

**Friends of the Free School Trustees
Annual Report and Financial Statement for
2019
(Year ended 31st December 2019)**



Chairs' Report for the year ending 31 December 2019

We have great pleasure in presenting the fifth Chairs' report of the Friends of the Free School, following another successful year for the charity. Over the year to 31st December 2019 we made a net profit of just over £23,000 through various events and activities. With over £28,000 already in the bank, the Friends of the Free School PTA balance of funds to be donated to the school now stands at over £51,000.

Events:

Once again, we have organised a wide range of events for you and your children to enjoy over the year, including Reception play dates; a school disco; a pub quiz; the wine tasting & auction of promises; a camping weekend in Dulwich Woods; Summer and Winter fairs and a good number of cakes sales.



HABERDASHER'S OLD SCHOOL HALL, 155 PEPPY'S RD., SE14 5SF

TICKETS NOW ON SALE
friendsofthefreeschool.org.uk

QUIZ

TICKETS £7.50
incl. snacks

DOORS OPEN 7.30PM FOR 8PM START
HELLO@FRIENDSOFTHEFREESCHOOL.ORG.UK

FRIENDS OF THE FREE SCHOOL

PUB QUIZ
WED 13
NOV
8-10PM
SAVE THE DATE

Haberdashers' Aske's Hatcham Temple Grove Free School presents

HABWARTS SCHOOL OF MAGIC WINTER FAIR

SAT - 30TH NOVEMBER
3PM TO 6PM
SECONDARY SCHOOL HALL
PEPPY'S ROAD

SEE LIVE OWLS AND BIRDS OF PREY

FOOD AND DRINK POTIONS
TRANSFIGURATION SPELLS
ROBES FOR ALL OCCASIONS
CLASS GAMES
QUILLS
HERBOLLOGY
POTIONS
WANDS
RAFFLE
AND MUCH MORE

WITCHES AND WIZARDS
WELCOME
MUGGLES ACCEPTED

JT CLARKE LONDON
YOUR PROPERTY. OUR PRIORITY.



Other fundraising initiatives:

There are also a number of other ways in which we raise funds for the school. Many of you already use www.easyfundraising.org.uk and smile.amazon.co.uk to raise money while shopping online. With the help of our children we created the Christmas cards and tea towels which you kindly purchased.

Recycle your pre-loved school uniform

Reception play date
SATURDAY 10am with pre-loved UNIFORM SALE

Please bring your donations into school. Look out for collection dates.

All proceeds will go to the Friends of the Free School. No outerwear, footwear or underwear please.

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
SEPT																																	
OCTOBER																																	
NOVEMBER																																	
DECEMBER																																	
JANUARY																																	
FEBRUARY																																	
MARCH																																	
APRIL																																	
MAY																																	
JUNE																																	
JULY																																	
AUGUST																																	

Last but not least ...

It is an honour to thank the Committee, who have worked enthusiastically to manage the delivery of a great programme of events and projects as well as running the charity. Every member of the Committee has been so generous and multitalented, that it has been a great privilege to work with them and we have all benefited from their behind-the-scenes efforts.

We would also like to thank Mr. Welsh for all his effort over the years and being so welcoming to the new committee and supporting our events. We would like to wish him the best of luck on his new job and we will miss him dearly.



Farewell Mr Welsh!

The school staff have also been so helpful. Ms Banton, Ms Norris and Mrs Peacock deserve a special mention for the number of posters they print, slips they take in and emails they send on our behalf and Owen Holland, the school caretaker, for his tireless help at our events.

It is hard to highlight people, but I think it is important to acknowledge that the following parents have been particularly supportive of the Friends with the amount of work they have done (in no particular order!):

Jo Sawyer (Uniform Sales)
Ela and David Dagger and Elan Gamaker (Pub Quiz)
Nathalie Towner (Bags2School)
Caroline Cooke and Joanna Pieters (School Disco)
Valerie Goldstein (Winter Fair)
Iovanna Velasquez (year group Tea Towels)
Clea Relly, Susie So, Candy Schartz (Wine tasting and auction)
Ella and David Dagger (Calendar magnets)
Elizabeth Crossley (Summer Fair)
Katie Hunt (Xmas cards)

We were all supported by so many helpful and generous parents who volunteered and donated to help deliver the events. It's incredible to see the level of involvement and the number of shifts that are filled at our events.

Without all of your support the events throughout the year, the fundraising and benefits to the children would not have been possible. Huge thanks to everyone who has baked or donated, given their time to run a stall or a bar, or to organise an event and to everyone who attended these events which have helped to make our school community such a special one.

