

St Michael's Parents & Friends Association

Treasurer's Report

to the Accounts for the year ended 31/08/2020

St Michael's Parents & Friends Association has had a productive year albeit with its fundraising activity severely curtailed by the COVID19-pandemic.

A number of fundraising events were held providing a total surplus of £21,771.50*. The events with net funds raised were:

- £15,617.95 - Spring Ball*
- £5,555.54 - Christmas Bazaar
- £359.70 - Christmas Cards
- £134.00 - Panto
- £104.31 - Movie Night

A further £6,140 was received from subscriptions and £1,469.13 from other miscellaneous income and donations (including Amazon Smile commission).

*During 19/20 the P&F generated £22,545.45 from the sale of tickets to the Spring Ball scheduled for May 2020. The Spring Ball was postponed twice during the year due to Government restrictions imposed by the COVID-19 pandemic. In December 2020, the committee decided to cancel the event and refund all tickets purchased. The expenditure from the ticket refunds will appear in the 2020/21 accounts as a deficit against the Spring Ball.

This year the P & F have contributed in full or partially (percentage given in brackets) to the following items for use at school:

- £6,747.50 – School Minibus (50%)
- £6,194.00 – Hockey Equipment for Astroturf Pitch (50%)
- £3,524.72 – Pre Prep Climbing Frame (deferred from 18/19)
- £2,480.87 – Pre Prep Staging Extension
- £1,462.01 – Gazebos (50%)
- £857.20 – Spheres for ICT (deferred from 18/19)
- £671.99 – Touch Typing Software

In addition to distribution of funds to the school, contributions were also made towards Year 2 leavers' gifts, (this remained at £10 per child) and Christmas Trees. The P&F also purchased a cash counting machine for £138.80 to improve efficiency and accuracy of cash handling at events.

Distribution of funds across the year totalled £23,361.27.

This activity resulted in a cash balance of £47,702.81 on 31 August 2020 an increase of £6,019.36 from the balance at 1 September 2019 of £41,682.81.

The accounts for the financial year ending 31 August 2020 have been independently reviewed and will be filed with the Charity Commission by 30th June 2021.

Since the start of this academic year, a surplus of £807.01 was raised from the Winter Wonderland and £208.17 from the Halloween Competition. A further £45.00 was raised through a Cooking Night facilitated by a parent.

The core committee members of the P&F remain unchanged and are listed as follows: Kelly Downey and Kerri O'Dwyer (co-Chairs), Ben Taylor (Treasurer), Avril Gibbinson (Assistant Treasurer), Anna-Marie Mottram (Secretary), Daisy Gregson and Tracey Scott (Committee Members).

Ben Taylor
Treasurer
18 January 2021

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2020

2019 £		2020 £	2020 £
RECEIPTS			
	Donations, Legacies and other Similar receipts		
5,960.00	Subscriptions and Payments	6,140.00	
30.01	Other	1,469.13	
5,990.01	Total Donated Income		7,609.13
	Fundraising		
25,780.39	Events	34,903.54	
25,780.39	Total Fundraising Income		34,903.54
	Investment Income		
0.00	Bank Interest Received	0.00	
0.00	Total Investment Income		0.00
31,770.40	TOTAL RECEIPTS	42,512.67	

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2020

2019 £		2020 £	2020 £
PAYMENTS			
Expenditure to generate funds			
-17,642.75	Events	-13,132.04	
-17,642.75	Total Expenditure to generate funds		-13,132.04
Distribution of funds			
0.00	Minibus	-6,747.50	
0.00	Hockey Equipment	-6,194.00	
-17,623.59	Pre Prep Climbing Frame	-3,524.72	
0.00	Pre Prep Staging	-2,480.87	
0.00	Gazebo	-1,462.01	
0.00	Spheres for ICT	-857.20	
0.00	Touch Typing Software	-671.99	
-486.00	Christmas Trees	-588.00	
-980.00	Leavers Parties (for Y8, Y6 and Y2)	-220.40	
0.00	Coin counting machine	-138.80	
278.14	Stock at the end of the financial year	-124.27	
-117.00	PTA UK Subscription	-122.00	
0.00	Stationery	-86.02	
-189.00	Gifts	-79.20	
-132.91	P&F Social & Meeting Drinks	-64.29	
-2,043.57	BBQ	0.00	
-1,104.00	Netball Post Protectors	0.00	
-1,062.65	Branded Sports Pole Protectors	0.00	
-881.60	Wet Weather Games	0.00	
-530.40	Stock at start of financial year	0.00	
-500.00	Lego Therapy	0.00	
-415.19	Freezer for Pavilion	0.00	
-250.00	International Map	0.00	
-51.69	Easter Eggs	0.00	
-47.98	Jugs / Flexit Tubs for use at events	0.00	
-26,137.44	Total distribution of funds		-23,361.27
-43,780.19	TOTAL PAYMENTS		-36,493.31

