

## IHOMSA AGM – 17 September 2019

### 1. Welcome and Apologies

Attendees – Clare Taylor, Mark Butler, Mark Moran, Kerrie Kashani, Poliana Tavares, Juan Fontana, Maria Knowles, Gabriel Mata-Cervantes, Anee Sian, Sherean Isherwood, Basia Crosby, Rosie Brayshaw, Angela Phillips, Sean Moran, Mari Burke, Lauren Duckworth, Anne Lightfoot

Apologies – Kath Robinson, Mark Phillips, Mel Burkinshaw, Gemma Proctor, Charlotte Grayshon, Emma Grant, Gemma Murray, Janette Moran, Sarah Fong Wah, Liz Butterworth, Marianne Munton, Brenda Boomer, Veronica Shakelton

Clare introduced the meeting and the purpose of the meeting. Attendees introduced themselves as there were a number of new faces.

### 2. Presentation of Last Years Accounts

Sherean introduced the accounts for the year 31 August 2018 to 30 August 2019. She explained that overall income from events has remained static as compared to the previous year. In the main events have been comparable to the takings of the events from the year before but one exception was a reduction in income from summer family night – this was a result of the success of the previous years event which had fallen on night of an England Football game at the world cup and a fantastic spell of weather which had seen record numbers attend.

We have had a reduction in total raised from general fundraising activities and this is mainly due to forward buying of items for this years mothers and fathers days to maximise availability of reduced items. The benefit of this forward buying will be seen future years.

Income from donations has increased, this included funds from Sainburys who had us as the local charity for the shop next to school. They didn't run this scheme had not run for the full year as the company has ceased operating this scheme. The local shop have agreed to leave our fund raising tins by the tills for the foreseeable future which will help on an ongoing basis. We also received £1000 community grant from the council towards out donation to the astro turf. In addition we had small amounts from Easyfundraising and Amazon smile.

There was no fundraising received match funding this year which was a reduction from last year.

We have £24,191.95 in the bank account at the end of the financial year and we will be working with the Mrs Phillips identify opportunities for spend in the forthcoming year.

Purchases this year for the school included – sports flag, holly community items, plastics cups for use at school. For IHOMSA we have purchased a card reader machine, candy floss machine and some plastics cups and plates for use at events.

Mark provided an interim update on the 100 club and there was some discussion about how to continue to increase numbers from the current 74 – it was agreed to keep pushing the 100 club to increase the numbers.

### 3. Annual Summary of Events

Clare introduced the current planned events for the next 12 months – which events already had volunteers organising and where there were still gaps.

Clare outlined the plan for next years activities and we were looking for help with a couple of activities that were planned and that we would be happy to support any ideas. The immediate ask was for someone to organise the prizes for the Christmas raffle – Annie and Marie volunteered.

### 4. Election of new committee

Mrs Phillips as head teacher took over the meeting for the election of the Chairperson. There were no nominees from the slips that were returned from school for the post. Clare Taylor was nominated by Kerrie Kashini and seconded by Basia Crosby. Unanimous vote for Clare as Chairperson. Clare was happy to accept the post but did flag that her youngest daughter was in year 4 and so she would not be around for ever.

There were no volunteers for the secretary role. Clare Taylor nominated Mark Butler and Shereen seconded. Unanimous vote for Mark as Secretary.

Shereen and Anne are stepping down as Treasurers and we have had two people who have shadowed this year to get an understanding of the role. There were no nominations from the slips returned from school. Mark Phillips and Mark Moran were nominated by Clare Taylor and seconded by Mark Butler. Unanimous vote for Mark Moran and Mark Phillips for the treasurer roles.

### 5. Disco

DJ confirmed for the 11 October – info provided in book bags this week.

### 6. Coffee Morning

The coffee morning in March requires an organiser and there was a request for volunteers. Rosie Brayshaw volunteered.

## 7. Christmas Market

Christmas market – we are planning for our Christmas market as per previous years although a discussion was required about venue. Mrs Phillips confirmed that the choir would be singing at the event. Any interest for stalls should be forwarded to IHOMSA13@gmail.com

## 8. Date of Next Meeting

Date at next meeting is 12 November and will be upstairs at Further North

## 9. AOB

We currently purchase our wine through Marks and Spencer and have previously had a parent who worked at Marks and Spencer's and used staff discount to purchase wine. A request was made to identify others who work at M&S to replace

Request was made for volunteers to help update and make some of the games that we use.

Mrs Phillips presented Anne and Shereen with flowers and chocolates from the staff for all the hard work – this was echoed by Clare on behalf of IHOMSA and the committee.