Due to the circumstances arising from the COVID 19 Pandemic, the events which we had planned since March 2020 were unfortunately cancelled. As all parents would appreciate the committee is not yet able to commit to a calendar of events for 2020/2021 but we are in the meantime busy creating alternative events which comply with the rules, keep us all safe but still give us a chance to socialise with one another

and keep up the amazing community spirit at HTGFS which has prevailed since its inception.

In terms of long-term investments and projects we are working closely with Ms Amanda Harvey Interim Headteacher. Following parent and teacher engagement, we had discussed a vision for sports investment at the school and we were preparing the next steps with Mr Welsh. However, with the changes in management this project is being reviewed and we hope we can share more information on this soon.

We are happy to continue to chair the Friends of the Free School until a new set of parents come forward and we can appropriately hand-over the responsibility. We encourage new and existing parents to reach out if they are interested in joining the committee in any of the roles available (Co-Chairs, Secretary, Communications Officer, Ordinary Committee Members) and we are looking forward to some volunteers that can be appointed at our first virtual AGM on Thursday the 22nd October 9-10am.

Daniele Gioe' (Co-Chair)
Emilio Bielsa (Co-Chair)
October 2020

Status:

Friends of the Free School is a registered Charity in England and Wales, Charity registration number **1166718**

Governing document:

The Charity was established under a constitution, which established the objects and powers of the charitable association and is governed under its constitution document.

The trustees submit the annual report and independently examined financial statements for The Friends of the Free School for the 12 months ended 31 December 2019.

Objects:

To advance the education of pupils in the school in particular by:

developing effective relationships between the staff parents and others associated with the school;

engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Membership

Members of the Association are the parents, guardians or carers of any pupil currently attending the school.

Governance:

The charity is governed by the Board of Trustees. Friends of the Free School appoints trustees on the basis of the skills and experience they can bring to the custodianship and management of the charity and its activities. Prospective trustees are recruited from members by public advertisement, and are appointed through an open vote at the Annual General Meeting or co-opted by the Committee from within the school community or externally if required to meet identified skills gaps within the Board.

Mission:

Our aim is to support Hatcham Temple Grove Free School in creating a strong and positive community of families, carers, children and staff.

We will do this through:

Social events and activities that help build relationships and encourage children, their families and the staff of the school to feel part of school life.

By raising funds to help support the school for the benefit of the children of Hatcham Temple Grove Free School.

Membership of the Friends of the Free School is automatic for all parents, carers and staff and there will be regular opportunities to get involved, great and small.

Trustees (committee members)

Daniele Gioe' (Co-chair) appointed September 2019

Emilio Bielsa (Co-chair) appointed September 2019

Omar Mughal (Treasurer) appointed September 2019

Val Goldstein appointed September 2019, resigned July 2020

Lourdes Walsh, co-opted November 2019, resigned October 2020

The following Committee members did not stand for re-election to the Committee at the AGM in September 2019.

Thorsten Gailing

Jasmin Bukic

Carolina Perez

Richard Gaillard

Lourdes Walsh

Registered office: Hatcham Temple Grove Free School, Pepys Road, London SE14 5SE

Independent examiners: Joanna Pieters, Baljit Hayre

Bankers: Barclays Banks

Treasurer's report for the year ending December 31st 2019

Accounts preparation

Friends of the Free School is a registered Charity in England and Wales, Charity registration number 1166718.

The accounts have been prepared under the '**receipts and accounts**' method in compliance with the fact The Charity is a 'non company' charity and has a gross income of £250,00 or less in the financial year to December 31st 2019.

The financial year for which this report has been compiled is 01.01.2019 to 31.12.2019

Governance and Control

In line with comments from the independent examiners for the year ending December 31st 2018, steps have been taken to provide a more robust financial framework.

Although perfectly appropriate - given the level of materiality of expenditure - prior to 2019 bank account reconciliations were performed manually and entered into a shared Google spreadsheet.

In order to increase financial transparency, financial transactions to date were migrated over to the cloud-based accounting platform – Xero.

Xero provides automated bank feeds to ensure all transactions are captured within the general ledger and provides a simple user interface to aid any queries around the classification of transactions.

Similarly, transparency has also been improved by allowing all committee members and examiners access to the accounts via Xero to enable full oversight at any point.

Still outstanding however is my recommendation to update the banking mandate, to add dual authorisation on any payments made. Target to complete is by year end 2020 and in the interim all confirmation of authority to make payments by the Treasurer is granted by the co-chair.

4 Sumup card readers were also donated to the Friends to reduce the number of cash transactions in order to increase the number of digital payments which are auditable.