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Statement of Assets and Liabilities For the year ended 31 August 2020

2019 £		2020 £	2020 £
31,770.40	RECEIPTS		42,512.67
-43,780.19	PAYMENTS		-36,493.31
<u>-12,009.79</u>	NET SURPLUS		<u>6,019.36</u>
	ASSETS		
	Cash at Bank and at Hand		
41,682.81	New Current account	47,702.17	
<u>41,682.81</u>	Total Cash at Bank		<u>47,702.17</u>
<u>41,682.81</u>	TOTAL ASSETS		<u>47,702.17</u>
	ACCUMULATED FUND		
53,692.60	Opening Balance - Unrestricted Funds	41,682.81	
-12,009.79	Surplus / (Deficit) for the year	6,019.36	
<u>41,682.81</u>	Closing Balance - Unrestricted Funds		<u>47,702.17</u>

Approved by the Committee and signed on its behalf

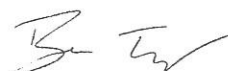
Date 18/01/2021



Kerri O'Dwyer (Co
Chair)



Anna-Marie Mottram (Secretary)



Ben Taylor (Treasurer)

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Net Surplus By Event For the year ended 31 August 2020

2019 £	2019 £			2020 £	2020 £
7,175.93		Christmas Bazaar	Income	8,699.39	
<u>-2,968.93</u>			Expenditure	<u>-3,143.85</u>	
	4,207.00		Surplus		5,555.54
0.00		Comedy Night	Income	0.00	
<u>-458.50</u>			Expenditure	<u>0.00</u>	
	-458.50		Surplus		0.00
49.35		Easy fundraising	Income	0.00	
<u>0.00</u>			Expenditure	<u>0.00</u>	
	49.35		Surplus		0.00
2,523.77		Sports Days / Camp O	Income	0.00	
<u>-991.54</u>			Expenditure	<u>0.00</u>	
	1,532.23		Surplus		0.00
0.00		Spring Ball	Income	22,545.45	
<u>0.00</u>			Expenditure	<u>-6,927.50</u>	
	0.00		Surplus		15,617.95
12,829.64		Circus	Income	0.00	
<u>-10,429.78</u>			Expenditure	<u>0.00</u>	
	2,399.86		Surplus		0.00
306.50		Christmas Cards	Income	359.70	
<u>0.00</u>			Expenditure	<u>0.00</u>	
	306.50		Surplus		359.70
2,895.20		Panto	Income	3,104.00	
<u>-2,794.00</u>			Expenditure	<u>-2,970.00</u>	
	101.20		Surplus		134.00
0.00		Movie Night	Income	195.00	
<u>0.00</u>			Expenditure	<u>-90.69</u>	
	0.00		Surplus		104.31
	<u>8,137.64</u>				<u>21,771.50</u>
25,780.39		TOTAL INCOME		34,903.54	
-17,642.75		TOTAL EXPENDITURE		-13,132.04	
8,137.64		Net Profit		21,771.50	

Catherine Maitland
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PRIVATE AND CONFIDENTIAL

Ben Taylor
C/O St Michael's Prep School
Parents and Friends Association
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Row Dow
Otford
Kent
TN14 5RY

16 March 2021

Dear Ben

INDEPENDENT EXAMINATION

Charities with a gross income of £1m or less may choose to have an independent examination in place of an audit unless both their gross assets exceed £3.26m and their gross income exceeds £250,000.

As requested, I have reviewed the accounting records kept by the Parents and Friends Association and compared the accounts presented with those records.

Please be aware that I have not carried out a professional audit but during my scrutiny of the records, I have not found any material misstatement or omission.

Should you have any queries in relation to the examination performed, please do not hesitate to contact me.

Yours sincerely



Catherine Maitland
Chartered Accountant