

Honeywell PTFA Report August 2009 – July 2010

Charity Number – 1087950

Registered address:

Honeywell Schools PTFA
Honeywell Junior & Infant School
Honeywell Road
London
SW11 6EF

Trustees

During 09/10:

Rosemarie Quinn (Co-chair)
Claire Mickley (Co-Chair)
Mark Horley (Treasurer)
Liz Giannopoulos (Secretary)

During 10/11:

Jen Bath (Co-chair)
Claire Mickley (Co-Chair)
Mark Horley (Treasurer)
Meagan Leggett (Secretary)

Aims/Functions

The two key functions of the PTFA are as follows:

- To raise funds to enhance the facilities of Honeywell Infant School and Honeywell Junior School.
- To encourage and facilitate social activity between parents, carers, friends, teachers and pupils.

Governance

The Charity operates according to a Constitution. Each September an AGM is held where new officers and trustees are sworn in. If there is more than one candidate for any post, an election will take place at the AGM. Twice a term (i.e. 6 times per year) a PTFA meeting is held to discuss and agree the activities of the Charity. This is primarily intended for Class Reps and the Heads, but any member of the PTFA is welcome to join.

Reserves

Generally the Charity aims to transfer all funds raised to the Schools. Minimal reserves are needed for the running of the charity. As 31/07/09 the Charity held a greater level of reserves than it normally would as the funds raised had been earmarked but were not yet ready to be spent in the Schools. The intention is to reduce reserves held going forwards.

Events / Activities during 0910

The PTFA members worked hard this year to put on some fantastic social and fundraising events with some impressive amounts raised. The associated accounts give the detail on revenue and profit for each event – a description of each is included here:

- **Christmas Shopping Evening** – following a successful introduction last year, this event was repeated for a second year. Aimed at parents, it involved local retailers taking stalls in the school. Profits were generated from entrance fee, by charging the stall-holders and from a bar run by the PTFA. The PTFA also sold tea towels at this event – these are accounted for separately under “Merchandise”.

- **Christmas Card Project** – Parents were offered the opportunity of having their children design their Christmas cards. Orders and card designs were collected by the PTFA and sent to printers. As part of this project, around 15% of profits raised are donated to the charity “Kids Company”
- **Christmas Trees and Wine Sales** – Members of the PTFA took orders from parents for Xmas trees and wine and bought the trees from a local wholesaler. This year, the PTFA offered delivery for an additional charge.
- **Christmas Bazaar** – The Christmas bazaar is an annual fund raising event where each class is responsible for running a stall. The stalls include a Father Christmas grotto, Christmas cakes & sweets, seasonal plants, lucky dip, Geo rocks and a school merchandise stall. There were about 25 stalls in total. The emphasis is on the children having fun.
- **Cinema Nights** – These were introduced this year by a parent who organised with a local cinema, the Clapham Picturehouse to host a social evening for parents. There were 4 evenings spread throughout the year.
- **Children’s Discos** – Each year 3 discos are held for 3 different age groups, years 1&2, years 3&4 and years 5&6. These discos are held for fun rather than to raise money and are always very popular with the children.
- **Parents Quiz Night** – This event is one of the most popular social evenings of the PTFA calendar. Approximately 20 teams of adults took part in the fun evening quiz with the winners organising next years’ event and questions!
- **Children’s Quiz Night** – The Year 5 and 6 Quiz. Very popular and well attended. The £1 entry fee was given out in prizes to winning teams, so non-profit-making.
- **80s Night** – a social event for parents with profit made from tickets and a busy bar!
- **Swishing Party** – A social event where parents bought tickets to attend and then swapped clothes.
- **Bug Busting Fortnight** – Throughout the school year, periods are earmarked where parents and carers are asked to “bug-bust” their children regularly over a period of a fortnight. Bug-busting combs (paid for by the PTFA) are given to children in Nursery & Reception and an information leaflet is distributed to all parents explaining how bug-busting fortnights can help to reduce the incidence of head lice throughout the school. (Recorded as “Better Life at School” in Accounts)
- **Car Boot Sale** – This is another fund raising event that is held annually. Individuals bring a car or small table to the school and sell unwanted goods.
- **Bike Sale** – Another new event for this year. Parents donated unwanted children’s’ bikes which were sold in the playground.
- **Walk to School Week** – This is an annual non profit-making event that is part of an initiative by Wandsworth Borough Council. Children, parents and carers are encouraged to walk to school rather than drive. They are rewarded with a sticker and a length of ribbon which they tie to the school gates. Each day the ribbon is a different colour and the gates look lovely and colourful by the end of the week. No costs or revenue are recorded in the accounts for this event.
- **Summer Fete** – This very popular fund-raising event is held annually and follows a similar format to the Christmas Bazaar where each class runs a stall. These are very varied, ranging from food stalls (popcorn, hot dogs, etc) to lucky dip, bouncy castle and spaceball activities. We also aim to attract sponsorship mainly from local businesses at this event. We increased profit this year by cutting back on spending on decorations and theming and cancelling a couple of stalls which involved hiring equipment and made a loss in the previous year.
- **Abel & Cole** – This scheme has continued to be supported by the parents & carers of the school. The organic produce wholesalers donated a percentage of sales to the school as in previous years
- **Cake Sales** – This year proved to be another very successful year for cake sales which are held a various stages through the year.
- **Publication of Sting** – The school magazine is called Sting & is published each term. This is a very popular publication, with articles of interest to pupils & parents alike. Everyone is welcome to contribute to the magazine and the pupils get great pleasure out of seeing their contributions published.
- **Merchandise** – The focus of the merchandise this year was on the tea towels which are ordered in advance of the Xmas shopping evening / bazaar and sold throughout the year. All other stock has been written off at 31/07/09 but some remaining items (cookbooks, umbrellas) were also sold where possible.
- **On-line Shopping Commission** – The PTFA has set up with Easy Fundraising and The Giving Machine – 2 web-sites which pay commissions for purchases made via their sites. We received payments from them once the revenue reaches a certain threshold.
- **Optional School Clothing** – the school does not have a compulsory uniform, however the PTFA has provided comfortable /easy-to-wear Honeywell branded clothing for parents that wish to buy