It is also my recommendation that as an additional financial control, the Treasurer should not remain in their post > 2 years and I intend to step down at the end of the school year 2021.

Financials

Consolidated opening cash balance as at 01 Jan 2019: **£28,565.15**

Consolidated closing cash balance as at 31 Dec 2019: **£51,610.50**

YoY movement / P&L for financial year 2019: **£23,045.35**

Balance Sheet
Friends of the Free School
As at 31 December 2019

	31 Dec 2019	31 Dec 2018	YoY Movement
Assets			
Bank			
Business Premium ME	£29,835.05	£16,049.02	£13,786.03
Cash account	£0.00	£439.07	-£439.07
Community	£21,585.76	£11,970.56	£9,615.20
Petty Cash	£189.69	£106.50	£83.19
Total Bank	£51,610.50	£28,565.15	£23,045.35
Total Assets	£51,610.50	£28,565.15	£23,045.35

Profit and Loss

Friends of the Free School
For the year ended 31
December 2019

Account	2019 TOTAL	Bags2School	Auction	Cake sales	Calendar magnets	Camping	Disco	Easy fundraising	Friends costs	Give as you earn	Other donations	Other Income	Quiz Night	School Donations	Summer Fair	Tea Towels	Uniform Sales	Wild Space	Winter Fair	2018 Items
Turnover																				
Interest Income	60.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales	32,314.87	180.00	7,013.39	315.21	146.26	2,972.53	1,323.70	256.57	0.98	50.40	6.43	116.00	1,224.09	0.00	5,089.32	2,060.06	434.70	0.00	7,306.28	3,818.95
Total Turnover	32,376.20	180.00	7,013.39	315.21	146.26	2,972.53	1,323.70	256.57	0.98	50.40	6.43	116.00	1,224.09	0.00	5,089.32	2,060.06	434.70	0.00	7,306.28	3,818.95
Cost of Sales																				
Cost of Goods Sold	7,472.69	0.00	1,069.74	0.00	0.00	2,017.34	295.30	0.00	0.00	0.00	0.00	0.00	42.00	0.00	1,756.19	0.00	0.00	221.25	1,861.80	209.07
Total Cost of Sales	7,472.69	0.00	1,069.74	0.00	0.00	2,017.34	295.30	0.00	0.00	0.00	0.00	0.00	42.00	0.00	1,756.19	0.00	0.00	221.25	1,861.80	209.07
Gross Profit	24,902.51	180.00	5,943.65	315.21	146.26	955.19	1,028.40	256.57	0.98	50.40	6.43	116.00	1,182.09	0.00	3,333.13	2,060.06	434.70	(221.25)	5,444.48	3,609.88
Administrative Costs																				
General Expenses	357.16	0.00	0.00	0.00	0.00	0.00	0.00	275.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.43	0.00	0.00
Donations to school	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Administrative Costs	1,857.16	0.00	0.00	0.00	0.00	0.00	0.00	275.73	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	81.43	0.00
Operating Profit	23,045.35	180.00	5,943.65	315.21	146.26	955.19	1,028.40	256.57	(274.75)	50.40	6.43	116.00	1,182.09	(1,500.00)	3,333.13	2,060.06	434.70	(302.68)	5,444.48	3,609.88

Gross profit for the year to 31 December 2019 excluding 2018 items was £21,292.63 vs £19,372.97 for the year ending 31 December 2018.

As in 2018, the top grossing fundraising events were the school auction and the winter and summer fairs - contributing 60% of turnover.

In the fiscal year 2019, only £1,500 was donated back to the school to purchase a PA system.

Given at the year end 31 December 2019 there was still over £51k in funds to deploy, it is the recommendation of the treasurer that the Friends committee should prioritise plans to fund school initiatives asap.

Omar Mughal (FCMA)

FOTFS Treasurer, October 2020

Supporting bank statements

PTA Current account 20 - 49 - 86 33799921

>	Mon, 7 Jan 19	MYDONATE0004922311	£0.63	£11,971.19
>	Mon, 24 Dec 18	SPURRING SC	£9.00	£11,970.56

PTA Savings 20 - 49 - 86 03634892

>	Date	Description	Money In	Money Out	Balance
>	Mon, 18 Mar 19	IZETTLE AB	£15.72		£16,072.74
>	Mon, 4 Mar 19	INTEREST PAID GROSS	£8.00		£16,057.02
>	Mon, 3 Dec 18	INTEREST PAID GROSS	£8.00		£16,049.02



