

Upminster Schools Parents and Friends Association

Trustee Report as at 31st August 2022

Charity Registration Number : 1075377

Address: C/O Upminster School, St Mary's Lane, Upminster, Essex RM14 3BS

Trustees:

Carly Perfect (Treasurer)

Gemma Woodhurst (Vice-Chair)

The charity is run by parent volunteers who meet regularly to plan events and co-ordinate activities. They in turn rely heavily on fellow parents volunteering their involvement to run various fundraising activities throughout the school year. Committee positions are recruited and voted in at the AGM.

The primary focus of the charity is to raise funds for Upminster Infant and Junior Schools and the committee chairperson meets with the school Head Teachers regularly to ascertain the funding needs of the school. The PFA committee then decide if the requirements are a suitable use of the funds raised. The Schools reliance on funding from the PFA has increased in recent years as a result of the reduction in funding the schools receive from the Local Authority.

The PFA run various events through the school year, such as a Firework Display, a Summer Fete, a Christmas Bazaar, Halloween disco's, quiz nights and Secret Shopper events. Funds raised from main events are split between the Infant and Junior schools.

The funds raised benefit the school and its pupils.

The objective for the 2022/23 academic year is to continue to fundraise and run events for the pupils to enjoy.

Ref (cheque number)	Date	Description	Paid To	Stripe	Tuck Shop	Adventure Island Bands	Hallowee n Discos	Halloween Comps & Pumpkin Carving	Firework Display	Film Night	Games of Foam	Panto	Christmas Bazaar	Christmas Cards	Pancake Flip Comp	Easter Bonnet	Easter Egg Roll	Someone Special (Mothers Day)	Summer Fayre	Yr6 Prom	Yr6 Leavers Hoodies	Yr2 Leavers Disco	Sundry	Yr6 Leavers Afternoon	Donation	PTA UK (PARENT KIND)	School Purchase s	PA Equipmen t	Christmas Secret Shopper	Bank Charges	Inflatables Week	Yr6 Yearbook s	Year 6 Water Bottles	Ukraine Appeal	Platinum Jubilee	Petty Cash	Bank
																																					0.00
Stripe Tfr	06-Sep-21	Stripe Fee	Stripe	2.52																																	2.52
001-21/22	13-Sep-21	Yr6 Prom Deposit	Top Meadow Golf Centre																																		300.00
002-21/22	15-Sep-21	Fireworks Display - Medical Team Deposit	Daniel Rowley						120.00												300.00																120.00
Stripe Tfr	20-Sep-21	Stripe Fee	Stripe	1.68																																	1.68
003-21/22	22-Sep-21	Fireworks Display - Instaprint - Tickets	Francesca Moore						193.00																												193.00
004-21/22	23-Sep-21	Fireworks Display - Glows	Francesca Moore						1,795.59																												1,795.59
005-21/22	23-Sep-21	Young Voices - Incorrect Account Set Up	UJS																																		84.00
006-21/22	28-Sep-21	Halloween Disco - DJ Deposit (Marky Mark)	Carly Perfect				45.00																84.00														45.00
007-21/22	29-Sep-21	Recruitment Night Out (Café Gelato)	Gemma Woodhurst																																		131.45
Stripe Tfr	30-Sep-21	Stripe Fee	Stripe	7.00																																	7.00
Stripe Tfr	01-Oct-21	Stripe Fee	Stripe	1.24																																	1.24
Stripe Tfr	04-Oct-21	Stripe Fee	Stripe	0.48																																	0.48
Stripe Tfr	04-Oct-21	Stripe Fee	Stripe	2.68																																	2.68
008-21/22	04-Oct-21	Fireworks Display - Posters	Francesca Moore						39.99																												39.99
009-21/22	04-Oct-21	Fireworks Display - Cup Lids	Francesca Moore						205.87																												205.87
010-21/22	05-Oct-21	Stripe Fee	Stripe	29.02																																	29.02
011-21/22	06-Oct-21	Stripe Fee	Stripe	8.58																																	8.58
012-21/22	06-Oct-21	Toys for Infants	Amymay Mackay																																		176.00
013-21/22	06-Oct-21	Christmas Card Paper	Francesca Moore											77.98														176.00									176.00
Stripe Tfr	07-Oct-21	Stripe Fee	Stripe	7.41																																	7.41