# Immaculate Heart of Mary School Association Receipts & Payments Account

For The Year From	31/08/2018	To	30/08/2019
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## Receipts & Payments 2018-2019

### Receipts

Donations, Gift Aid & Similar Income	
Donations	£ 2,325.11
Match Funding	£ -
Gift Aid	£ -
<b>Sub Total</b>	<b>£ 2,325.11</b>

Fundraising	
Fundraising (gross)	£ 25,216.89
<b>Sub Total</b>	<b>£ 25,216.89</b>

Investment Income	
Bank interest	£ 83.77
<b>Sub Total</b>	<b>£ 83.77</b>

<b>Total Receipts</b>	<b>£ 27,625.77</b>
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### Payments

Charity Payments	
Rent	£ -
Insurance	£ 117.00
Repairs and Renewals	£ -
Materials and Equipment	£ 281.40
AGM and Trustee Expenses	£ -
Events	£ 384.30
<b>Sub Total</b>	<b>£ 782.70</b>

<b>Fundraising Expenses</b>	<b>£ 8,342.99</b>
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<b>Donations to Immaculate Heart of Mary School</b>	<b>£ 1,371.59</b>
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<b>Total Payments</b>	<b>£ 10,497.28</b>
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Net of Receipts / Payments	£ 17,128.49
Cash Funds at <i>LAST</i> Year End	£ 7,063.46
<b>Cash Funds at <i>THIS</i> Year End</b>	<b>£ 24,191.95</b>

## Statement of Assets & Liabilities at End of Year 2018-2019

<b>Cash Funds</b>	
Bank Current Account	£ 24,191.95
Cash / Floats	£ -
<b>Total Cash Funds</b>	<b>£ 24,191.95</b>

<b>Non Monetary Assets for Charity's Own Use</b>	
Materials & Equipment	£ 1,480.00
Food Stock	£ 40.00
Drinks Stock	£ 580.00
Other Stock	£ 1,195.00
Other	£ -
<b>Sub Total</b>	<b>£ 3,295.00</b>

<b>Liabilities</b>	
Accounts Not Yet Paid	£ 84.47
Expenses Incurred But Not Invoiced	£ -
Other Liabilities	£ -
<b>Sub Total</b>	<b>£ 84.47</b>

## IHOMSA Accounts 2018 -2019

Opening Balance - 31 Aug 2018 £ 7,063.46

Fundraising Events	CC Category	Receipts £	Payments £	Net £	Comments
Autumn Disco - Oct 18	Fundraising	£ 877.68	£ 168.00	£ 709.68	
Autumn Term - Coffee Morning	Fundraising	£ 336.50	£ 26.00	£ 310.50	
Christmas Market - Nov 18	Fundraising	£ 927.55	£ 63.27	£ 864.28	
Christmas Family Night - Dec 18	Fundraising	£ 6,233.00	£ 1,040.35	£ 5,192.65	TK did not claim for food expenses
Christmas Puddings	Fundraising	£ 124.00	£ -	£ 124.00	Residual stock donated to St Georges Crypt and North Leeds Food Bank
Family Bingo	Fundraising	£ 459.20	£ 69.96	£ 389.24	Bar items bought at Xmas
Spring Term - Coffee Morning	Fundraising	£ 243.95	£ 35.60	£ 208.35	
Barrelates	Fundraising	£ 105.00	£ -	£ 105.00	
Mothers Day Sale	Fundraising	£ 1,333.95	£ 613.40	£ 720.55	
Spring Disco - April 19	Fundraising	£ 642.40	£ 150.00	£ 492.40	
Spring Term - Bake Sale & Play Session	Fundraising	£ 375.43	£ 70.22	£ 305.21	
Fathers Day Sale	Fundraising	£ 1,400.26	£ 635.81	£ 764.45	Plus £116 spend in 2017-18 in sale
Summer Family Night	Fundraising	£ 7,838.74	£ 1,539.50	£ 6,299.24	£85 to be deducted for burgers as TK not yet cashed chq
Year 6 Leavers Hoodies	Fundraising	£ 1,054.54	£ 710.47	£ 344.07	
School Fun Run 2018	Fundraising	£ 435.00	£ -	£ 435.00	
School Fun Run 2019	Fundraising	£ 425.00	£ -	£ 425.00	
100 Club	Fundraising	£ 2,400.00	£ 2,300.00	£ 100.00	
Alcohol Purchase	Fundraising	£ -	£ 206.62	£ -206.62	Bought for general smaller events
Mothers/Fathers Day 2020	Fundraising	£ -	£ 692.19	£ -692.19	Purchases made in 2019 sale
Fundraising transactions from 2017-18	Fundraising	£ 4.69	£ 21.60	£ -16.91	SFN 2018 = -£4.10. Ice Lolly sale = £-12.81
<b>Total</b>		<b>£ 25,216.89</b>	<b>£ 8,342.99</b>	<b>£ 16,873.90</b>	