them. The aim is to make a small profit whilst minimising stock exposure. There were no new orders placed this year but some revenue was raised from stock that had been written off at 31/07/09.

- **Year 6 Leavers Party** – the PTFA organised this event with the aim to break even and give the Year 6 children a good send off!
- **Other fundraising events** – Each class (there are 26 all together) is asked to organise some sort of fun, fund-raising event during the year, so there are other activities not listed above. These are captured here and this year included Penny for the Guy, Nursery Sponsored Walk, Maple and Willow class fundraisers, Reception end of year barbecue, Xmas wrapping paper sale.
- **3K Healthy Snack Sale** – the funds raised for this sale (believed to be around £300) were not banked as a separate item. An investigation was undertaken to determine what happened to the money raised. It is believed that these moneys were inadvertently combined with a larger cash deposit around the same time and so this event cannot be separately reported.

Clubs

The PTFA handed over management of the clubs to the school from July 2008 with a permanent member of the admin staff being given this responsibility. There was, however an adjustment required from previous years, which is why this item appears. We believe the accounts are now finalised on this and we do not expect to report anything on clubs going forwards.

How the money was spent

The money raised by the PTFA is split evenly between the Infant and Junior schools and goes to fund various big and small items. Ideas for how to allocate funds can come from any member of the PTFA and are debated at the PTFA meetings and agreed with the Heads.

This year, the PTFA helped to fund various improvements in the playgrounds including new water fountains and playground equipment for both the Infant and Junior Schools. It also funded some improvements to the library. The PTFA donated £30,000 to the 2 schools. Not all funds raised were donated in the financial year as we wanted to ensure we had sufficient reserves to meet any liabilities. It is intended that additional funds will be donated to the school early in the following year.

Each term, the PTFA also contributes to a "School Fund" for each school. This goes towards the cost of school trips, presentations and subsidies and is spent at the Heads' discretion. It was decided to increase the amount given this year to £700 per term per school, so £4200 in total across the year.

