60
Purchases			
Staff and Other Gifts		113.25	-113.25
Year 6 donations		0.00	0.00
School Fund		18,852.06	-18,852.06
Guildford BC - Gambling Insurance		20.00	-20.00
PTA Insurance DD		117.00	-117.00
General PTA expenses		826.60	-826.60
Charity donations		0.00	0.00
Bank Charges		0.00	0.00
Total main account	**47,116.00**	**35,511.07**	**11,604.93**

BPTA Boxgrove Parent Teacher Association

STATEMENT OF PROFIT AND LOSS ON SCHOOL UNIFORM

		2018/19				PAST YEARS						
		Autumn	Spring	Summer	Total	**2017/18**	**2016/17**	**2015/16**	**2014/15**	**2013/14**	**2012/13**	**2011/12**
Sales		7,788.30	2,002.22	8,083.70	17,874.22	15,219.18	17,311.05	15,398.42	16,641	13,982	18,274	11,862
Cost of sales												
Opening stock		7,548.36	10,510.77	10,679.26	7,548.36	6,825.31	4,954.61	2,429.02	2,094	4,071	1,585	2,665
Purchases		8,465.22	1,457.90	3,054.23	12,977.35	11,926.45	14,522.92	13,796.33	12,706	9,178	16,263	8,105
		16,013.58	11,968.67	13,733.49	20,525.71	18,751.76	19,477.53	16,225.35	14,800	13,249	17,848	10,770
Less: Closing stock		10,510.77	10,679.26	7,852.07	7,852.07	7,548.36	6,825.31	4,954.61	2,429	2,094	4,414	1,585
Add remaining write off old stock to less than cost					0.00	-	0.00				343	
COGS		5,502.81	1,289.41	5,881.42	12,673.64	11,203.40	12,652.22	11,270.73	12,371	11,154	13,777	9,185
Profit	Note 2	**2,285.49**	**712.81**	**2,202.28**	**5,200.58**	**4,015.78**	**4,658.83**	4,127.69	4,270	2,827	4,497	2,677
Profit % on sales		29%	36%	27%	29%	26%	27%	27%	26%	20%	25%	22.57%
excluding stock write off	Note 3	29%	36%	27%								25.05%
Sales												
Cash not banked at start of period		-36.67	-77.25	-47.95	-36.67	-32.99	-20.94	-33.50	-35	-72	-36	-6
Bankings		7,825.15	2,041.00	8,035.40	17,901.55	15,039.50	17,395.50	15,382.00	16,580	14,054	18,228	11,832 *
Uniform in office not paid for		-	-	-	-	24.50	4.00	82.50	63	-36	36	0
Uniform in office not paid for (reversed)		-124.00	-	-	-124.00	32.00	-100.50	-62.50				
Bounced cheque		-	-	-	-	-	0.00	-11.50			-25	
Stock given away as gifts (for free)		-	-9.48	-	- 9.48						0	
offset against school payment		-	-	-	-						0	
Nicki Woodward not paid for		-	-	-	-	99.50						
Expenses reimbursed out of cash (see below)		46.57	-	6.90	53.47	20.00	0.00	20.48				
Cash in box at end of period		77.25	47.95	89.35	89.35	36.67	32.99	20.94	34	35	72	36
		7,788.30	**2,002.22**	**8,083.70**	**17,874.22**	**15219.18**	**17,311.05**	**15,398.42**	**16,641**	**13,982**	**18,274**	**11,862**
Purchases												
O/s invoice at start		-	-	-	-	-	0.00	405.00	0	-28		
Payments		-4,936.40	-1,457.90	-3,029.14	-9,423.44	- 12,250.35	-14,471.42	-14,176.85	-12,301	-9,151	16,241 *	
Expenses - stationery receipt reimbursed		-46.57	-	-6.90	-53.47	- 10.00	-10.00					
PTA transfer		-3,000.00	-	-	-3,000.00	- 3,000.00	-3,000.00					
write offs		9.10	-	-18.19	-9.09	32.40	-41.50					
Expenses		-	-	-	-	-	0.00	-24.48			49	
o/s credit notes		-	-	-	-						-28	
O/s invoice end of period		-3,189.85	-	-	-3,189.85	-	0.00	0.00	-405	0		
stock paid for in advance		-301.50	-	-	-301.50	301.50						
		-11,465.22	**-1,457.90**	**-3,054.23**	**-15,977.35**	**-14926.45**	**-17,522.92**	**-13,796.33**	**-12,706**	**-9,178**	**16,263**	

Profit reconciliation

Bank	3,389.19	3,972.29	7,355.26	7,355.26	3,500.44	5,803.94	6,977.06	8,787	4,508	6,654
Float	77.25	47.95	89.35	89.35	36.67	32.99	20.94	34	35	72
Stock	10,510.77	10,679.26	7,852.07	7,852.07	7,548.36	6,825.31	4,954.61	2,429	2,094	4,071
Uniform unpaid for	-	-	-	-	124.00	-32.00	82.50	63		36
write offs	-	-	-18.19	-18.19	- 9.10	-23.50				
Credit note owed	-	-	-	-						28
Unpaid invoices	-	-	-	-	-	0.00	0.00	-405		
Stock given away as gifts (for free)	- -	9.48	-	-	-					
Stock not received but paid for	-	-	-	-	-	1,097.20				
Stock not received but paid for	-	-	1,623.29	1,623.29	301.50					
Stock not received but paid for	-	-	-	-	3,189.85					
Less expenses owed	-	-	-6.90	-6.90	-	-10.00				
Rounding error	-	-	-2.58	-2.58						-49
Total closing net assets	13,977.21	14,690.02	16,892.30	16,892.30	14,691.72	13,693.94	12,035.11	10,907	6,638	10,810
Opening net assets	14,691.72	11,691.72	11,691.72	11,691.72	10,693.94	9,035.11	7,907.43	6,638	10,810	6,314
Prior year adjustment	0.00	0.00	0.00	0.00	18.00					
Less profit to PTA	3,000.00	0.00	0.00	0.00				-3,000	7,000	
Profit generated	2,285.49	2,998.30	5,200.58	5,200.58	4,015.78	4,658.83	4,127.69	1,270	2,827	4,497
Check	0.00	0.00	0.00	0.00	-	0.00	0.00	0	0	0

Balance Sheet For School Uniform

	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
Current Assets							
Cash	7,444.61	3,537.11	5,836.93	6,998.00	5,820.91	3,676.31	6,725.50
Debtors				82.50	62.50		36.00
Prepayments	1,623.29	3,491.35	1,097.20			867.15	
Stock	7,831.30	7,539.26	6,801.81	4,954.61	2,429.02	2,094.37	4,070.58
Net current assets	16,899.20	14,567.72	13,735.94	12,035.11	8,312.43	6,637.83	10,832.08
Current Liabilities							
Creditors	(6.90)	124.00	(42.00)	0.00	(405.00)	0.00	(21.71)
NET ASSETS	16,892.30	14,691.72	13,693.94	12,035.11	7,907.43	6,637.83	10,810.37
OPENING NET ASSETS	14,691.72	13,693.94	12,035.11	7,907.43	6,637.83	10,810.37	6,313.75
Profit	5,200.58	4,015.78	4,658.83	4,127.69	4,269.60	2,827.46	4,496.62
Distribution to general fund	(3,000.00)	(3,000.00)	(3,000.00)	0.00	(3,000.00)	(7,000.00)	0.00
Prior year adjustment	0.00	(18.00)					
NET ASSETS	16,892.30	14,691.72	13,693.94	12,035.11	7,907.43	6,637.83	10,810.37