

Howard of Effingham Friends – Treasurer’s Report 2017/18

The accounts for the financial year 2017/18, ending 31st August 2018, are shown on a cash accounting basis, as previously, and not on an accruals basis. This means that they sometimes include only partial income and expenditure items received/paid during the financial year for specific events. These items mostly relate to the October 2017 Dinner Dance, for which significant income was received and some expenditure paid *before* August 2017 which are therefore reported in the previous financial year’s accounts, and the October 2018 Dinner Dance, not held until after the financial year, for which some advance income was received and one deposit paid *before* August 2018.

The advance items for the October 2017 Dinner Dance (reported in the previous financial year) were £5,414 on a net basis. The advance items for the October 2018 Dinner Dance were a total of £2,245 on a net basis. All of these items are noted in the Statement of Financial Activities as “Future Fund raising Activities” (Note 1).

On an *event basis* the 2017 Dinner Dance actually raised £2,700. If this is included with the other fundraising sources for this financial year we had a very successful year and raised a total of £21,583 from the following :

	<u>2017/18</u>	<u>2016/17</u>
Dinner Dance 2017	£2,700	£2,825 (DD 2016)
Winter Shopping Evening	£2,698	£1,801
Quiz Night	£3,192	£2,857
Howardfest 2018	£3,533	£1,559 (<i>only part rec’d by Friends</i>)
Uniform Sales	£1,608	£1,031
200 Club	£416	£280
IPad Draw	£3,994	N/A
Other Donations	£2,575	£1,002
Sponsored Cycle Ride	<u>£867</u>	<u>£1,575</u>
	£21,583	£12,930

This reflects a generally higher level of income from regular activities, the introduction of the very successful IPad Prize Draw and the substantial increase in donations.

The year started well with the carnival-themed **Dinner Dance** at Denbies raising the significant amount of £2,700. The event was a huge success and enjoyed by all. Thanks go to Lynsey, Mel and Sharren.

This was followed by our **Winter Shopping Event**, organised by a new team led by Jenny and Sam, which raised almost £2,698, well up on the previous year because of a higher number of stalls.

The **Quiz and Chip Night** followed the same approach as the previous year, being held in the school hall thereby avoiding rental costs for an outside venue. Roy and his team made a great profit of £3,192.

Roy and team again ran the **Howardfest** event in conjunction with the Music Department and made a great £3,533 (up from a combined Friends and school income total of £3,400 the previous year).

The regular **Second Hand Uniform sales** had another great year raising £1,608 through the continuing commitment of a great team lead by Tracy and Dawn.

Takings for the **200 Club** were a helpful £416 but actually slightly down on the previous year if the previous year is adjusted upwards to allow for the cash payment that year of two extra prize amounts of £100 each which were not cashed in the year in which they were awarded (2015/16). Thanks to Lynsey for continuing to organise this time-consuming fundraiser. As a result of the slightly decreasing income from this activity every year and the success of the IPad Prize Draw (below), on her encouragement we subsequently decided to combine the two funding activities into one.

The **IPad Prize Draw** proved an inspired idea that generated almost £4,000 for the Friends which was used to fund the purchase of 16 iPads for the school (and one extra for the Prize Draw winner).

Donations were very high this year principally because of accelerating receipts from Easyfundraising.com as new supporters have joined and also a large one-off employer matching scheme from one parent which contributed £1,200.

The **sponsored cycle ride** from London to Brighton raised less money than the previous year partly because fewer dads could participate and entry was only finally decided relatively late in the day giving less time to raise sponsorship. Still, the £867 is much appreciated as always.

Funding for the School

During the year the Friends spent much more on items for the school, both because we raised more money from activities but also because the lease of the new minibus in September 2017 meant there was a significant upfront payment to make and then additional monthly payments for the whole year, which was not the case in 2016/17.

We paid :

- £6,313 for the new School Minibus (upfront amount plus monthly lease payments)
 - £3,000 for PE equipment
 - £2,920 for Science equipment
 - £2,924 for Playground equipment
 - £347 towards the costs of the school's production of "Sister Act"
- £15,505

The minibus and other equipment purchased can all be seen on the Friends website at <http://howardofeffinghamfriends.btck.co.uk/> .

We started the year with £20,648 in the bank with the funds being raised as noted and the donations to the school being made of £15,505 leaving a **year-end balance of £23,577**. This balance is flattered by the £2,245 received in anticipation of the October 2018 dinner dance which took place after the financial year end. It also includes the proceeds from the IPad Prize Draw but not the purchase cost for the iPads of £4,320.

We have also undertaken to try and provide support to the school for the full 3 years of the lease for a new minibus (2 years remaining at the end of the financial year). This future expenditure would amount to approximately £10,200 and so we are also keeping this amount as an informal reserve so that money raised from each new fundraising activity can be fully deployed for a related new expenditure for the school.

If all these amounts are deducted from the account balance the residual total available would be £6,812.

Bruce Gomme
Treasurer

Howard of Effingham School PTA

STATEMENT OF FINANCIAL ACTIVITIES - YEAR TO 31 August 2018

	2017/18	2016/17
	£	£
INCOMING RESOURCES		
Fund raising activities	26,797	21,846
Bank interest	0	0
Donation	3,575	2,631
Future Fund raising activities note 1	2,745	7,029
TOTAL INCOMING RESOURCES	33,117	31,506
RESOURCES USED		
Fund raising activities	13,986	10,854
Future fund raising activities note 1	500	1,615
Administrative purposes	197	123
Charitable purposes - Support for Howard of Effingham School	15,505	5,011
TOTAL RESOURCES USED	30,188	17,604
NET INCOMING/(OUTGOING) RESOURCES	2,929	13,902
FUNDS AT 1 SEPTEMBER	20,648	6,746
FUNDS AT 31 AUGUST	23,577	20,648

BALANCE SHEET - 31 August 2018

	2017/18	2016/17
	£	£
CURRENT ASSETS		
Stocks + Petty Cash	0	0
Bank balance	23,578	20,648
Banked after end of financial year		
Debtors	0	0
Creditors	0	0
TOTAL NET CURRENT ASSETS	23,578	20,648
Representing:-		
FUNDS AT 31 AUGUST	23,578	20,648

Note 1 - Related to Dinner Dance October 2018

Independent examiner's report to the trustees of Howard Of Effingham PTA

I report on the accounts of the Trust for the year ended 31st August 2018.

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. TK23 3LY.

Date: 31.5.19.

A. Barton