014-21/22	07-Oct-21	Fireworks Display - Float	Stripe						2,000.00																												2,000.00
Stripe Tfr	08-Oct-21	Stripe Fee	Stripe	5.37																																	5.37
Stripe Tfr	11-Oct-21	Stripe Fee	Stripe	2.90																																	2.90
015-21/22	11-Oct-21	Table Tennis Table	Table Tennis Tables.co.uk																									824.00									824.00
Stripe Tfr	12-Oct-21	Stripe Fee	Stripe	1.52																																	1.52
016-21/22	12-Oct-21	Game of Foam Sales Reimbursement	Ben Masih											450.00																							450.00
Stripe Tfr	13-Oct-21	Stripe Fee	Stripe	3.40																																	3.40
017-21/22	13-Oct-21	Ball Catcher Deposit	ESP Scotland Ltd																									419.40									419.40
Stripe Tfr	14-Oct-21	Stripe Fee	Stripe	11.34																																	11.34
Stripe Tfr	15-Oct-21	Stripe Fee	Stripe	3.28																																	3.28
Stripe Tfr	18-Oct-21	Stripe Fee	Stripe	8.97																																	8.97
Stripe Tfr	19-Oct-21	Stripe Fee	Stripe	5.44																																	5.44
018-21/22	19-Oct-21	Toys for Reception	Rebecca Emmanuel																																		196.46
019-21/22	19-Oct-21	Game of Foam Sales Reimbursement	Ben Masih											30.00																							30.00
Stripe Tfr	20-Oct-21	Stripe Fee	Stripe	6.67																																	6.67
Stripe Tfr	21-Oct-21	Stripe Fee	Stripe	21.33																																	21.33
Stripe Tfr	22-Oct-21	Stripe Fee	Stripe	4.98																																	4.98
020-21/22	22-Oct-21	Halloween Disco - Refreshments for Children & Hot Dog Stall	Francesca Moore					161.44																													161.44
Stripe Tfr	31-Oct-21	Halloween Disco - Online Ticket Sales	Stripe	-41.60				41.60																													0.00
021-21/22 Cashdoc	31-Oct-21	Halloween Disco - DJ Balance	Marky Mark				175.00																														175.00
Stripe Tfr	25-Oct-21	Stripe Fee	Stripe	3.81																																	3.81
Stripe Tfr	26-Oct-21	Stripe Fee	Stripe	4.06																																	4.06
Stripe Tfr	27-Oct-21	Stripe Fee	Stripe	5.16																																	5.16
Stripe Tfr	28-Oct-21	Stripe Fee	Stripe	12.41																																	12.41
Stripe Tfr	29-Oct-21	Stripe Fee	Stripe	3.80																																	3.80
022-21/22	29-Oct-21	Fireworks Display - Extension Lead	Francesca Moore						14.70																												14.70
023-21/22	29-Oct-21	Fireworks Display - Donuts	Gemma Woodhurst						88.00																												88.00
Stripe Tfr	31-Oct-21	Pumpkin Carving Competition	Stripe	-3.72				3.72																													0.00
Stripe Tfr	01-Nov-21	Stripe Fee	Stripe	1.71																																	1.71
Stripe Tfr	02-Nov-21	Stripe Fee	Stripe	7.89																																	7.89
024-21/22	02-Nov-21	Fireworks Display - Refreshment Supplies	Francesca Moore						49.50																												49.50
Stripe Tfr	03-Nov-21	Stripe Fee	Stripe	4.78																																	4.78
025-21/22	03-Nov-21	Halloween - Pumpkin Carving Prizes	Francesca Moore				165.00																														165.00
Stripe Tfr	04-Nov-21	Stripe Fee	Stripe	41.41																																	41.41
Stripe Tfr	05-Nov-21	Stripe Fee	Stripe	28.11																																	28.11
Stripe Tfr	05-Nov-21	Fireworks Display - Online Ticket Sales Charges	Stripe	-27.73					276.73																												0.00
Stripe Tfr	08-Nov-21	Stripe Fee	Stripe	17.97																																	17.97
026-21/22	08-Nov-21	Fireworks Display - DJ	Scott Richardson						125.00																												125.00
027-21/22	08-Nov-21	Fireworks Display - Refreshment Supplies	Gemma Woodhurst						35.90																												35.90
Stripe Tfr	09-Nov-21	Stripe Fee	Stripe	12.79																																	12.79
028-21/22	09-Nov-21	Christmas Bazaar - Grotto Gifts	Francesca Moore																																		753.70
029-21/22	12-Nov-21	Christmas Bazaar - Medical Team	Daniel Rowley						120.00																												120.00
030-21/22	12-Nov-21	Christmas Bazaar - Grotto Deposit	Marshall's Castles						225.00														</														

