

Honeywell Schools Parent Teacher and Friends Association

Registered Charity Number: 1087950



Honeywell Schools PTFA

Report and Financial Statements

Year ended 31 July 2020

Honeywell Schools Parent Teacher and Friends Association

Annual report of the Trustees for the year ended 31 July 2020

Registered Charity Number: 1087950

Registered address:

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

Trustees during 2019/20

Rachel Mukherjee (Chair)	Appointed at AGM on 8 October 2019
Mina Dorontic (Secretary)	Appointed at AGM on 8 October 2019
Stewart Tan (Treasurer)	Appointed at AGM on 8 October 2019
Claudia Casey	Appointed at AGM on 8 October 2019
Thomas Gyga	Appointed at AGM on 8 October 2019
Hendrin Walsh	Appointed at AGM on 8 October 2019

Introduction

This report provides a summary of the activities in 2019/20 of the Honeywell Schools PTFA. It also covers the key legal elements of the governance and management of the charity.

Objects

The objects are to advance the education of the pupils attending Honeywell Infant & Junior Schools. In furtherance of this object the Association may:

- Foster more extended relationships between the staff, parents and others associated with the Schools,
- engage in activities which support the Schools and advance the education of the pupils attending them,
- provide and assist in the provision of such facilities or items for the education and welfare of the children at the schools not normally provided by statutory funds, as the committee shall from time to time determine.

Governance

The Honeywell Schools PTFA (referred to as “the PTFA” for the remainder of the document) operates according to a newly adopted constitution. The previous constitution (dated 2003) was concluded on review to be out of step with current good practice for charity boards. It was therefore proposed and agreed that the Honeywell Schools PTFA should adopt the PTFA UK model constitution which was approved at the AGM on the 9th October 2018. All parents automatically become members of the PTFA when their children join either of the Schools

The PTFA has a timetable of meetings as part of its governance of the charity. These include an AGM each September/October, three PTFA Management Committee meetings involving the Trustees and the Heads of the Schools and six PTFA Class Reps Committee meetings (two each term). At the AGM the Chair and new trustees are appointed in line with the constitution. If there is more than one candidate for any given post, an election will take place at the AGM.

The role of the Management Committee is to consider matters of policy and to consider proposals for funding needs from the Heads. In addition to these meetings the PTFA works closely with the Heads of Schools to ensure that fundraising activities clearly deliver the charitable objects, are aligned with the ethos of the schools and that PTFA activities enable a positive fostering of relationships within the

school and the wider community. Furthermore, the PTFA Management Committee has a critical governance role to ensure proper management of PTFA funds and has ultimate responsibility for the delivery of all PTFA activities.

The role of the Class Reps Committee is to consider and feedback on proposals for funding, to discuss upcoming events and new initiatives. The Class Reps Committee meeting is also an important forum for feedback from other parents.

Reserves

The PTFA aims to transfer all surpluses to the Schools through its main account. The PTFA also has monies held in a Special Projects Account, which has been specifically designated to fund the School Crossing Patrol.

Key highlights in the year ended 31 July 2020

- Net deficit of £11,116 made up of a deficit of £20,064 in the main account and a surplus of £8,948 in the School Crossing Patrol account.
- The PTFA contributed £47,974 to the Infant and Junior Schools
- Reserves of £96,982 in the main account and £16,912 in the School Crossing Patrol account

Events and activities

After it's most successful fundraising year in 2018/19, fund raising activities started strongly in 2019/20 however the school year was abbreviated by the global pandemic. Lockdown and social distancing measures meant that many traditional events were cancelled. The year did bring some new fundraisers however, Honey Run and Honeywell Gin being new additions.

The top three fundraisers this year were Christmas Bazaar, Christmas Shopping Evening and Honey Run.

This year also marked the introduction of Honey Money. Honey Money was designed to reduce the cash handled at large events like the Christmas Bazaar and the Summer Fete. The reduction in cash handled means a reduction in the risk of loss and theft. One of the main benefits is the ability to ascertain the value collected quickly and easily by weighing the amount of Honey Money. This is achieved because there is only one denomination (£1) and the weight of each Honey Money card is roughly the same. Honey Money was first introduced at the Christmas Bazaar and we exchanged a total of £9897 of Honey Money either ahead or at that event. An amount of £2367 remains outstanding (in drawers, jackets and kitchen counters) and we have carried that as an accounts payable this year. It is possible that some of that will have been lost and a decision of realizing that amount will have to be made in coming years.

