

Friends of Putney High School



**Annual Report and Accounts
for the year ended
31 August 2018**

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for the year
ended Aug 2018

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Trustees' Annual Report for the year ended Aug 2018

The year ended 31 August 2018 has seen the Friends of Putney High School (FOPHS) raise over £40,000. This has been achieved thanks to the hard work, dedication and enthusiasm of our parent volunteers throughout the school.

We are very grateful to all the teaching staff who have helped during the year. We would also like to thank all of the staff who have provided invaluable support: special thanks go to Henrietta Mayers, Sarah Adams and Suzanne Fearon from Communications and Development as well as the staff in the school offices, Finance and Operations and the caretakers and catering teams. We appreciate your endless support and enthusiasm for all the activities that FOPHS has undertaken this year.

The Trustees

We would like to thank all the trustees, both teachers and parents, who have served on the FOPHS Committee since the last AGM, held on 09 October 2017.

We would also like to thank the Deputy Reps.

In addition I would like to thank all those wonderful parents who have helped fill rotas for everything from selling disco tickets to making sandwiches for the Movie Night.

Review of Activities

I am grateful to all the Committee members who have worked tirelessly throughout 2017/18 to make this year a success for FOPHS. Sammy Sinclair, Lucia Bark, Alice Maughan and Caroline Bansal have dedicated a lot of their personal time to keep FOPHS running smoothly. Fresh from her enormously successful Christmas Fair, we welcomed our new Secretary Vanessa Robert who jumped into the role and quickly adjusted to the position after we said goodbye to Sammy.

The year group reps have made sure that our fundraising has been efficient, profitable and fun and that the parents in the year groups have had a number of opportunities to meet socially. Such commitment is the backbone of the FOPHS Committee and enables us to create a thriving parent community.

As promised, we built on our new tag line 'Friendship. Fundraising. Fun.' to build a sense of community and run enjoyable events for the girls as well as raising money.

This year, FOPHS has run a wide range of fundraising events which have enabled us to contribute to many projects which will benefit the girls. These events involve many more parents than those on the Committee. All have given an enormous amount of time and energy to make them a success.

This year to raise money for the girls, FOPHS held the Christmas Fair, Christmas Raffle, Discos, Movie Nights, Cake Sales, Quiz Night (for parents), Book Fair, a stall at the Sports Days and very successful Second-Hand Uniform Sales. FOPHS is also linked to

easyfundraising, where supporters can set up for FOPHS to receive a small donation for each online shop they do with linked retailers.

Our efforts to bring the parent community together included a New Reception Parents' welcome coffee, Junior School New Parents Welcome Drinks, and Senior School Let's Get Started Day, where we engaged the new parents and extolled the virtues of being part of FOPHS.

We also set up our twitter account @FOPHS1.

Event Summaries

The Year 7/8 Disco was our first event of the year and it was a big success, raising over £3,700.

Our first Junior School movie night had great feedback from the girls, raising over £1,900.

We held two more Junior School movie nights in June, separating KS1 and KS2 girls. This proved an easier way to get the children out of the building at the end of the night, but there was extra planning needed to hold two separate events. Together they raised over £900.

Christmas Fair. This year the Fair spread into the Performing Arts Centre, creating the space to organise more activities for girls and parents alike. Visitors to the Fair enjoyed themselves immensely, and the parent helpers were amazing throughout the day, from setting up early in the morning through to clearing up at the end of the day. The Fair raised over £16,000 across all of the activities associated with the Fair.

The Junior School Valentine's Cake Sale was a great success, which the Junior School children very much enjoyed, and which raised over £600.

The Quiz Night raised nearly £4,000.

The Junior School Book Fair raised over £800, the highest figure for the past few years.

The Junior School Disco with its gorgeous Tropical Theme raised £1,150.

Second Hand Uniform Sales. We now have a dedicated space in the school to keep our uniform organised and it is much easier to set up the sale. In addition to the fabulous organisation by Mel, we think this is another reason for the great success of the sales this year. It is much easier to see how much stock we have and to set it out for parents to find. This year we raised over £8,000 in the sales and helped parents save money on uniform at the same time.

Our colourful FOPHS stands at the Junior and Senior School Sports Days raised over £500 selling house coloured pom-poms, tattoos and ice creams.

