

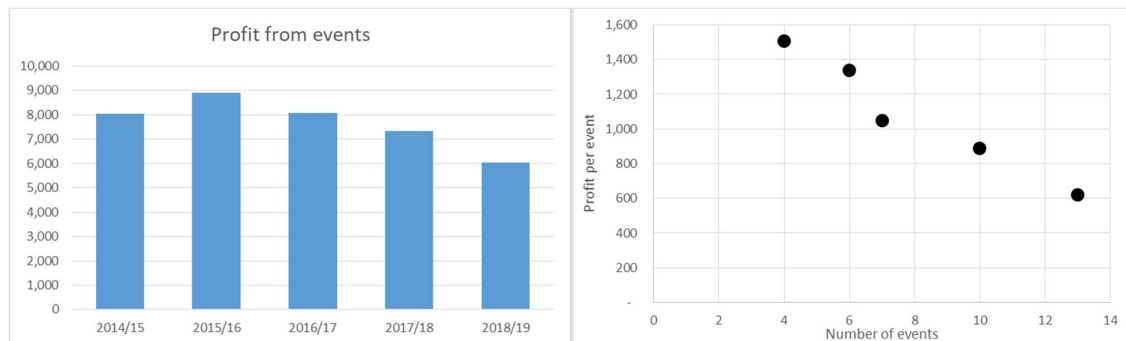
- Welcome
  - Treasurer's Summary
  - Chair's/Events Summary
- Election of committee members
  - AOB

## Treasurer's Summary - AGM October 2019

The accounting year for 2018/19 ended on 30th September 2019. Although the figures here are preliminary, the overall numbers should not change much.

Our operations in netted a profit of £6,176 in 2018/19. Total revenues were £29,502 and total expenditures were £23,326. The bulk of our revenues and expenditures relate to our events, other sources of fund-raising, grants and uniform sales. Of these numbers, FoHA received donations and grants of £2,702 and gave £6,347 to the school. Grants to the school notably included about £2,100 for the mural, £1,120 for sports equipment and £1,100 for school trips.

Total profit from events was £6,026. After many years of hard work, with much reliance on the same small group of volunteers, this year we have tried to cut down the total number of events and focus our efforts. Thus, in 2018/19 we held just four fundraising events: Comedy Night, Easter Egg Hunt, Quiz Night and the Summer Celebration, down from 13 (!) events in 2016/17. This has meant that profit from events is lower than in any of the past few years. However, my totally gratuitous scatter plot, below right, shows that we make more profit per event the fewer events we have. There appears to be a limit to what the parents are prepared to spend every year and we have only one event, the Easter Egg Hunt, which taps revenues from people outside the school.



Including other revenue-raising, such as Christmas Tree sales and the Panto, the total profit this year is £9,680, which is below but close to the average of the past few years. Considering that the pupil number of the school is somewhat larger than it was a year ago, I think we can be confident exceeding that in year 2019/20. We can also be confident of being able to donate at least £10,000 to the school if the need arises.

## **Chair's Summary - AGM October 2019**

### **Purpose of FOHA**

To develop effective relationships between staff, parents, others associated with the school and also the wider community in order to engage with activities, and provide facilities/equipment which support the school and advance the education of the pupils.

The Friends committee comprises 8 roles: Chair (Duncan Rose), Events Coordinator (Paul Molloy), Secretary (Jo Harman), Sub-Secretary (Kirsty Hollywood), Treasurer (Angus Halkett), Sub-Treasurer (Wilma Solomon)

The position of Sub-Chair is currently vacant.

At the AGM, all positions are open for election/re-election – anyone in the school community can put themselves forward for a committee role.

### **Highlights**

- ✓ We held fewer actual events and still raised a similar amount to usual years
- ✓ We engaged more people and sold more tickets (Comedy Night/EEH) than in previous years.
- ✓ The Summer Fayre was arranged in 3 weeks.
- ✓ We've started getting Mrs Davies to attend the meetings.

### **Lowlights**

- Until the shed is built, we are still wasting space in the Resource room. Sadly, even when we transfer the FOHA equipment to the new shed the room will be full of school kit, so will be unusable.
- This year was a success for the EEH. However, it's realistically the last time we can use the Football Club for the location. We are also still waiting for money from the Football club for that event. \*Duncan to chase Roman again\*.

### **Members**

Everyone in the school community is automatically a member of the Friends. Our meetings are open to all. The meeting schedule for 2019-2020 will be distributed by Duncan Rose at the first FOHA meeting scheduled for 6<sup>th</sup> Nov.

## **Events**

Another great year of events, only fewer than seen in previous years.

There was a very well-run Comedy night, with Paul running the bar. It went very smoothly with a lot of parent help. It's definitely worth having a game-plan before these events. As one thing I noticed was that a lot of the helpers have done it countless times before, so know exactly where everything needed to be. Therefore, that information is something that might be worth logging somewhere.

