

### BOXGROVE PARENT TEACHERS ASSOCIATION

### **CHARITY NO. 1095629**

### REPORT TO THE TRUSTEES ON THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018 SET OUT ON PAGES 3 TO 5

### 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 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

### Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in, any material respect, the trustees have not met their requirements to ensure that:
  - proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
  - o accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

MELISGA LADREVA 147 STOKE ROAD GULLEY Address

5/3/19 Date

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

**Charity Number:** 

1095629

Address

**Boxgrove Primary School** 

Boxgrove Lane

Guildford

Surrey GU1 2TD

Trustees

Clare Wills (Shared Chair)

Zoe Kollov (Shared Chair)

Lucinda Derry (Secretary)

Simone Ralph (Treasurer)

### Structure, Governance and Management

The Charity is an association which is governed by a constitution. The trustees are elected by the committee.

### **Objectives and Activities**

The objective of the charity is to raise funds for Boxgrove Primary School to enable them to purchase equipment etc. that they may require. Some of the fund raising activities that have occurred during the year are as follows; Summer Fair, Quiz Night, Christmas Fair, Fashion Show, Comedy Night, Summer BBQ, and School Disco.

### **Activities and Performance**

During the year the money raised has been used to contribute to the sponsorship of the special school focus weeks and individual classroom donations. Funds have also been used to purchase the artificial grass for the playground, books for Year 3 to Year 6, and maths resources for the classrooms.

### **Financial Review**

All fundraising activities undertaken have been profitable. The charity's policy on reserves is to accumulate them until such time as the required amount is reached for a particular project, at which point the reserves are used to finance that project. The charity had no reserves in deficit during the year ended 31 August 2018.

The trustees declare that they have		
Signed on behalf of the Trustees	-/4 hW	Zoe Kollov
	16/10/18	Date



### ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2018

**CHARITY NUMBER: 1095629** 



### Receipts for the year ended 31st August 2018

RECEIPTS	2017/18 £	2016/17 £
Profits from Fund raising		
Christmas Fair, Christmas Raffle and Card Sales Quiz Night Summer Fair Yellow Moon commission Phil the Bag Familly BBQ Happy Circus Comedy Night School Disco Virgin Money - London Marathon Fashion Show Fun Run - 2018 Easy Fundraising My Nametags	9,048.83 2,048.38 12,048.14 0.00 549.50 1,474.81 21.00 646.21 1,683.33 3,976.54 432.74 40.00 483.41 114.32	6,831.05 2,088.97 10,451.35 0.00 616.00 1,335.12 4,137.65 1,026.28 1,575.64 1,521.38
Other income Donations from individuals and companies Net Movement for school uniform Profit for the year from sale of uniform shop transferred to BPTA account	10.00 - 2,303.50 Note 1 	30,146.12 311.40 1,826.88 Movements in Uniform shop 
Note 1: Receipts less payments Money to be transferred to PTA from previous year's profit Unexplained difference	-2,303.50 0.00 0.00 -2,303.50	32,284.40



### Payments for the year ended 31st August 2018

	2017/18 £	2016/17 £
PAYMENTS		
Purchases for School and charitable donations		
Class donations General school donation Sponsorship of school focus weeks Year 6 Donations Allotment project Christmas lunch donation Cabin - Build and Electrics Cabin Furniture 100 reading books Yr3-6 Outdoor Speakers Swim trophies Sports week - general donation Sports week - Cycle show Library Project Young carers trip School football kit Maths resources Artificial glass for Key Stage 1 playground Library Project / Outdoor Speakers(still to be spent) To be spent - Library Project To be spent in 2017/18 - General donations, etc To be spent on KS1 playground	1,575.00 1,000.00	1,000.00
To be spent on KS1 playground Hardship fund Charity donations	510.69 - 500.00 <b>19,672.65</b>	3,000.00 - 37,745.63
General expenditure Sundry Expenses NCPTA subs/insurance Gifts for staff and parent volunteers including Xmas gifts etc. Small Society Lottery renewal fee Year 6 donations Bank charges	387.91 117.00 16.00 20.00 330.00	113.00 290.48 20.00 - 4.00 427.48
Total payments	20,543.56	38,173.11