Honeywell PTFA - Statement of Financial Activity
For the years ended respectively 31 July 2010 and 31 July 2009

	Current Year Year to 31-July-10			Prior Year Year to 31-Jul-09		
	Income £	Expenditure £	Profit £	Income £	Expenditure £	Profit £
Activities for generating funds						
Summer Fete	10,591	(5,748)	4,843	10,062	(6,826)	3,236
Christmas Shopping night	1,257	(471)	786	2,081	(730)	1,351
Christmas Bazaar	7,090	(2,667)	4,423	6,856	(2,385)	4,471
Christmas trees and wine sale	7,342	(5,121)	2,221	6,862	(4,608)	2,254
Cinema Nights	2,915	(1,742)	1,173	0	0	0
Car Boot Sale	1,733	(485)	1,248	1,080	(184)	896
Quiz Night	3,138	(912)	2,226	3,794	(1,063)	2,731
Quiz Night Years 5 & 6	110	(90)	20	99	(90)	9
Burns Night	0	0	0	1,828	(1,027)	801
80s Night	1,119	(285)	834	0	0	0
Promises Auction	0	0	0	16,920	(1,031)	15,889
Children's Disco	1,048	(612)	436	1,048	(620)	428
Cake Sales	2,901	(488)	2,413	2,113	(204)	1,909
Christmas card project	6,018	(5,037)	981	6,051	(5,274)	777
Xmas Crackers and wrapping paper	357	(112)	245	0	0	0
Bike Sale	1,011	(70)	941	0	0	0
Swishing party	713	(21)	692	0	0	0
Online Shopping Commission	145	0	145	0	0	0
Merchandise project	2,304	(1,387)	917	2,018	(2,769)	(751)
Cookbook project	0	0	0	508	(1,251)	(743)
Able & Cole	6,027	(4,539)	1,488	5,850	(4,367)	1,483
Other	858	(152)	706	769	(40)	729
Activities for generating funds	56,677	(29,939)	26,738	67,939	(32,469)	35,470
Fundraising - Voluntary income						
Gift Aid- Unrestricted	1,212	0	1,212	7,709	0	7,709
Gift Aid- Restricted	0	0	0	0	0	0
Sponsorship-Unrestricted	500	0	500	300	0	300
Gift Aid- tax relief portion included	250	0	250	628	0	628
Garden Project	0	0	0	0	0	0
Total Voluntary income	1,962	0	1,962	8,637	0	8,637
PTFA Charitable Activities: Clubs						
Piano Club	0	(0)	(0)	0	0	0
Drama Year 2 & 3	0	0	0	0	0	0
Drama Year 4 & 5	0	0	0	0	0	0
Pottery club	0	0	0	0	0	0
Football club	0	400	400	0	0	0
Netball Club	0	0	0	0	0	0
Total PTFA Charitable Activities : Clubs	0	400	400	0	0	0
PTFA Charitable Activities: Other						
Publication of Sting	175	0	175	372	0	372
Optional School Uniform	686	0	686	158	(905)	(747)
Leavers Party & Play	825	(481)	344	444	(609)	(165)
Yr6 Yearbook	0	(725)	(725)	759	(1,090)	(331)
Life at School	0	(105)	(105)	399	(98)	301
Total Other PTFA Charitable Activities	1,686	(1,311)	375	2,132	(2,702)	(570)
Total Fundraising & PTFA Activities	60,325	(30,850)	29,475	78,708	(35,171)	43,537
General Expenses						
Stationery	0	(152)	(152)	0	(81)	(81)
Depreciation	0	(408)	(408)	0	(364)	(364)
Gifts	0	(50)	(50)	0	(38)	(38)
NCPTA membership & licences	0	(128)	(128)	0	0	0
Refreshments at Open Days & AGM	0	(599)	(599)	0	(514)	(514)
Other	0	0	0	0	0	0
Total General Expenses	0	(1,337)	(1,337)	0	(997)	(997)
Funds donated to other charities	0	(179)	(179)	0	(78)	(78)
Donations to other charities	0	(179)	(179)	0	(78)	(78)
Funds donated to schools	0	(19,200)	(19,200)	0	(29,000)	(29,000)
Donations of goods and services	0	(352)	(352)	0	(327)	(327)
Donations to schools	0	(19,552)	(19,552)	0	(29,327)	(29,327)
Surplus for the year	60,325	(51,918)	8,407	78,708	(65,573)	13,135