Other Credits & Debits	CC Category	Receipts £	Payments £	Net £	Comments
Community Grant	Donation	£ 1,000.00	£ -	£ 1,000.00	From local council for astro-turf - Oct 2018
EasyFundraising.org	Donation	£ 479.91	£ -	£ 479.91	
Sainsburys Sponsorship	Donation	£ 746.82	£ -	£ 746.82	
Amazon Smile	Donation	£ 98.38	£ -	£ 98.38	
Donations to IHOM	Donation	£ -	£ 1,371.59	£ -1,371.59	£182 Cross Country Flag. £88 plastic cups. £1000 Astroturf grant. £102 FHC
Reception Welcome (Cheese & Wine)	Events	£ -	£ 33.13	£ -33.13	
Y6 Leavers Party 2018	Events	£ -	£ 8.00	£ -8.00	
Y6 Leavers Party 2019	Events	£ -	£ 343.17	£ -343.17	
Public Liability Insurance	Insurance	£ -	£ 117.00	£ -117.00	Parentkind
Gross Interest	Interest	£ 83.77	£ -	£ 83.77	
Consumables / Misc	Materials and Equipment	£ -	£ 4.57	£ -4.57	Stationery & bags
Assets	Materials and Equipment	£ -	£ 276.83	£ -276.83	£63 Ikea cups & plates. £23 card reader. £154 Candy Floss Machine
<b>Total</b>		<b>£ 2,408.88</b>	<b>£ 2,154.29</b>	<b>£ 254.59</b>	

**Total money raised £ 17,128.49**

**Closing Balance - 30 Aug 2019 £ 24,191.95**

**From:** Marianne marianneburke37@yahoo.co.uk  
**Subject:** Re: IHOMSA Accounts & Charity Commission 2018-19  
**Date:** 11 May 2020 at 13:00  
**To:** Mark Moran markrmoran@outlook.com

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Hi Mark

I have checked over the accounts and whilst I have been unable to check against bank statements, with the Information I have been given this reflects an accurate submission for the charity accounts

Thanks

Marianne Burke ACMA

Sent from my iPhone

On 3 Apr 2020, at 16:36, Mark Moran <markrmoran@outlook.com> wrote:

That's brilliant Mari, thanks.

Of course - it's probably the busiest time of year for you! Not massively urgent at the moment but if we can get this squared away in the next few weeks it would be great.

Thanks again!

Mark

Sent from my iPhone

On 3 Apr 2020, at 16:30, Marianne <marianneburke37@yahoo.co.uk> wrote:

Sorry I will schedule this in for next week. Once my month end has calmed down  
Mari

Sent from my iPhone

On 3 Apr 2020, at 15:42, Mark Moran <markrmoran@outlook.com> wrote:

Hi Mari

I hope you're well.

I've now taken over the role of Treasurer for IHOMSA from Anne and Sherean, and I'm keen to square away the Charities Commission submission in advance of the deadline in a couple of months' time. Have you had chance to review the accounts that Sherean sent to you last year, and confirm everything is in order?

If you're not able to do so please let me know, and we can work out what we need to do.

Thanks and regards  
Mark Moran

Begin forwarded message:

**From:** Immaculate Heart School <ihomsa13@gmail.com>  
**Subject:** Fwd: IHOMSA Accounts & Charity Commission 2018-19  
**Date:** 3 April 2020 at 15:38:43 BST  
**To:** Mark Moran <Markrmoran@outlook.com>

----- Forwarded message -----

**From:** Immaculate Heart School <ihomsa13@gmail.com>  
**Date:** Thu, Oct 17, 2019 at 10:28 AM  
**Subject:** IHOMSA Accounts & Charity Commission 2018-19  
**To:** Marianne <marianneburke37@yahoo.co.uk>  
**Cc:** Anne Lightfoot <annelightfoot1@ntlworld.com>

Hi Mari

I've checked, double checked and triple checked the accounts from last year! Hopefully everything will tie up as Anne & I hand over to the Marks.

I've attached the End of Year Summary presented at the AGM. I've also attached the information required by the Charity Commission. The new treasurers need to submit this before June 2020 but I thought you may as well audit everything in one go (and there's less of a rush!). If you have any questions or need any other docs, please let me know.

Asuming everything is ok, please can you send an email confirming everything is in order.

Thanks as always for doing this,  
Sherean

<2018-19 End of Year Summary.xlsx>

<IHOMSA Charity Submission 2018-19.xlsx>