### **ASSETS AND FUNDS**

36,041.28	41,929.99
30,273.71 20,543.56 <b>45,771.43</b>	32,284.40 38,173.11 <b>36,041.28</b>
42,190.99 3,500.44 80.00 - 45,771.43	30,157.34 5,803.94 80.00 - 41,929.99
1,575.00 1,000.00 5,000.00 2,000.00 20,000.00 16,196.43	- - - - - - 36,041.28
	30,273.71 20,543.56 45,771.43 42,190.99 3,500.44 80.00  45,771.43 1,575.00 1,000.00 5,000.00 2,000.00 20,000.00

## **HSBC Main PTA Bank account**

### Summary reconciliation:

Opening balance	30,157.34
Total receipts	47,166.05
Petty Cash	0.00
Total payments	35,132.40
Closing balance per cash book	42,190.99
Brought forward balance 21/08/2017	30,157.34

## Main Account Receipts and Payments 2017/18

Event	Receipts	Payments	Profit/loss
Fundraising		,	
Quiz	3,794.50	1.746.12	2.048.38
Xmas fair	7,937.90	1,900.06	6.037.84
Xmas Raffle Tickets	2,088.00	157.00	1,931.00
Xmas Cards	3,807.00	2,727.01	1,079.99
Comedy Night	1,221.18	574.97	646.21
Summer Fair	17,109.75	5,061.61	12,048.14
Familly BBQ	3,316.35	1,841.54	1,474.81
Happy Circus	21.00	0.00	21.00
School Disco	1,954.15	270.82	1,683.33
Virgin Money	3,976.54		3,976.54
Fashion Show	742.45	309.71	432.74
Fun Run - 2018	40.00		40.00
Other income			
Phil the bag	549.50		549.50
School uniform profit	0.00		0.00
My Nametags	114.32		114.32
Easy Fundraising	483.41		483.41
Donations (Pub, Café B, & Stroud)	10.00		10.00
Purchases			
Staff and Other Gifts		16.00	-16.00
Year 6 donations		330.00	-330.00
School Fund		19,172.65	-19,172.65
Guildford BC - Gambling Insurance		20.00	-20.00
PTA Insurance DD		117.00	-117.00
General PTA expenses		387.91	-387.91