Pledges to the School

The school is exceptionally grateful for the continued support, help and spirit of the parent community. All departments have expressed appreciation for the items and activities funded by FOPHS.

During 2018, FOPHS pledged just over £44,800 to projects that the Committee considered would benefit the girls and the school.

£255 – Drama Workshop for Y7 and Y8

£499.99 – Senior School Debating coaching and House Debating Cup

£150 – Director of RSC talk to Y13

£2,389.80 – 13 gymnastics mats for Junior School

£1,980 – LEGO workshops for Y2-6

£800 – Gospel Choir and Bollywood Dance Workshops for Senior School PIE2 Day

£1,025 – 5-day creative writing workshop for Y6

£107 – Junior School Sports Day and House Cups for YR – Y6

£168.94 – Geography Fieldwork Equipment for Y8 – 12

£750 – Psychology Workshops for Y10 – 12

£780 – Long Sports Coats for Y6 – 13

£1,909.68 – Key Stage 3 Science Equipment for Y7 – 12

£495 – Junior STEM

£1,557.60 – Gym Mats for Y3 – 13

£2,500 – Biology Equipment for Y9 – 13

£1,358.55 – Physics Equipment for Y7 – 13

£695 – Laika Buggies and Vacuum Pump for Y7 – 13

£552.10 – Vacuum Pump for Y12 & 13

£450 – Netball Workshops for Y4 – 6

£600 – Poetry Workshops for Y7 – 13

£150 – Director in Residence for Junior and Senior School Drama Departments

£600 – 12 iPad Tripods for Junior School Videoing and Animation

£1,850 – Junior School Dance Production for Y5 and Y6

£179 – Senior School Scrabble Bid

£20,000 – Junior School Playground Trim Trail element. This building work has been completed and I understand the girls are thoroughly enjoying their new playground.

Feedback Sessions

This year the feedback sessions were held in smaller year groupings to look at more key stage specific areas of interest and concern. These meetings proved very useful for both sides. We will be holding these feedback meetings again in 2018/2019, and dates have already been distributed to the Reps.

The new Standing Committee

The new Standing Committee has already put in place some fresh ideas for FOPHS while trying to make volunteering a more manageable and pleasurable experience. We held only four committee meetings which proved sufficient to meet up and discuss bids proposed by the school. In these more informal meetings, we sat in a circle and encouraged participation from all reps and depts to make it feel more collaborative.

We are still welcoming new ideas for ad hoc events – particularly something completely different that a group of parents will get together and take the initiative to organise.

My fellow Standing Committee members have provided both sound strategic and creative thinking. They have been patient and supportive and it has been a pleasure to work with them. The year group reps and event organisers have been loyal, imaginative and have worked extremely hard for FOPHS. It has been a privilege to be part of the team. I would like to thank the new officers, reps and depts who are standing for election in 2018/9. I am sure we will have a happy and successful year.

In summary: During 2017/18 we raised £41,940 in additional funds, and the FOPHS Committee pledged £44,853 to support a range of school projects. During the year payments totalling £30,144 were made to the school in respect of historic and current year pledges. At the year-end FOPHS had funds of £85,320 of which £25,140 represented amounts pledged but not yet claimed by the school, leaving an available balance of £60,280 at the start of the new financial year.

Sara Levy
Chair

Independent Examiner's Report on the Accounts

Report to the Trustees of Friends of Putney High School on the accounts for the year ended 31st August 2018 set out on page 7-9

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 Charities 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 matter 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 to 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: **S Gates**

Date: 18 September 2018

Name: **Mrs Sian Gates**

Relevant professional qualification(s) or body (if any):
Chartered Accountant (ACA)

Friends of Putney High School (Registered Charity No 286279)
Financial Statements for the year ended 31 August 2018