The Easter Egg Hunt was incredible with more tickets sold than for any previous hunts. Helped largely by terrific weather and location, we actually found ourselves having to recycle programmes. The welcome desk/start was amazing, as were the many volunteers that had to stand around in fields all day directing lost people to the next clue.

I think the treasure trail went down well, however the egg-hunt itself needs to be far bigger as it's mostly younger kids that are interested.

The Summer Fayre was very successful considering it was put together very last-minute. This year I think we'll start the planning shortly after the Easter Egg hunt.

The last quiz night was a little raucous, blamed largely on the staff. However, this was sadly the last quiz night so we'll need to find an alternative. Last year the night was run entirely by Year 6 parents, so maybe that could become the tradition?

We also supported the school with a Macmillan cake sale which raised over £600.

## **Event Earnings**

Comedy Night	£1384
EEH	£2210
Quiz Night	£809
Summer Fayre	£1686

## **Spending**

Spend across 2018-2019 included the following:

Mural	£2,100
Sports Equipment	£1,120
School Trips	£1,100
Librarian System	£620

We also agreed (as a group) to fund the following from this year:

Empiribox	£4.1k annually
School trip subsidy	£300 per class annually
Classroom Resources	£100 per class annually

## **Plans for 2018/19**

This year, the current key events in the diary are a comedy night being coordinated by Katharine Haines and the annual Easter Egg Hunt (location needed). There will also be a Summer Fayre, ideally at Sir John Lawes, and we need to talk about the logistics of a Christmas Fayre.

As in previous years we will also continue to raise money from the Christmas tree initiative, the Christmas card initiative, and I'm in talks with a software company to become a sponsor.

We also need to look to ways to engage the entire school in fundraising events.

## **In summary**

This has been an interesting year for me, having had very little to do with FOHA previously to having to get my hands dirty (pretty regularly). It was very eye-opening to see the effort that certain people put into raising funds for the school, and the support of the parents during events.

Considering we are a school with practically no outside space we manage to raise a lot of money on outdoor events such as the summer fayre and Easter Egg hunt, which should really be acknowledged.

I'm looking forward to the year ahead and what we can do to make the Easter Egg hunt even more successful than last year, as well as trying to find new fundraising events that we could potentially use the hall for.



Charity Name	No (if any)
Friends of Harpenden Academy	1159562

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/10/2018		30/09/2019

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Events	11,588	-	-	11,588	11,135
Uniform	3,091	-	-	3,091	2,377
Other fundraising	12,085	-	-	12,085	13,983
Grants	2,702	-	-	2,702	35,841
Interest	1	-	-	1	7
Gift Aid	215	-	-	215	1,425
Other	-	-	-	-	932
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>29,681</b>	<b>-</b>	<b>-</b>	<b>29,681</b>	<b>65,700</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,681</b>	<b>-</b>	<b>-</b>	<b>29,681</b>	<b>65,700</b>
<b>A3 Payments</b>					
Event expenses	4,922	-	-	4,922	3,799
Uniform expenses	2,801	-	-	2,801	3,513
Other fundraising expenses	8,430	-	-	8,430	9,321
Donations	6,347	-	-	6,347	81,880
Membership fees	105	-	-	105	105
Admin expenses	259	-	-	259	319
	-	-	-	-	147
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>22,865</b>	<b>-</b>	<b>-</b>	<b>22,865</b>	<b>99,085</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>22,865</b>	<b>-</b>	<b>-</b>	<b>22,865</b>	<b>99,085</b>
<b>Net of receipts/(payments)</b>	<b>6,817</b>	<b>-</b>	<b>-</b>	<b>6,817</b>	<b>- 33,385</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>8,504</b>	<b>-</b>	<b>-</b>	<b>8,504</b>	<b>41,889</b>
<b>Cash funds this year end</b>	<b>15,321</b>	<b>-</b>	<b>-</b>	<b>15,321</b>	<b>8,504</b>

## 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 £
<b>B1 Cash funds</b>	Cash at bank	14,604	-	-
	Undeposited funds	716	-	-
			-	-
	<b>Total cash funds</b>	<b>15,321</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

#### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Friends of Harpenden Academy

On accounts for the year  
ended

30<sup>th</sup> September 2019

Charity no  
(if any) 1159562

Set out on pages

1 to 3

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

- In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect,
- the accounting records were not kept in accordance with section 130 of the Charities Act, or
  - the accounts did not accord with the accounting records, or
  - the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have 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:

*Geoff Newman*

Date: 26/02/2020

Name: Geoff Newman

Relevant professional  
qualification(s) or body  
Managing Director, I-Corporate Services Ltd

(if any):

Address: Lyndhurst House

High Street

Harpenden, AL5 2RT

### Section B

#### Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

NONE



Give here details of any items that the examiner wishes to disclose.

NONE

IER

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December 2017