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Balances as at 31/08/22

	Income	Expenditure	Balance	Sundry details
Stripe	0.00	0.00	(0.00)	
Tuck Shop	1,238.60	82.72	1,155.88	
Adventure Island Bands	1,802.00	61.18	1,740.82	
Happy Circus Sep23	0.00	0.00	0.00	
Junior Disco	0.00	0.00	0.00	
Halloween Discos	1,390.00	423.04	966.96	
Halloween Comps & Pumpkin Carving	116.00	168.72	(52.72)	
Firework Display	26,440.27	16,794.80	9,645.47	
Film Night	39.24	105.26	(66.02)	
Games of Foam	1,680.00	1,670.29	9.71	
Xmas Wreath Making	0.00	0.00	0.00	
Lego Masters Comp	0.00	0.00	0.00	
Christmas Lights Turn On	0.00	0.00	0.00	
Pre Nativity Refreshments	0.00	0.00	0.00	
Panto	0.00	801.48	(801.48)	
Christmas Selection Box Roll	0.00	0.00	0.00	
Christmas Bazaar	972.60	3,592.41	(2,619.81)	
Breakfast with Santa	0.00	0.00	0.00	
Christmas Party	0.00	0.00	0.00	
Christmas Cards	376.50	77.98	298.52	
Be Different Day	0.00	0.00	0.00	
Pancake Flip Comp	1,941.80	12.00	1,929.80	
Easter Bonnet	0.00	35.91	(35.91)	
Easter Egg Roll	776.00	279.52	496.48	
Someone Special (Mothers Day)	2,852.00	1,091.70	1,760.30	
Quiz Night	0.00	0.00	0.00	
Someone Special (Fathers Day)	0.00	0.00	0.00	
Summer Fayre	9,516.77	4,291.80	5,224.97	
Essex Outdoor Cinema	0.00	0.00	0.00	
Yr6 Prom	1,720.00	1,786.02	(66.02)	
Yr6 Leavers Hoodies	0.00	1,710.00	(1,710.00)	
Yr2 Leavers Disco	510.00	293.47	216.53	
Sundry	82.72	261.84	(179.12)	
Gardening Club	0.00	0.00	0.00	
Coffee Mornings	0.00	0.00	0.00	
Tea Towels	2,120.08	0.00	2,120.08	
Water Bottles	0.00	0.00	0.00	
Yr6 Leavers Afternoon	0.00	355.00	(355.00)	
School Gifts	0.00	0.00	0.00	
Donation	158.59	0.74	157.85	
Stickins	0.00	0.00	0.00	
Loose Change	0.00	0.00	0.00	
Bids	0.00	0.00	0.00	
PTA UK (PARENTKIND)	0.00	232.00	(232.00)	
School Purchases	0.00	3,530.31	(3,530.31)	
PA Equipment	0.00	0.00	0.00	
Christmas Secret Shopper	0.00	70.90	(70.90)	
Christmas Raffle	0.00	0.00	0.00	
Bank Charges	11.60	4.40	7.20	
London Marathon	0.00	0.00	0.00	
Amazon Smile	47.41	0.00	47.41	
Bubbles at the Bell	450.00	0.00	450.00	
Inflatables Week	3,474.00	6,981.50	(3,507.50)	
Yr6 Yearbooks	1,920.00	1,864.50	55.50	
Easter Quiz	0.00	0.00	0.00	
Clothing Collection	126.60	0.00	126.60	
Year 6 Water Bottles	0.00	420.30	(420.30)	
Ukraine Appeal	1,686.69	6,800.00	(5,113.31)	
Platinum Jubilee	475.70	330.83	144.87	
Spare	0.00	0.00	0.00	
Spare	0.00	0.00	0.00	
	61,925.17	54,130.62	7,794.55	

