



**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:
  - o 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.

  
MELISSA LAWRENCE  
147 STOKES ROAD  
CULDEFORD  
CULDEFORD  
GU11 1EY  
.....Address

5/3/19 Date



# BPTA Boxgrove Parent Teachers Association

## 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 approved the Trustees' Report above.

Signed on behalf of the Trustees ..... Zoe Kollov

.....16/10/18.....Date



# **BPTA Boxgrove Parent Teacher Association**

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

**CHARITY NUMBER : 1095629**



# BPTA Boxgrove Parent Teacher Association

## Receipts for the year ended 31st August 2018

	2017/18 £	2016/17 £
<b>RECEIPTS</b>		
<b>Profits from Fund raising</b>		
Christmas Fair, Christmas Raffle and Card Sales	9,048.83	6,831.05
Quiz Night	2,048.38	2,088.97
Summer Fair	12,048.14	10,451.35
Yellow Moon commission	0.00	0.00
Phil the Bag	549.50	616.00
Familly BBQ	1,474.81	1,335.12
Happy Circus	21.00	4,137.65
Comedy Night	646.21	1,026.28
School Disco	1,683.33	1,575.64
Virgin Money - London Marathon	3,976.54	1,521.38
Fashion Show	432.74	-
Fun Run - 2018	40.00	-
Easy Fundraising	483.41	562.68
My Nametags	114.32	-
	<b>32,567.21</b>	<b>30,146.12</b>
<b>Other income</b>		
Donations from individuals and companies	10.00	311.40
Net Movement for school uniform	- 2,303.50	1,826.88
Profit for the year from sale of uniform shop transferred to BPTA account	-	-
	<b>-2,293.50</b>	<b>2,138.28</b>
<b>Total carried forward</b>	<b>30,273.71</b>	<b>32,284.40</b>
<b>Note 1:</b>		
Receipts less payments	-2,303.50	
Money to be transferred to PTA from previous year's profit	0.00	
Unexplained difference	0.00	
	<b>-2,303.50</b>	





# BPTA Boxgrove Parent Teacher Association

## Payments for the year ended 31st August 2018

	2017/18 £	2016/17 £
<b>PAYMENTS</b>		
<b>Purchases for School and charitable donations</b>		
Class donations	1,575.00	1,000.00
General school donation	1,000.00	-
Sponsorship of school focus weeks	-	-
Year 6 Donations	-	36.00
Allotment project	760.62	1,739.38
Christmas lunch donation	172.66	171.44
Cabin - Build and Electrics	-	15,305.66
Cabin Furniture	-	2,339.98
100 reading books Yr3-6	976.63	-
Outdoor Speakers	-	2,378.96
Swim trophies	-	51.60
Sports week - general donation	-	1,000.00
Sports week - Cycle show	-	749.00
Library Project	-	16.99
Young carers trip	-	100.00
School football kit	424.99	-
Maths resources	3,385.68	-
Artificial grass for Key Stage 1 playground	13,572.00	-
Library Project / Outdoor Speakers(still to be spent)	-	- 3,319.06
To be spent - Library Project	-	9,915.00
To be spent - Allotment Project	- 760.62	760.62
To be spent in 2017/18 - General donations, etc	- 2,500.06	2,500.06
To be spent 2018/19 - general donation, etc	55.06	-
To be spent on KS1 playground	510.69	-
Hardship fund	-	3,000.00
Charity donations	500.00	-
	<b>19,672.65</b>	<b>37,745.63</b>
<b>General expenditure</b>		
Sundry Expenses	387.91	-
NCPTA subs/insurance	117.00	113.00
Gifts for staff and parent volunteers including Xmas gifts etc.	16.00	290.48
Small Society Lottery renewal fee	20.00	20.00
Year 6 donations	330.00	-
Bank charges	-	4.00
	<b>870.91</b>	<b>427.48</b>
<b>Total payments</b>	<b>20,543.56</b>	<b>38,173.11</b>

# BPTA Boxgrove Parent Teacher Association

## ASSETS AND FUNDS

	2017/18 £	2016/17 £
<b>BALANCE OF ACCOUNTS AS AT 31 AUGUST 2017</b>	36,041.28	41,929.99
Receipts	30,273.71	32,284.40
Less Payments	20,543.56	38,173.11
	<b>45,771.43</b>	<b>36,041.28</b>

## **BALANCE OF ACCOUNTS AT 31 AUGUST 2018**

Current A/C	42,190.99	30,157.34
Uniform current account	3,500.44	5,803.94
Petty cash	80.00	80.00
Sainsbury voucher account	-	-
	<b>45,771.43</b>	<b>41,929.99</b>

## **FUND VALUES**

### **Designated funds**

Focus weeks	-	-
Annual class donations	1,575.00	-
School general donation	1,000.00	-
IT equipment	5,000.00	-
Outdoor learning equipment	2,000.00	-
KS1 playground projecct	20,000.00	-
<b>General Fund</b>	16,196.43	36,041.28
	<b>45,771.43</b>	<b>36,041.28</b>

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## 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
<b>Closing balance per cash book</b>	<b>42,190.99</b>
Brought forward balance 21/08/2017	30,157.34

### Main Account Receipts and Payments 2017/18

Event	Receipts	Payments	Profit/loss
<b>Fundraising</b>			
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
Family 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
<b>Other income</b>			
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
<b>Purchases</b>			
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



PAST YEARS

	Autumn	Spring	Summer	Total
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Sales

Cash not banked at start of period  
Bankings  
Uniform in office not paid for  
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)

## Purchases

O/S invoice at start										
Payments	-3,585.90	0.00	0.00	0.00	-4,517.65	-12,250.35				
Expenses - stationary receipt reimbursed			-4,146.80	-10.00		-10.00				
PTA transfer	-3,000.00					-3,000.00				
write offs	41.50					32.40				
Expenses	0.00				-9.10					
o/s credit notes	0.00					0.00				
o/s invoice end of period	-1,329.10		1,329.10	0.00		0.00				
stock paid for in advance			2,340.20	-2,340.20		0.00				
stock paid for in advance				301.50		301.50				
	<b>-7,873.50</b>	<b>-487.50</b>	<b>-6,565.45</b>			<b>-14,926.45</b>				



