



|                              |             |
|------------------------------|-------------|
| 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 |
|                     | 01/10/2015        |    | 30/09/2016      |

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Events  | 17,684                                 | -                                    | -                                   | 17,684                          | 11,350                        |
| Uniform   | -                                      | -                                    | -                                   | -                               | -                             |
| Other fundraising                                     | 4,792                                  | -                                    | -                                   | 4,792                           | 12,571                        |
| Grants  | 3,609                                  | -                                    | -                                   | 3,609                           | 19,851                        |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>26,084</b>                          | <b>-</b>                             | <b>-</b>                            | <b>26,084</b>                   | <b>43,772</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>26,084</b>                          | <b>-</b>                             | <b>-</b>                            | <b>26,084</b>                   | <b>43,772</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Event expenses  | 7,756                                  | -                                    | -                                   | 7,756                           | 3,315                         |
| Donations to school                                   | 12,996                                 | -                                    | -                                   | 12,996                          | -                             |
| Other fundraising expenses                            | 3,840                                  | -                                    | -                                   | 3,840                           | 4,297                         |
| Membership fees                                       | 96                                     | -                                    | -                                   | 96                              | 96                            |
| Admin expenses  | 108                                    | -                                    | -                                   | 108                             | 29                            |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>24,796</b>                          | <b>-</b>                             | <b>-</b>                            | <b>24,796</b>                   | <b>7,737</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>24,796</b>                          | <b>-</b>                             | <b>-</b>                            | <b>24,796</b>                   | <b>7,737</b>                  |
| <b>Net of receipts/(payments)</b>                     | <b>1,289</b>                           | <b>-</b>                             | <b>-</b>                            | <b>1,289</b>                    | <b>36,035</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>41,431</b>                          | <b>-</b>                             | <b>-</b>                            | <b>41,431</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>42,720</b>                          | <b>-</b>                             | <b>-</b>                            | <b>42,720</b>                   | <b>36,035</b>                 |

## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>  | Cash at bank   | 41,988                             | -                                | -                               |
|   | Undeposited funds                                      | 731                                | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   | <b>Total cash funds</b>                                | <b>42,720</b>                      | <b>-</b>                         | <b>-</b>                        |
|   | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|   |  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>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                 |                                 |
|   |  |                                    |                                  |                                 |

## **Chair of Friends of Harpenden Academy - Report to AGM 18th October 2016**

### **Purpose**

Friends of Harpenden Academy is our equivalent of a parent teacher association. Our purpose is to develop effective relationships between staff, parents and others associated with the school, and engage in activities and provide facilities and equipment which support the school and advance the education of the pupils.

### **Structure**

The Friends committee comprises eight roles - Chair (Susan Leggott), Events (Jess McGinty and Dina Shah), Secretary (Jo Harman) and Treasurer (Angus Halkett) with a sub for each. All the sub positions are vacant. Ruth Penfold was Events Coordinator for the majority of the year until July 16.

During the year we created a new Friends role of Volunteer Coordinator. Alison Daniels bravely managed to liaise between school and parents to make sure requirements for volunteers were met, but after several months it became apparent that it was an impossible role for one person. Volunteer requirements are now managed between class teachers and class reps.

The trustees registered with the Charity Commission are myself (Susan Leggott), Ruth Penfold, Angus Halkett and Jo Harman. Our committee post holders are all trustees according to our constitution and all committee post holders for the next academic year will be registered as such with the Charity Commission.

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

### **Highlights**

We won a £5000 grant from the OneFamily Foundation to spend on the library. This has been spent on Junior Librarian (book cataloging system), furniture and books. It is fantastic to see the progress made in the library over the year and there is more still to come.

### **Events**

The events calendar has been busy and varied, and very successful in terms of fundraising. We made big changes to Christmas fundraising, opting for a Christmas party for the children only rather than a family event like a fair. Overall we made over £3700 from Christmas related fundraising (tea towels, party, Christmas trees, Christmas cards) and the success of tree sales made up for the lower profit of a party compared to a fair.

The Easter Egg Hunt and summer party went well - though next year we will be liaising with school to make sure we can run the summer party and sports day at the same venue!

Ruth worked incredibly hard throughout the last academic year on events and has left a well established program and format for us to continue. Thank you to Ruth for her work, and legacy of good lighting, quality wine, and tablecloths. Jess and Dina have picked up brilliantly from her and have opened their time as Events Coordinators with a fantastic comedy night, possibly evening raising the standard with a proper height bar.

### **Spending**

We welcome requests for funding from the school for specific items. We have approved spending on a number of items this year, including an online observation platform for reception, forest school sessions, musical instruments, and books. These have all come from general fundraising income.

The playground money remains earmarked in a separate bank account ready for the time we can spend it. We have purchased two batches of interim playground equipment from it, and sadly had to return £10,00 Awards for All grant because we were out of time to use it, leaving a balance of £27,000.

Returning the grant money was a difficult decision but when we can finally develop the playground, we stand a good chance of being successful in a reapplication whereas if we had spent it in haste, we would not qualify to apply again for at least two years.

### **Members**

Everyone in the school community is automatically a member of the Friends. Our meetings are open to all and minutes are distributed via class reps. Meetings are usually in the second week of the month and always at 7.30pm. They are arranged around Mrs Davies' diary so she will always be able to join us.

### **Community links**

Arranging the Easter Egg Hunt involved working with the town council, district council and cricket club again, as well as hosting families from outside the school. Ashtons Estate Agents sponsored the egg hunts bags, and Phoenix Data Solutions took advertising in the program.

The summer party was held at Harpenden Town Cricket Club, who helped us run the bar and shared bar profits rather than charging for venue hire. It was a good collaboration for both sides and we would be happy to hold events there again in future.

We sold 29 Christmas trees at school and 31 trees in total to parents at URC preschool, Batford Nursery, The Lea primary, and High Beeches primary. For 2016 we have contacted all the local schools already and so far six have confirmed they would like to take part.

Every Saturday, one of the Harpenden Academy dads runs free football coaching sessions at Manland primary school. Infants children from both schools are welcome to attend (no charge).

### **Plans for the forthcoming year**

We will continue to fundraise; our current focus is raising money to buy more books for the library. We will explore possible grant opportunities for the library and for anything else appropriate; our grant success over the last two years has shown us how worthwhile it is to spend time submitting applications.

We hope to run a Readathon in spring term.

We still have a large number of tiles in stock and could expand the tile wall further. This was not done in early 2016 as previously planned because of the changes in school leadership and also uncertainty over playground plans.

### **Summary**

We have had a fantastic year and whilst it has been hard work, the role of chair has been very rewarding. I am grateful to all the support of the committee, class reps and beyond. I hope that everyone who has contributed to Friends activities this year will do so again and recommend volunteering to new parents. We are lucky to have such committed and engaged parents in our school community and we welcome anyone who would like to take on a more formal or regular role.

Susan Leggott



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Friends of Harpenden Academy

On accounts for the year  
ended

30/09/16

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 matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

13/4/17

Name:

Geoff Newman

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

Managing Director, i-Corporate Services Ltd.

**Address:** Lyndhurst House, 9a High Street, Harpenden, AL5 2RT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

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

None