	Brought Forward	Receipts	Withdrawals	Balance	B/F Incl Debtors / Creditors
Petty Cash	£0.00	6,384.70	6,384.70	0.00	
Bank	30,632.29	55,540.47	47,745.92	38,426.84	
	£30,632.29	61,925.17	54,130.62	38,426.84	

<u>RECONCILIATION @ 31/08/22</u>		
Balance as per Bank Statement @ 31/08/22		34,257.68
Balance as per Bank Statement - School Fund Acc @		101.18
Balance as per Bank Statement @ 31/08/22		4,067.98
Less uncleared items		
		0.00
Add: Income rec not yet on Statement		38,426.84
		0.00
Reconciled Balance		38,426.84
Income total per spread sheet a/c	61,925.17	
Expenditure total per spread sheet a/c	54,130.62	
Sub Total	7,794.55	
Balance b/f @ 1st Sep 2020	30,632.29	
Petty Cash Balance	0.00	
Reconciled Balance per spreadsheet		38,426.84
Balance per		

Upminster Schools Parents & Friends Association

Balance Sheet at 31st August 2022

	<div>2022</div> <div>£</div>
CAPITAL	
GENERAL FUND	
Balance at beginning of Year	30,632
Plus : Excess of income over expenditure	7,795
Balance at end of year	<u><u>38,427</u></u>
REPRESENTED BY:	
Cash at Bank	38,427
Petty Cash	0
Debtors	0
Creditors	0
Total	<u><u>38,427</u></u>

Upminster Schools Parents & Friends Association

INCOME & EXPENDITURE - YEAR TO 31st AUGUST 2022

	2022
	£
INCOME	
Stripe	0
Tuck Shop	1,239
Adventure Island Bands	1,802
Happy Circus Sep23	0
Junior Disco	0
Halloween Discos	1,390
Halloween Comps & Pumpkin Carving	116
Firework Display	26,440
Film Night	39
Games of Foam	1,680
Xmas Wreath Making	0
Lego Masters Comp	0
Christmas Lights Turn On	0
Pre Nativity Refreshments	0
Panto	0
Christmas Selection Box Roll	0
Christmas Bazaar	973
Breakfast with Santa	0
Christmas Party	0
Christmas Cards	377
Be Different Day	0
Pancake Flip Comp	1,942
Easter Bonnet	0
Easter Egg Roll	776
Someone Special (Mothers Day)	2,852
Quiz Night	0
Someone Special (Fathers Day)	0
Summer Fayre	9,517
Essex Outdoor Cinema	0
Yr6 Prom	1,720
Yr6 Leavers Hoodies	0
Yr2 Leavers Disco	510
Sundry	83
Gardening Club	0
Coffee Mornings	0
Tea Towels	2,120
Donation	159
Bank Charges	12
London Marathon	0
Amazon Smile	47
Bubbles at the Bell	450
Inflatables Week	3,474
Yr6 Yearbooks	1,920
Easter Quiz	0
Clothing Collection	127
Year 6 Water Bottles	0
Ukraine Appeal	1,687
Platinum Jubilee	476
Spare	0
Spare	0
	61,925