Total Funds Raised

2003	78,487
2004	82,485
2005	80,439
2006	83,899
2007	100,238
2008	80,147
2009	78,708
2010	60,325

Surplus from fundraising and PTFA activities

	30,920
	35,026
	37,173
	42,993
	28,593
	43,537
	29,475

Honeywell PTFA - Balance Sheet
At 31 July 2010

	2010	2009
	£	£
Fixed assets	1,190	1,375
Stock	0	262
Total Assets	1,190	1,637
Receivables	2,468	1,258
Cash	39,542	61,290
Total Current Assets	42,010	62,548
Deposits	50	50
Liabilities	1,791	31,183
Total Current liabilities	1,841	31,233
Total NET ASSETS	41,359	32,952
Funds		
Prior Years	32,952	19,817
CY	8,407	13,135
TOTAL FUNDS	41,359	32,952

For the Year ended 31 July 2010

NOTE 1: ACCOUNTING POLICIES

Basis of Accounting

The Financial Statements have been prepared in accordance with applicable United Kingdom Accounting Standards, The Statement of Recommended Practice "Accounting And Reporting By Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006. There has been no change to the accounting policies since last year.

Cash Flow Statement

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Fixed Assets and depreciation

All Fixed Assets are initially recorded at cost. Items over £50 are capitalized. Depreciation for computer and electronic items and for furniture and fixture is calculated on a linear basis over 5 years.

Stocks

Stocks are valued at the lower of cost and net realizable value. Profits on the selling of merchandise are calculated and recorded under the FIFO method.

Fund Accounting

Unrestricted Funds - The Charity's Unrestricted fund consists of funds which the charity will use to fulfill its general charitable objectives.

Restricted funds - These are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor.

Income and expenditure

All income and expenses are accounted for on an accrual basis.

NOTE 2: FIXED ASSETS

	Computer and electronics items	Furniture and Fixture	Total
Cost Beginning balance 01/08/2009	£ 916	£ 901	£ 1,817
CY Additions	£ 133	£ 90	£ 223
CY Deletions	£ -	£ -	£ -
Cost Ending balance 31/07/2010	£ 1,049	£ 991	£ 2,040
Accumulated depreciation charge at 01/08/2009	£ 261	£ 181	£ 442
CY Depreciation charge	£ 210	£ 198	£ 408
Accumulated depreciation charge at 31/07/2010	£ 471	£ 379	£ 850
Net Book Value at 31/07/2010	£ 578	£ 612	£ 1,190
Net Book Value at 01/08/2009	£ 655	£ 720	£ 1,375

NOTE 3 : STOCK

An inventory was held on July 21st 2010.

	2010	2009
Optional School Clothing	£ -	£ -
Merchandise	£ -	£ 262
Cookbook	£ -	£ -
	£ -	£ 262

Income generated from the Optional School Clothing activity is based on an estimated calculated value.

Impairment was recognised at July 31, 2009 for £944 on Merchandise, for £1,136 on Cookbook and for £695 on Optional School Clothing as Trustees decided that the net realisable value of items bought was zero.

NOTE 4 : RECEIVABLES

Receivables at July 31 are as follows :

	2010	2009
Trade debtors	£ 1,200	£ 240
Tax reclaimable on gift aid	£ 1,268	£ 1,018
	£ 2,468	£ 1,258

NOTE 5 : LIABILITIES

Liabilities at July 31 are as follows :

	2010	2009
Trade creditors	£ 1,791	£ 4,183
Honeywell Schools	£ -	£ 27,000
	£ 1,791	£ 31,183

NOTE 6 : FUNDS

No restricted income was generated for the years ended July 31, 2010 and 2009.

NOTE 7 : TRUSTEES' EXPENSES

**Report by the Independent Examiner to the Trustees of Honeywell Schools PTFA Registered Charity
Number 1087950**

I report on the accounts of the Honeywell Schools PTFA for the year ended 31 July 2010 which are set out in the attached pages.

Respective responsibilities of the 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 43(2) of the Charities Act 1993 (the 1993 Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), 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 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 I do not express an audit opinion on the accounts.

Independent examiners statement

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

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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: 

Sara Cheeseman ACA

52 Kyrle Road
London
SW11 6BA

Date:

29/5/2011