

### Treasurer's report

This year has been a successful year both for the charity and the school and it with great pleasure that I report on the financials for the year ended 30<sup>th</sup> September 2023.

A net income of £4,376.20 was generated for the year ended 30<sup>th</sup> September 2023, this was a 179% increase from prior year post COVID-19.

Revenue/income for the year was £54,233.16, a 203% increase and the highest level since the inception of the charity. This driven by the fantastic fundraising activities such as the Glamour ball which generated a net income of £18,114.57 (being the highest contributor) and many other activities.

Based on the success of the fundraising campaigns, we were able to give by to the school by supporting in a few projects, the biggest being the construction of the "Learning pod".

As at year end all financial commitments to the school had been fulfilled.

During the year, we were able to introduce a new expense policy document along with an expense claim form to ensure all committee member were fully reimbursed for expenses incurred on behalf of the charity as well as proving segregation of duties in payments approvals.

Two debit cards were obtained from the bank to ease the burden on the use of personal funds awaiting reimbursements.

In other to improve the shopping experience for the parents during fundraising activities such as 'Highfest' or Bonfire night, 5 new Sum-up cash machines were purchased, and an online ticket ordering system was set up and linked the Sum-up account. This has thereby reduced the need to hold physical cash and change within the school.

We were unable to proceed with the recovery of the restricted fund in the old Barclays account. See **Note 7** for further details.

The TENS and Gambling licences are up to date and being managed by the secretary.

There were 2 Trustee resignations in the year Emily Rooke (Chair) and Charles Rooke (Secretary). See **Note 5** for updated list of trustees.

Based on the Charities Commission guidelines, all revenue above £25,000 would require an external examiner to review the account. See examiner's report below:

The accounts have been prepared on the receipt and payment basis in accordance with the Charities Commission guidance June 2023.

The annual accounts would be submitted to the Charities Commission upon sign off.

Signed

Efeturi Emeledor (Treasurer)



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

FRIENDS & FAMILY OF HIGHFIELDS (FFH)

#### On accounts for the year ended

30<sup>th</sup> September 2023

Charity no  
(if any)

1096062

#### Set out on pages

1 - 6

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2023.

As the charity's trustees, 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 Trust'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 Act.

#### Independent examiner's statement

[The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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:



Date: 02/02/24

Name:

Kemi Adeoye – Karoo Accountants

Relevant professional  
qualification(s) or body  
(if any):

Association of Chartered Certified Accountants (ACCA)

Address:

39 Emperor Way

Ashford

TN23 3QY

### FINANCIALS

#### Statement of Receipts and payments for year ended 30<sup>th</sup> September 2023

|                                | FY22/23<br>£     | FY21/22<br>£     |
|--------------------------------|------------------|------------------|
| <b>Receipts</b>                |                  |                  |
| Fundraising activities         | 52,971.86        | 17,497.75        |
| Uniform receipts               | 1,261.30         | 1,958.35         |
|                                |                  |                  |
| <b>Total receipts</b>          | <b>54,233.16</b> | <b>19,456.10</b> |
|                                |                  |                  |
| <b>Payments</b>                |                  |                  |
| Fundraising costs              | 26,865.46        | 9,759.56         |
| School donations/ purchases    | 20,826.58        | 5,963.96         |
| Donations                      | 1,054.74         |                  |
| Operational costs              | 1,110.18         | 2,164.70         |
|                                |                  |                  |
| <b>Total payments</b>          | <b>49,856.96</b> | <b>17,888.22</b> |
|                                |                  |                  |
| <b>Net receipts/(Payments)</b> | <b>4,376.20</b>  | <b>1,567.88</b>  |

#### Statement of Assets and Liabilities for year ended 30<sup>th</sup> September 2023

| Cash in bank and in hand            | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total funds<br>£ | FY21/22<br>£     |
|-------------------------------------|----------------------------|--------------------------|------------------|------------------|
| Cash in hand (float)                | 60.00                      |                          | 60.00            | 280.00           |
| Natwest Current a/c                 | 15,798.24                  |                          | 15,798.24        | 11,429.71        |
| Natwest Business Reserve a/c        | 774.55                     |                          | 774.55           | 766.88           |
| Barclays                            |                            | 592.42                   | 592.42           | 592.42           |
| <b>Total Cash and bank balances</b> | <b>16,632.79</b>           | <b>592.42</b>            | <b>17,225.21</b> | <b>13,069.01</b> |

