

# **St Joseph's In The Park rents Fellowship - Accounts for 1/9/15 - 31/8/16**

	Amount	
<b>Funds Generated</b>		
Uncashed Cheques	£	-
Acquisitions for School	£	-
Ball 2015	£	41,425.60
Other Events	£	18,111.27
Staff Presents	£	-
Donations, charity and other non-event	£	1,726.16
Second Hand Book Sales, Eco Projects, Thrift Shop	£	1,755.45
Stationery/Overheads/Insurance	£	-
<b>Sub Total</b>	<b>£</b>	<b>63,018.48</b>
<b>Total Receipts</b>	<b>£</b>	<b>63,018.48</b>
<b>Payments/Expenses Incurred</b>		
Uncashed cheques		
Acquisitions for School	£	2,425.12
Donation to school Eco Projects	£	500.85
Donation to School Development Project	£	32,000.00
Ball 2015	£	12,057.20
Other Events	£	11,814.51
Staff Presents/Charity Donations	£	743.64
Nominated Charities	£	1,700.00
Second Hand Book Sales, Eco Projects, Thrift Shop		
Stationery/Overheads/Insurance/Accountants	£	930.02
<b>Sub Total</b>	<b>£</b>	<b>62,171.34</b>
<b>Total Payments</b>	<b>£</b>	<b>62,171.34</b>
<b>Net Profit (Loss)</b>	<b>£</b>	<b>847.14</b>
<b>Bank Reconciliation</b>		
<b>Opening Bank Balance - Actual Bank Balance 010915</b>	<b>£</b>	<b>9,501.16</b>
B/f unrepresented deposits	£	(459.04)
<b>B/f Float</b>	£	-
Receipts	£	67,148.28
Payments	£	(66,159.44)
B/F prepayments	£	1,000.00
C/F Prepayments for 2015/16	£	(1,000.00)
C/F Float		
<b>Accounts C/F Bank Balances</b>	<b>£</b>	<b>10,030.96</b>
C/f unrepresented cheques/deposits		
<b>Actual Bank Balance as 310816</b>	<b>£</b>	<b>10,030.96</b>

10030.96

control £

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# **St Joseph's In The Park Parent's Fellowship**

## **Charity No: 1102971**

### **Trustee's Annual Report 2015-2016**

#### **Structure and Governance**

Governing Document: NCPTA Model Constitution adopted 6 February 2004 (Parents Association)

Constitution: Trust

Trustee Selection Methods: Elected from Membership

#### **Objectives of Charity**

To advance education of pupils in school by:

- (a) Developing effective relationships between staff, parents and others associated with the school.
- (b) Engaging in activities or providing facilities or equipment to support the school and advance the education of the pupils.
- (c) During a year we organise a number of fundraising and social events attended by staff, parents and children.

#### **Summary of Main Activities during Year**

The Fellowship have organised and run a number of events during the year for the school and wider local community.

Our major events included a Fireworks evening, Parent & Staff Christmas Party, Spring Fair and May Ball. Smaller events provided the children with craft activities and Christmas discos.

We additionally ran charity coffee mornings and collections for – Macmillan Cancer Care, CHIPS, ADD-Vance, Isabel Hospice & TrueFair Trading.

We continue to be involved in the school's sustainability activities with a number of initiatives during the year primarily textile collection/recycling, the funds from this fully contribute to Eco & sustainability projects such as Woodland regeneration and mini-beast habitats.

In addition, we purchased gifts for the School's administration team and outgoing PFA members in recognition of their support/efforts.

#### **Summary of Main Achievements during Year**

All events and fundraising were very successful this year, particularly our Staff & Parents Christmas party, Spring Fair, Movie Night, second hand uniform shop (Thrift Shop), Fireworks and annual May Ball.

Fundraising objectives this year focused on raising monies to kick-start the school's Phase 3 development project that will result in a reconfiguration of some of the school areas including a new early years classroom, refurbishment to the Parklands house, a new Library area and Science Room and toilets and changing rooms.