FRIENDS OF THE FREE SCHOOL

Sort Code 20-49-86
Account No 03634892

SWIFTBIC BUKBGB22

IBAN GB31 BUKB 2049 8603 6348 92

Issued on 12 March 2020

THE OFFICIALS
FRIENDS OF THE FREE SCHOOL
HATCHAM TEMPLE GROVE FREE SCHO
PEPYS ROAD
NEW CROSS
LONDON
SE14 5SJ

Your Business Premium Account

At a glance

12 Dec 2019 - 11 Mar 2020

Date	Description	Money out £	Money in £	Balance
12 Dec	Start Balance			29,835.05
2 Mar	% Interest Earned Gross For The Period 2 Dec 2019 - 1 Mar 2020		10.46	29,845.51
11 Mar	Balance carried forward			29,845.51
	Total Payments/Receipts	0.00	10.46	

Start balance	£29,835.05
Money out	£0.00
Money in	£10.46
► Gross interest earned	£10.46
End balance	£29,845.51

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



FRIENDS OF THE FREE SCHOOL

Sort Code 20-49-86
Account No 33799921

SWIFTBIC BUKBGB22

IBAN GB92 BUKB 2049 8633 7999 21

Issued on 27 January 2020

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HATCHAM TEMPLE GROVE FREE SCHO
PEPYS ROAD
NEW CROSS
LONDON
SE14 5SJ

Your Community Account

At a glance

25 Dec 2019 - 24 Jan 2020

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			21,585.76
13 Jan	DD Direct Debit to Parentkind Ref: Ptak49876-2020112	110.00		21,475.76

Start balance	£21,585.76
Money out	£2,156.50
► Commission charges	£0.00



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Friends of the Free School

**On accounts for the year
ended**

31/12/19

**Charity no
(if any)**

Set out on pages

1-3

**Responsibilities and
basis of report**

We will report to the trustees on examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2019.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

We report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination, we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners' statement

We have completed the examination. We confirm that no material matters have come to our attention in connection with the examination (other than that disclosed below in Notes and Recommendations) which gives us no cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records;
- or the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Notes and recommendations

1. The Banking Mandate ("Mandate" or "the Mandate") should be updated to specify current members of the Friends of the Free School ("FoFS"). It is the understanding of the Independent Examiners ("IE") that the current mandate list includes a previous FoFS member. It is IE opinion that the mandate list should be updated immediately. For avoidance of doubt, the Mandate is the list of those that can engage with the FoFS Bank account.
2. A. At the time of preparation, 28 October 2020, there was an un-reconciled entry of £1,423.03 in the Xero accounting system. Having said this IE appreciates that the time between entry and the finding is relatively short (2 days), but would recommend this is completed before the in-coming Treasurer is formally announced.
B i. The FoFS should consider how the Xero accounting system will be used 'going-forward', in regards to when a new Treasurer in formally place.
B ii. FoFS should confirm that FoFS Xero access is reviewed once the new Treasurer is in place, if the decision to continue using Xero is made.
3. Proceedings of Committee meetings are still not being recorded, as noted in the Independent Examiners' report of 2018. In order to meet the requirements of the FoFS's constitution and the recommendations of the Charity Commission, IE recommends, similarly to last year, that all decisions related to spend should be clear and form part of the FoFS meeting minutes. The requirement and guidelines are both designed to display a clear decision-making in line with good governance practice, and enhance the independent and objective review of FoFS spends, as well as protect the reputation of the Trust.

As per the report of 2018, IE recommends that the Trustees follow the guidance for minutes of charity meetings provided on the Charity Commission website, particularly noting the following:

- Clear time/date and list of attendees and apologies for absence
- Clear noting of FoFS decisions, in particular for FoFS spends and selection of any supplier of goods or services

IE acknowledges that the same lack of minutes for meetings between January and October 2020 will be noted in the 2020 report.

IE has received verbal and written commitments from the Trustees to adopt this recommendation with immediate effect.

We have no other concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed digitally:	1. Joanna Pieters
	2. Baljit Hayre

Date:	31/10/2020
	31/10/2020

Name and relevant qualifications:	1. Joanna Pieters, BA, MBA

2. Baljit Hayre CMIIA CIA

Address:	1: 81 Bousfield Road, London SE14 5TP
	2: 125 Drakefell Road, London, SE14 2DT

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No further disclosures needed --END--
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Response to Independent Examiners Report

We thank the Independent Examiners for the quick turnaround, and we note all the recommendations. In particular:

1. We are awaiting formal notification of the newly elected (October 2020 AGM) treasurer to adopt the position and update the mandate.
2. All entries will be reconciled when the accounts are handed over to the new treasurer.
3. We will endeavour to adhere to the Charity Commission's guidance and pass this recommendation on to the new committee.