

Howard of Effingham Friends - Treasurers Report 2016/17

The accounts for the financial year 2016/17, ending 31st August 2017, are shown on a cash accounting basis, as previously, and not on an accruals basis. This means they include partial income and expenditure items received/paid during the financial year for events (in particular the October 2017 Dinner Dance) not held during the financial year.

These items come to a total of +£5,414 (on a net basis) and are noted in the Statement of Financial Activities as "Future Fund raising Activities" (Note 1). In the previous account year (2015/16) the equivalent event (the 2016 Dinner Dance) only shows £500 as a pre-paid expense, representing the deposit for the venue (which needs to be deducted from this year's cash profit for a true event profit figure).

If these items, plus the 200 Club cheques not cashed last year and the administrative costs for this year are adjusted for, the Friends had a very successful 2016/17 year, raising £13,498 for the school, an increase of 19% on last year. This reflects a greater number of events (including the first Howardfest, organised in conjunction with the Music Department, which received part of the overall event profit directly itself, which is not therefore represented in these accounts) and other fundraising activities.

The year started well with the Dinner Dance raising £2,825 (net of the deposit paid in the previous financial year), a more than 30% increase on the previous year because of a higher number of guests. The event was a huge success and enjoyed by all. Thanks go to Lynsey, Mel and Sharren.

This was followed shortly thereafter by our Winter Shopping Event, which raised almost £2,000, a lower number than the previous year because of fewer stalls in a single room. But with the support of Roy, Tracy, Dawn, Emily and Sam and the rest of the event team, the evening continues to attract good numbers of visitors and is an important event in the calendar.

The regular second hand uniform sales had another good year raising £1,031, albeit slightly down on the previous year. This was achieved through the commitment of a great team lead by Tracy and Dawn.

The Quiz Night followed the same approach as the previous year, being held in the school hall thereby avoiding rental costs for an outside venue. Although profits were slightly down from the 'bursting to capacity' 2015/16 event, Roy and his team still made a very commendable profit of £2,857, well above prior years held at the Old Barn Hall in Bookham.

Roy and team ran the first Howardfest during the year jointly with the Music Department and despite slightly damp conditions we together raised a total of approximately £3,400 (of which £1,559 was collected by the Friends directly and

passed through our account, with the remainder being collected by the Music Department).

Takings for the 200 club fell a little but not as much as the schedule suggests because £200 of winning cheques from 2015/16 were not cashed during that financial year and have been included in the 2016/17 cash accounts. Thanks to Lynsey for continuing to organise this fundraiser.

Donations (predominantly raised via Easyfundraising.com) were a little higher than the previous year at £1,002 but supplemented this year by a new departure for us with a sponsored cycle ride from London to Brighton by six dads in a scratch team who raised £1,575 through their efforts.

During the year the Friends contributed slightly less towards purchases for the school because of delays in the school deciding on exactly the replacement minibus that it required and a consequent gap in the normal monthly lease payments. However, this led to a significant increase in the bank balance for future support.

We paid :

- £1,059 in three final lease payments for the old School Minibus
- £2,200 for a Tallescope to allow lighting and other high equipment in the school hall to be safely adjusted for performances etc
- £1,752 for six sewing machines

The least two items can be seen in photos on the Friends website.

We started the year with £6,946 in the bank with the funds being raised as noted and the donations to the school being made of £5,011 leaving a year-end balance of £20,648. This balance is flattered by the £5,414 of funds received in anticipation of the autumn 2017 dinner dance which took place after the financial year end.

Although we had undertaken before the end of the financial year to provide support to the school for a new minibus at some point we had no formal liability in this respect at the end of the financial year. We have since agreed to make monthly contributions of £425 to a lease for a new minibus which will be included in next year's accounts.

Bruce Gomme
Treasurer

Howard of Effingham School PTA

STATEMENT OF FINANCIAL ACTIVITIES - YEAR TO 31 August 2017

	2016/17	2015/16
	£	£
INCOMING RESOURCES		
Fund raising activities	21,846	21,078
Bank interest	0	0
Donation	2,631	931
Future Fund raising activities note 1	7,029	0
TOTAL INCOMING RESOURCES	31,506	22,009
RESOURCES USED		
Fund raising activities	10,854	10,605
Future fund raising activities note 1	1,615	500
Administrative purposes	123	367
Charitable purposes - Support for Howard of Effingham School	5,011	15,387
TOTAL RESOURCES USED	17,604	26,859
NET INCOMING/(OUTGOING) RESOURCES	13,902	-4,850
FUNDS AT 1 SEPTEMBER	6,746	11,596
FUNDS AT 31 AUGUST	20,648	6,746

BALANCE SHEET - 31 August 2017

	2016/17	2015/16
	£	£
CURRENT ASSETS		
Stocks + Petty Cash	0	0
Bank balance	20,648	6,946
Banked after end of financial year		
Debtors	0	0
Creditors note 2	0	200
TOTAL NET CURRENT ASSETS	20,648	6,746
Representing:-		
FUNDS AT 31 AUGUST	20,648	6,746

Note 1 - Related to Dinner Dance October 2017

Note 2 - 2015/16 = 2 x 200 Club winning cheques not cashed

I report on the accounts of the Trust for the year ended 31st August 2017, which are set out on pages 01 to 03.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Name: Adrian Barton

Relevant professional qualification or body: ACMA

Address: 3 Eastwick Park Avenue, Great Bookham, Surrey. KT23 3LY.

Signed: 

Date: 13-04-18