EXPENDITURE

Stripe	0
Tuck Shop	83
Adventure Island Bands	61
Halloween Discos	423
Halloween Comps & Pumpkin Carving	169
Firework Display	16,795
Film Night	105
Games of Foam	1,670
Panto	801
Christmas Selection Box Roll	0
Christmas Bazaar	3,592
Breakfast with Santa	0
Christmas Party	0
Christmas Cards	78
Be Different Day	0
Pancake Flip Comp	12
Easter Bonnet	36
Easter Egg Roll	280
Someone Special (Mothers Day)	1,092
Quiz Night	0
Someone Special (Fathers Day)	0
Summer Fayre	4,292
Essex Outdoor Cinema	0
Yr6 Prom	1,786
Yr6 Leavers Hoodies	1,710
Yr2 Leavers Disco	293
Sundry	262
Yr6 Leavers Afternoon	355
School Gifts	0
Donation	1
PTA UK (PARENTKIND)	232
School Purchases	3,530
PA Equipment	0
Payments to / from PA & PTA	0
Christmas Secret Shopper	71
Christmas Raffle	0
Bank Charges	4
Inflatables Week	6,982
Yr6 Yearbooks	1,864
Easter Quiz	0
Clothing Collection	0
Year 6 Water Bottles	420
Ukraine Appeal	6,800
Platinum Jubilee	331
Spare	0
	<u>54,131</u>

EXCESS OF INCOME OVER EXPENDITURE FOR YEAR7,795

Upminster Schools Parents & Friends Association

APPENDIX TO ACCOUNTS YEAR ENDED 31st AUGUST 2022

	2022
	£
PURCHASES ON BEHALF OF THE SCHOOL	
Toys for Infants	(372)
Table Tennis Table	(824)
Ball Catcher	(1,678)
New Trolley for Infant Lunchboxes	(546)
School Netball Equipment	(110)
	<u>(3,530)</u>
SUNDRY ITEMS	
Recruitment Night Out	(131)
PFA Booklets for New Intake Parents	(46)
Young Voices Admin Fee	(1)
	<u>(179)</u>
DONATIONS	
Benevity Giving Platform - Keziah	159
	<u>159</u>
PA EQUIPMENT	
	<u>0</u>

Notes

Creditors -

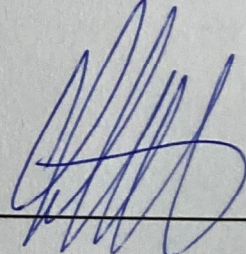
Debtors -

Upminster Schools Parents & Friends Association

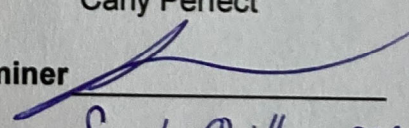
Balance Sheet at 31st August 2022

	<div>2022</div> <div>£</div>	<div>2021</div> <div>£</div>
CAPITAL		
GENERAL FUND		
Balance at beginning of Year	30,632	34,838
Plus : Excess of income over expenditure	7,795	(4,206)
Balance at end of year	<u>38,427</u>	<u>30,632</u>
REPRESENTED BY:		
Cash at Bank	38,427	29,842
Petty Cash	0	790
Debtors	0	0
Creditors	0	0
Total	<u>38,427</u>	<u>30,632</u>

Treasurer


Carly Perfect

Independent Examiner


Sarah Quilter FCA.
10/5/23