## STATEMENT OF PROFIT AND LOSS ON SCHOOL UNIFORM

	2011/12	11,862		2,665 8.105	10,770	9,185	2,677	22.57% 25.05%				-6 11.832 *	0				36	11,862								
	2012/13	18,274		1,585	17,848	13,777	4,497	25%				-36	36	-25	00	o	72	18,274		16.241			49	-58		
PAST YEARS	2013/14	13,982		4,071	13,249	11,154	2,827	20%				-72 14,054	-36				35	13,982		-28 -9,151				0		200
ш.	2014/15	16,641		2,094	14,800	12,371	4,270	26%				-35 16,580	63				34	16,641		0 -12,301				-405		70 100
	2015/16	15,398.42		2,429.02		11,270.73	4,127.69	27%				-33.50 15,382.00	82.50	-11.50		20.40	20.94	15,398.42		405.00			-24.48	0.00		40 700 00
	2017/18	17,311.05		4,954.61 14,522.92	19,477.53 6,825.31 0.00	12,652.22	4,658.83	27%				-20.94 17,395.50	4.00	0.00		C	32.99	17,311.05		0.00 -14,471.42	-3 000 00	-41.50	0.00	0.00		47 522 02
	Total	15,219.18		6,825.31	18,751.76 7,548.36 0.00	11,203.40	4,015.78	26%			0	-32.99 15,039.50	24.50 32.00	0.00		99.50	36.67	15,219.18		-12,250.35	-10.00	32.40	0.00	0.00	301.50	44 00C AE
2017/18	Summer	8,436.50		7,355.49 6,565.45	13,920.94 7,548.36	6,372.58	2,063.92	24% 24%			000	-33.67 8,309.50	24.50			99.50	36.67	8,436.50	0	0.00		-9.10		0.00	301.50	-6 565 45
201.	Spring	1,884.01		8,167.68 487.50	8,655.18 7,355.49	1,299.69	584.32	31% 31%			000	-52.66 1,893.00				10.00	33.67	1,884.01	c c	-4,146.80	-10.00			1,329.10	2,040.20	-487.50
	Autumn	4,898.67		6,825.31 4,873.50	11,698.81 8,167.68	3,531.13	1,367.54	28% 28%	k is £xx		0000	4,837.00	32.00			10.00	52.66	4,898.67	d	-3,585.90	-3,000.00	41.50	0.00	-1,329.10	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	-7.873.50
		Sales	Cost of sales	Opening stock Purchases	Less: Closing stock Add remaining write off old stock to less than cost	SOOS	Profit Note 2	Profit % on sales excluding stock write off	Carrying value of old logo stock within closing stock is £xx	Sales	Cash not hanked at start of neriod	Cash not bained at start of period Bakings Leifern is 4ff-2	Uniform in office not paid for (reversed)	Bounced cheque Items sold to school at cost	offset against school payment	Nicki Woodward not paid for Expenses reimbursed out of cash (see below)	Cash in box at end of period		Purchases Ok invoice at start	Payments	Expenses - stationery receipt reimbursed PTA transfer	write offs	o/s credit notes	O/s invoice end of period stock paid for in advance	stock paid for in advance	

8,787 4,508 34 35 2,429 2,094	-405	10,907 6,638	6,638 10,810	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	5 2013/14		5,820.91 3,676.31 6,725.50	867.15	2,429.02         2.094.37         4,070.58           8,312.43         6,637.83         10,832.08	(405.00)	6,63	6,637.83 10,810.37 6,313.75	9.60 2,827.46 4,496.62 0.00) (7,000.00) 0.00	
6,977.06 20.94 4,954.61 82.50	0.00	12,035.11	7,907.43	4,127.69	2015/16 2014/15		6,998.00 5,82		4,954.61 2,42 12,035.11 8,31	0.00	12,035.11 7,90	7,907.43 6,63	4,127.69 4,269.60 0.00 (3,000.00)	0
5,803.94 32.99 6,825.31 -32.00 -23.50	0.00 1,097.20 -10.00	13,693.94	9,035.11	4,658.83	2016/17 201		5,836.93 6		6,801.81 4 13,735.94 12	(42.00)	13,693.94 12	12,035.11 7,	4,658.83 4, (3,000.00)	
3,500.44 36.67 7,548.36 124.00 -9.10	0.00 0.00 0.00 3,189.85 0.00	14,691.72	10,693.94 18.00	4,015.78	2017/18		3,537.11	3,491.35	14,567.72	124.00	14,691.72	13,693.94	4,015.78 (3,000.00) (18.00)	
6,690.29 36.67 7,548.36 124.00 -9.10	301.50	14,691.72	10,675.94	4,015.78	20				ľ		1.1	•	Ü	
2,898.44 33.67 7,355.49	2,340.20	12,627.80	10,675.94	1,951.86										
5,152.24 52.66 8,167.68	-1,329.10	12,043.48	13,693.94	3,000.00 1,367.54 0.00										
Bank Float Stock Uniform unpaid for write offs	Unpaid invoices Payment for stock received in previous term Stock not received but paid for Stock not received but paid for Stock not received but paid for Less expenses owed	Total closing net assets	Opening net assets Prior year adjustment	Less pront to PTA Profit generated Check	Balance Sheet For School Uniform	Current Assets	Cash Debtors	Prepayments Stock	Net current assets	Current Liabilities Creditors	NET ASSETS	OPENING NET ASSETS	Profit Distribution to general fund Prior year adjustment	NET ASSETS