

Friends of SMSP Trustees Annual Report

Who we are?

The Friends is the name we give to the Parent Teachers' Association (PTA) at SMSP. If you are a parent of a child at SMSP or a member of staff at the school, you're automatically a member of the Friends.

What do we do?

The main aim of the Friends is to raise funds to purchase equipment and provide resources and facilities for the children that are not normally paid for by the Local Authority. But it is just as important that we have fun doing this and that parents get to meet other parents. In "normal" years we organise two big events each year – the Summer Fair and Christmas Fair – and a host of other events including some very popular social events, such as Comedy and Quiz nights and the School of Rock. We really welcome input directly from parents who may not have been involved with the Friends before or are new parents to SMSP.

When do we meet?

The Friends meet twice a term to discuss events, fund raising and spending. We have a committee to oversee the organisation and our meetings are attended by Ms. Swain or Mrs. Bateman. However, we are a very open organisation and rely on contributions from all our parents. You have an open invitation to come to the meetings, get involved and volunteer for as many of the fund raising events as you would like. The dates for the Friends' meetings are on the school calendar on the website.

What can I do to help?

We need people to get involved. You don't need any special skills. Can you make coffee? Can you pour wine? Keep spirits from flagging when it's nearly midnight and the kitchen needs to be tidied after an event? There's a huge variety of ways you can be part of the Friends – as a committee member, on an ad hoc basis at different events or as a class rep. In particular, we rely on and appreciate the support of our class reps.

Who decides where the money is spent?

You do! The focus for the year's fund-raising is discussed at the first Friends' meeting in September. Ms. Swain or Mrs Bateman will make a number of suggestions which we will consider at the meeting. These may be revised in the course of the year. So do come along to the meetings – to be part of the process of deciding where the money should go.

How much do we raise?

We raised £39,765 in FY22 through fundraising and events. This was an amazing amount and was the first "normal" year of fundraising post COVID. Was lovely to see the enthusiasm for our events was still there and is down to the hard work and dedication of all the parents, staff, governors, children and friends of the school.

The table below sets out what we raised in FY22:

	£
Comedy Night	1,460
Christmas Trees	1,455
Christmas Fair	10,343
School of Rock	5,742
Quiz Night	2,612
Bingo	458
Summer Fair	11,112
Lottery	3,786
Christmas Cards	1,653
Other Income	1,145
	<u>39,765</u>

What your money raises:

We usually have one "signature" project and we then fund a range of smaller items required by the school throughout the year. This year we were asked to fund the Government Phonics Initiative.

The table below sets out how the money was spent in FY22:

	£
Curriculum Resources	(6,764)
Government Phonics Initiative	(19,824)
Library Books	(2,423)
Pre-School	(500)
IT Equipment	(1,776)
Yr6 Leavers Party	(1,400)
Other Misc	(437)
	<u>(33,124)</u>

Treasurer's Report - 31st August 2022

Income	12m to 31/8/22 Actual	12m to 31/8/21 *Forecast	Expenditure	12m to 31/8/22 *Actual	12m to 31/8/21 *Forecast
Events	£	£	Donations	£	£
Comedy Night	1,460		Curriculum Resources	-6,764	-7,493
Christmas Trees	1,455	1,158	Library Books/Book Corners	-2,423	
Christmas Fair	10,343	4,904	Christmas Celebrations	495	-250
School of Rock	5,742		Pre-School	500	-500
Quiz Night	2,612		Arts Week Including Author Visit		-225
Bingo	458		SATS Disco	438	
Summer Fair	11,112	4,462	Yr6 Leavers Party	-1,400	-1,303
Virtual Discos		1,043			
SMSP Gets Active		2,264	Reception Parents Evening	-66	
Virtual Wine Tasting		604	IT Equipment	-1,776	-24,604
Easter Trail		1,209	Government Phonics Initiative	-19,824	
	<u>33,182</u>	<u>15,649</u>		<u>-32,810</u>	<u>-34,375</u>
Other Income			Other Expenses		
Partnership Schemes	71	86	Miscellaneous	-314	
Uniform Sales	1,084	1,154			
Christmas Cards	1,653	2,011			
Lottery	3,786	4,156			
Misc		12			
	<u>6,594</u>	<u>7,420</u>		<u>-314</u>	
Prior year adjustments	-11	50			
Total Income for FY21/22	39,765	23,113	Total Expenditure for FY21/22	-33,124	-34,375
			Net movement for FY21/22	6,641	-11,262

* Adjusted to include uncashed cheques/ exclude payments & receipts for forecast events