Signed on behalf of trustees.

| Name | Signature | Date |
|------|-----------|------|
|      |           |      |
|      |           |      |



**Notes to the account**

**1. Fund raising activities net income.**

| <b>Income Statement for the year ended 30 September 2023</b> |                  |                    |                  |
|--|------------------|--------------------|------------------|
|  | <b>Income</b>    | <b>Expenditure</b> | <b>2022-2023</b> |
|  | <b>£</b>         | <b>£</b>           | <b>£</b>         |
| <b>FFH Events &amp; Other Income</b>                         |                  |                    |                  |
| Amazon   | 150.57           |                    | 150.57           |
| Bacon rolls  | 718.31           |                    | 718.31           |
| Bacon rolls 21/22  | 220.00           |                    | 220.00           |
| Bingo  | 215.00           |                    | 215.00           |
| Break the rules  | 419.05           |                    | 419.05           |
| Christmas fayre  | 2,671.20         | 802.50             | 1,868.70         |
| Easy fundraising   | 819.66           |                    | 819.66           |
| Film night   | 1,056.82         | 49.23              | 1,007.59         |
| Freeze pop   | 408.75           | 173.50             | 235.25           |
| Funfest 2022   | 505.17           |                    | 505.17           |
| Glamour Ball   | 34,263.78        | 16,149.21          | 18,114.57        |
| Halloween disco  | 370.50           | 173.38             | 197.12           |
| Highfest 2023  | 10,477.84        | 9,218.14           | 1,259.70         |
| Interest income  | 7.70             |                    | 7.70             |
| Nativity Raffle  | 76.30            |                    | 76.30            |
| Old charity cash   | 57.33            |                    | 57.33            |
| Pancake breakfast  | 189.00           | 37.50              | 151.50           |
| Pop up shop  | 22.00            |                    | 22.00            |
| Sports day   | 322.88           | 262                | 60.88            |
| Uniform  | 1,261.30         |                    | 1,261.30         |
| <b>Total income</b>  | <b>54,233.16</b> | <b>26,865.46</b>   | <b>27,367.70</b> |

## 2. Donation to school

|   |                  |
|---|------------------|
| <b>School purchases and donations</b>       |                  |
| Detective day                               | 650.00           |
| Friendship day                              | 176.54           |
| King Coronation                             | 386.20           |
| Learning pod                                | 16,500.00        |
| Leavers assembly                            | 500.00           |
| Leavers party                               | 111.50           |
| Pantomine                                   | 390.00           |
| PE requests                                 | 1,009.37         |
| Red nose day                                | 65.02            |
| VR Day                                      | 720.00           |
| World book day                              | 317.95           |
| <b>Total school purchases and donations</b> | <b>20,826.58</b> |

## 3. Other donations

|                            |                 |
|----------------------------|-----------------|
| <b>Other FFH donations</b> |                 |
| Mini farm                  | 1,026.00        |
| Teacher gift               | 28.74           |
| <b>Other donations</b>     | <b>1,054.74</b> |

## 4. Administrative costs

|                              |                 |
|------------------------------|-----------------|
| <b>FFH expenses</b>          |                 |
| Card machine                 | 499.95          |
| Cash float boxes             | 49.60           |
| Parents in kind subscription | 140.00          |
| Storage                      | 171.39          |
| Website                      | 249.24          |
| <b>Total FFH expenses</b>    | <b>1,110.18</b> |

## 5. FFH Trustee

There are currently 6 trustee members per the list below:

- Melanie McKinnon (Co-Chair)
- Olivia South (Co-Chair)
- Joanne Legdon
- Efeturi Emeledor
- Sarah Lyons
- Gail Martin
- Richard South

**6. NatWest Signatories**

There are currently 4 active signatories on the bank mandate with online access.

- Olivia South
- Melanie McKinnon
- Efeturi Emeledor (Treasurer)
- Joanne Legdon

Signatories to be added.

- Leanne Lewin

Online access to be added.

- Sara Radrizzani

- 7. Barclays** – There is still no access to the funds (£592.42 as of 30<sup>th</sup> September 2023) held in the unclaimed funds account. In order to claim the outstanding funds, a copy of the list of trustees with both Heather and Fran's names would need to be obtained from Charities Commission. This needs to be sent to the bank along with a legal letter is needed to process the repatriation of funds.