		Year ended 31-08-18	Year ended 31-08-17
RECEIPTS AND PAYMENTS	Note		
	1	£	£
Receipts	2		
Voluntary receipts			
Membership fees and donations		2,265	4,155
Gift aid recovered	3	0	2,950
easyfundraising		1,440	1,594
		3,705	8,699
Activities for generating funds			
Events	4	45,990	42,464
Product sales	5	4,631	9,948
Other income		0	0
Investment income			
Bank interest		25	11
Total receipts		54,351	61,122
Payments			
Direct charitable expenditure			
Contributions to Putney High School	6	(30,144)	(105,673)
Cost of generating funds			
Event expenses	4	(9,035)	(9,524)
Product expenses	5	(3,100)	(6,021)
Other expenses and costs		(276)	(490)
Total payments		(42,555)	(121,708)
Excess of receipts over payments/(payments over receipts)		11,796	(60,586)
Cash funds last year end		73,524	134,110
Cash funds this year end		85,320	73,524

		Year ended 31-08-18	Year ended 31-08-17
STATEMENT OF ASSETS AND LIABILITIES	Note		
		£	£
Assets			
Cash at bank		85,320	73,524
Liabilities	7	0	0
Total net assets		85,320	73,524

Signed: Caroline Bansal (Trustee) **Date:** 18-09-18

Friends of Putney High School (Registered Charity No 286279)
Financial Statements for the year ended 31 August 2018

Notes to the Accounts

- 1 The accounts of Friends of Putney High School have been prepared on a receipts and payments basis.
- 2 All funds received during the year are unrestricted funds.
- 3 A gift aid claim was made during the year ended 31 August 2018 but not received by the year end. During the year ended 31 August 2017 gift aid claims were made in respect of donations received in the three years ended 31 August 2016.

4 Events for generating funds	Year ended 31/08/2018			Year ended 31-08-17
	Income £	Expenses £	Net £	Net £
Autumn fair & pet show	0	0	0	5,819
Christmas fair	15,500	(4,769)	10,731	10,374
Christmas raffle	4,766	(229)	4,537	5,370
Discos	5,656	(873)	4,782	3,820
Movie nights	3,533	(788)	2,745	0
Cake sale	713	(67)	647	635
Quiz night	5,957	(2,011)	3,946	4,848
Book fair	818	0	818	617
The Star Ball	0	0	0	(284)
Sports days	791	(237)	554	505
Uniform sales	8,256	(61)	8,195	1,236
	45,990	(9,035)	36,955	32,940

5 Product sales	Year ended 31/08/2018			Year ended 31-08-17
	Income £	Expenses £	Net £	Net £
Toys, hair accessories & bags	283	0	283	114
Christmas products	840	(704)	136	1,071
Christmas trees	3,486	(2,396)	1,090	1,374
Northbrook gift wrap	22	0	22	488
Christmas cards *	0	0	0	880
	4,631	(3,100)	1,531	3,927

* No invoice had been received from the company before the year end

Friends of Putney High School (Registered Charity No 286279)
Financial Statements for the year ended 31 August 2018

Notes to the Accounts

6 Contributions to Putney High School

		Year ended			
	31-08-18	31/08/2017*	31-08-16	31-08-15	31-08-14
	£	£	£	£	£
English & library	3,857	1,236		2,944	668
Maths		3,231			
Science	8,648	26,686		3,341	
Languages	840		468		
Humanities	130	450			
Sport	4,754	22,600		9,061	3,700
Art	245	6,389	583	875	
Music	1,050	9,314	7,779	3,090	1,950
Drama	3,825	15,449	1,750	1,850	1,850
ICT & DT	2,475	13,386			
Workshops	4,320	5,804	1,654	1,236	
Contributions to major works				30,000	10,000
Other		1,129	7,770	4,325	2,784
	30,144	105,673	20,004	56,722	20,952

* Contributions in the year ended 31/08/2017 were particularly high because of the fundraising from the Star Ball which took place in May 2016.

- 7 Although the Friends of Putney High School have no liabilities, each year the Committee pledges funds to Putney High School in respect of bids made by the school for specific items of expenditure. The school pays the costs up front and then submits a claim against these pledges. Claims cannot exceed monies pledged, and any monies pledged that exceed actual expenditure are released.

	Year ended 31-08-18 £	Year ended 31-08-17 £
Pledges outstanding at start of year	25,865	83,988
Add: Pledges made in year	44,853	48,490
Less: Contributions paid to school during year	(30,144)	(105,673)
Less: Pledges released during year*	(15,433)	(940)
Pledges outstanding at year end	25,140	25,865

* A historic pledge of £10,000 to the Junior School was released during the year, with a new pledge of £20,000 made towards the Junior School playground project.