Cash Reconciliation	FY21	Budget Donations Versus Actual	Donation Donation
	£		Budget Actual
Opening Cash at 01/09/21	44,895	Proposed for FY21/22 - Annual	£
Events	33,182	Library Books	2,000 1,373
Other Income	6,594	Curriculum Resources	5,000 6,764
Donations	-32,810	Arts Week Including Author Visit	3,000
Other Expenses	-314	Christmas Celebrations	400 495
Prior year adjustments	-11	Pre-School	500 500
*Adjusted cash at 31/8/22	51,536	SATS Disco	500 438
		Yr6 Leavers Party	1,400 1,400
Actual cash movement FY21/22	6,641	Reception Parents Evening	100 66
		Proposed for FY21/22 - One-off	
		IT Equipment- Placeholder	5,000 1,776
		Classroom Book Corners	1,050 1,050
		Additional Library Books	8,000
		Govt Phonics Initiative	20,000 19,824
		Total Proposed for FY21/22	46,950 32,810

Bank Reconciliation FY21/22

[illegible]

Bank Reconciliation FY21/22

Month	Reference	Description/Comments	Amount	Balance	FUNDRAISING				EVENTS				DONATIONS BY THE FRIENDS										TOTAL								
					Partnership Schemes	Uniform Sales	Christmas Cards	Lottery	VE Lovers' Moores	Comedy Night	Christmas Zeeus	Christmas Fair	Quiz Night	Bingo	School of Rock	Tea Towels	Summer Fair	P21 Adjustments	Curriculum Resources	Upper Levels & Lower School Meeting	Christmas Celebrations	Pre-School	Art Week & Equipment	SATS Disco	VE Lovers Party	Reception Parents Evening	Sports Equipment & Clubs	Quarantine Physics Institute	IT Equipment	Miscellaneous	
01/09/2020	9	Reference	Category	Opening Balance																											
01/09/2020	1	Online Payment	Government Phonics Initiative	-5,400.23	52,381.40																										-5,400.23
07/02/2022	2	Online Payment	Christmas Celebrations	-200.00	52,081.40																	200.00									-200.00
07/02/2022	2	Online Payment	Christmas Celebrations	-295.45	52,785.95																	295.45									-295.45
07/02/2022	2	Online Payment	Curriculum Resources	-147.87	52,638.08																147.87										-147.87
07/02/2022	2	Online Payment	Tea Towels	-115.00	52,523.08																										
08/02/2022	2	Income	Lottery	347.60	52,870.68																										347.60
02/03/2022	3	Online Payment	Miscellaneous	-34.96	52,835.72				347.60																						34.96
02/03/2022	3	Online Payment	Quiz Night	-21.00	52,814.72									21.00																	21.00
03/03/2022	3	Online Payment	Miscellaneous	-41.00	52,773.72																										41.00
03/03/2022	3	Parent Mail	Christmas Fair	589.94	53,363.66									589.94																	589.94
03/03/2022	3	Parent Mail	Uniform Sales	90.43	53,454.09																										90.43
03/03/2022	3	Income	Christmas Fair	125.00	53,579.09							125.00																			125.00
07/03/2022	3	Online Payment	Summer Fair	-100.00	53,479.09																										100.00
06/03/2022	3	Income	Lottery	292.10	53,771.19																										292.10
10/03/2022	3	Parent Mail	Quiz Night	249.86	54,021.05								249.86																		249.86
10/03/2022	3	Parent Mail	Uniform Sales	26.83	54,047.88																										26.83
14/03/2022	3	Online Payment	Miscellaneous	-41.99	54,005.89																										41.99
17/03/2022	3	Parent Mail	Quiz Night	1030.24	55,036.13								1030.24																		
17/03/2022	3	Parent Mail	Bingo	441.36	55,477.49																										441.36
17/03/2022	3	Parent Mail	Uniform Sales	10.58	55,488.07																										10.58
18/03/2022	3	Online Payment	Quiz Night	-1,174.00	54,314.07								-1,174.00																		-1,174.00
22/03/2022	3	Online Payment	Quiz Night	-49.85	54,264.22								-49.85																		-49.85
22/03/2022	3	Online Payment	Quiz Night	-47.86	54,216.36								-47.86																		-47.86
23/03/2022	3	Income	Quiz Night	2,423.78	56,640.04								2,423.78																		2,423.78
24/03/2022	3	Parent Mail	Bingo	243.67	56,883.71																										243.67
24/03/2022	3	Parent Mail	PE T-Shirts	5.42	56,889.13																										5.42
25/03/2022	3	Online Payment	Quiz Night	63.00	56,952.13																										63.00
25/03/2022	3	Income	Partnership Schemes	15.11	56,967.24																										15.11
26/03/2022	3	Online Payment	Quiz Night	-331.31	56,635.93																										-331.31