## **Assets and Liabilities**

The only assets owned by the Fellowship are event drapes for the main hall purchased in 2015 and a shed used as a Thrift Shop purchased in 2008. All major acquisitions made by the charity are gifted to the school. Income from Eco Projects were donated to the School to spend on 'green' projects. There are no major liabilities.

## **Policy on Reserves**

It is the aim to retain £8,000 in the bank account as operating funds.

A vote is generally taken at our AGM to allow members to decide how funds should be spent. This does result in larger sums being retained from time to time. Profit from one academic year may be carried over to the next and retained until such time as an agreement has been reached by members on how to spend the money.

## Trustees for the Period 2015 - 16

Name	Appointed	Resigned	Position	Details
Kelly Downham	01/09/2015		Trustee Chair	27 Carnaby Road Broxbourne Hertfordshire EN10 7EG Tel: 07812 037786 DOB: 28/09/78
Michelle Withnell	01/09/2015		Trustee Secretary	The Finches Hertford Hertfordshire SG Tel: DOB :
Andrea Allen	05/02/2010 01/09/2010		Trustee Treasurer	5 Rockleigh North Road Hertford SG14 1LS Tel: 01992 410690 DOB: 29/9/68
Stephanie Parry	20/09/2013		Trustee	Highfield Rose Lane Wheathampstead Hertfordshire AL4 8RA Tel: 07854 263614 DOB: 1/11/68
Kelly Baker (Donovan)	01/09/2015		Trustee	2 Woodville Place Hertford Herts SG14 3NX Tel: 01992 554218 Mob: 07970 875072 <a href="mailto:Kelly_m_baker@yahoo.co.uk">Kelly_m_baker@yahoo.co.uk</a> DOB: 02/02/75
Rhiannon Lowe	12/10/2012	31/08/2016	Trustee	34 Firs Walk Tewin Hertfordshire AL6 0NZ Tel: 07917 167744 DOB: 19/7/73
Danielle Sandford	12/10/2012		Trustee	17 Holly Grove Road Bramfield Hertfordshire SG14 2QH

				Tel: 07815 134353 DOB: 17/12/79
Eleanor Griffiths	27/06/2014	31/08/2016	Trustee	61 Harmer Green Lane Digswell Welwyn Hertfordshire AL6 0EH Tel: 07840 784959 DOB: 15/10/70
Melissa Davis	20/09/2013	31/08/2015	Trustee	4 Newgate Street Village Hertford Hertfordshire SG13 8RA Tel: 07850 679026 DOB: 11/6/75
Michelle Cooper	27/06/2014		Trustee	2 Louisville Close Stanstead Abbots Hertfordshire SG12 8DE Tel: 01920 871336 DOB: 15/5/76
Charlotte Norman (Munslow)	01/09/2015	31/08/2016	Trustee	31 Lanthorn Close Broxbourne Hertfordshire EN10 7NR Tel: 01992 463243 DOB: 07870 207705
Martin Branham	01/09/2016		Trutee	24 nightingale Road Cheshunt EN7 6WD Tel: 01707874885 Mob: 07808097577 <a href="mailto:martinbranham88@gmail.com">martinbranham88@gmail.com</a> DOB: 01/07/71

# Independent Examiner's Report on the Accounts

**Section A**
**Independent Examiner's Report**

Report to the trustees/members of

Charity Name

St. Josephs In The Park Fellowship

On accounts for the year ended

3 1 0 8 1 6

Charity no (if any)

1 1 0 2 9 7 1

Set out on pages

3 - 7

(remember to include the page numbers of additional sheets)

**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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 (~~other than that disclosed below~~):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

\* Please delete the words in the brackets if they do not apply.

Signed



Date

6.6.2017

Name

JEFFREY WINDSOR

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

A. C. A.

Address

4 FENICE COURT  
PHOENIX BUSINESS PARK  
EATON SOCON  
ST. NEOTS, CAMBS, PE19 8EP

Only complete if the examiner needs to highlight material problems

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



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