29/03/2022	3	Online Payment	Government Phonics Initiative	-6,763.30	49,872.63																										-6,763.30
29/03/2022	3	Online Payment	Curriculum Resources	-110.00	49,638.63																	110.00									-110.00
29/03/2022	3	Online Payment	Curriculum Resources	-78.30	49,560.33																										78.30
29/03/2022	3	Online Payment	Pre-School	9,000.00	58,560.33																		9,000.00								9,000.00
31/03/2022	3	Parent Mail	School of Rock	617.20	59,177.53																										617.20
31/03/2022	3	Parent Mail	Uniform Sales	15.74	59,193.27																										15.74
04/04/2022	4	Online Payment	Bingo	-105.00	59,088.27																										-105.00
04/04/2022	4	Online Payment	SATS Disco	6.46	59,094.73																										6.46
05/04/2022	4	Income	Quiz Night Refund	4.94	59,100.67																										4.94
05/04/2022	4	Income	Lottery	245.20	59,345.87																										245.20
07/04/2022	4	Parent Mail	School of Rock	883.19	60,228.96																										883.19
14/04/2022	4	Parent Mail	School of Rock	132.90	60,361.86																										132.90
14/04/2022	4	Parent Mail	School of Rock	146.87	60,508.73																										146.87
14/04/2022	4	Income	SATS Disco	146.89	60,655.62																										146.89
23/04/2022	4	Online Payment	School of Rock	-589.82	60,065.80																										-589.82
23/04/2022	4	Income	School of Rock	4,125.74	64,191.54																										4,125.74
28/04/2022	4	Online Payment	School of Rock	-115.94	64,075.60																										-115.94
28/04/2022	4	Parent Mail	School of Rock	1,013.04	65,088.64																										1,013.04
28/04/2022	4	Parent Mail	Uniform Sales	16.00	65,104.64																										16.00
26/04/2022	4	Income	Summer Fair	125.00	65,229.64																										125.00
26/04/2022	4	Income	Summer Fair	150.00	65,379.64																										150.00
01/05/2022	5	Online Payment	School of Rock	-21.00	65,358.64																										-21.00
01/05/2022	5	Online Payment	Miscellaneous	-26.00	65,332.64																										-26.00
02/05/2022	5	Online Payment	Bingo	121.90	65,454.54																										121.90
03/05/2022	5	Online Payment	Yrs Leavers Party	-474.00	65,080.54																										-474.00
04/05/2022	5	Income	Summer Fair	150.00	65,230.54																										150.00
04/05/2022	5	Income	Summer Fair	99.41	65,329.95																										99.41
04/05/2022	5	Income	SATS Disco	250.40	65,580.35																										250.40
09/05/2022	5	Income	SATS Disco	246.80	65,827.15																										246.80
14/05/2022	5	Online Payment	School of Rock	-439.73	65,387.42																										-439.73
12/05/2022	5	Parent Mail	Uniform Sales	53.66	65,441.08																										53.66
13/05/2022	5	Income	SATS Disco	204.78	65,645.86																										204.78
17/05/2022	5	Online Payment	SATS Disco	-450.00	65,195.86																										-450.00
23/05/2022	5	Income	SATS Disco	250.01	65,445.87																										250.01
24/05/2022	5	Online Payment	Summer Fair	-130.00	65,315.87																										-130.00
26/05/2022	5	Parent Mail	Uniform Sales	80.56	65,396.43																										80.56
26/05/2022	5	Income	Summer Fair	80.00	65,476.43																										80.00
07/06/2022	6	Income	Lottery	353.10	65,829.53																										353.10
07/06/2022	6	Income	Summer Fair	80.00	65,909.53										</																

Bank Reconciliation FY21/22

Memo - For Charities Commission Submission:		£
Income 01/09/2021 - 31/08/2022		72,165.63
Expenditure 01/09/2021 - 31/08/2022		45,523.19
Net cash flow 01/09/2021 - 31/08/2022		6,642.44

Subject FW: Friends Accounts for Year Ending 31 August 2022



From: **Jane Beard** <jlbarrett8711@hotmail.com>
Date: Sun, 25 Sep 2022 at 20:09
Subject: Friends Accounts for Year Ending 31 August 2022
To: Helen Shortridge <helenshortridgetreasurer@gmail.com>

Hi Helen,

I have reviewed the attached spreadsheet and checked it against the supporting documents, banks statements and receipts and can confirm there are no material issues with the Friends Accounts for the Year Ending August 2022.

Thanks,
Jane