The truncated school year left us with more stock than what we typically hold. Luckily much of the stock is not year-specific and we expect to sell most of this stock in the coming year.

Other matters

This year we opened a bank account that gives us electronic banking facilities while requiring one person to input and another person to authorize transactions. This moves us away from having to write cheques to pay suppliers and refund expenses.

This year we decided to thoroughly investigate our accounts receivable which we have carried forward, including some items for more than a year. As a result, this year we realised an amount that adjusts previous years' income down by £6000.

PTFA Charitable activities

The PTFA retains a focus on its charitable purpose and utilises funds (in addition to the school funds) to enable various initiatives like team kits for football and netball and the Sting magazine, which only

had one issue this year. This year, there was a higher contribution from the PTFA for the Leavers' hoodies and yearbook. Activities such as these are shown under PTFA charitable activities in the accounts.

The School Crossing Patrol (SCP)

In 2019/20, we had the biennial fundraising drive for the SCP which raised £15581, excluding the annual contribution from Savills estate agents of £5000. This amount will see us raise enough funds to pay for the salaries of the two patrol men/women at Webbs Road and Northcote Road for two years. It is treated as restricted funds and is assigned solely to pay for the SCP. These are not part of the distributable profits to the Schools.

Our partners and sponsors

The PTFA is fortunate to have several corporate sponsors that support different events. Our largest sponsor is Hamptons estate agents. The sponsorship includes cash for advertising boards twice a year as well as the printing of raffle tickets, posters, letters, advertising material, the Year 6 programme and Sting. Hamptons also attend several of our major fundraising events. We would also like to thank our other sponsors for their generous support in 2019/20 including Activ Camps, Bellevue Law, Clapham Dermatology, Clapham Language School, John Thorogood Estate Agents, Killik and Co, Laurus Law, Orchestra, Odonos, Riverford, Stikins, and The Giving Machine.

How the funds raised are distributed

The PTFA seeks proposals for funding from the heads of schools at the PTFA management meetings. It is expected that the heads will seek input from the school governors and staff to form their proposals.

In 2019/20 the PTFA donated £21625 to the Infants School and £26349 to the Junior School for a total £47974. In a year that featured a global pandemic, this is only slightly lower than the previous years' donations of £59800 and £56000.

The Infants' school donation was utilized to update and increase classroom PC's, staff laptops, and the sound system in the Infant Hall; provide shade in the nursery garden; and the purchases of a defibrillator and reading books.

The Junior School donation was used to increase the number of iPads (with software and storage) and repair external lighting, provide adult rain jackets, safety signage in the playground and additional bike racks.

A small proportion of the donations were also used to contribute to the cost of school trips, class and year group workshops, gifts and rewards, refreshments, staff team building, curriculum and club improvements.

Looking forward to 2020/21 and beyond

It is unsurprising that presently there is a high level of uncertainty given the global pandemic. Fortunately, the PTFA is well placed financially after several successful years of fundraising.

The reserves of the main and SCP accounts are approximately £97,000 and £17,000 respectively and the PTFA will be able to make its regular annual contribution despite the uncertainty in the economic outlook. The PTFA and its volunteers will need to think creatively as they face the challenge of fundraising whilst adhering to Covid-19 government guidelines. There is plenty of work for the PTFA to do in the year ahead and there will be a focus on building community spirit during these financially difficult times.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Honeywell Schools Parents Teachers Friends Association

On accounts for the year
ended

31 July 2020

Charity no
(if any)

1087950

Set out on pages

6 to 11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2020.

Responsibilities and basis
of report

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").

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

Independent examiner's
statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me 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.

I have no 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:

K Blyth

Date:

19.01.2021

Name:

Katharine ET Blyth

Relevant professional
qualification(s) or body (if
any):

Institute of Chartered Accountants of England and Wales (ICAEW)

Address:

12 Blenkarne Road, London SW11 6JD

Honeywell School PTA				1087950	
Annual accounts for the period					
Period start date	01-Aug-19			To	31-Jul-20

Section A

Statement of financial activities

	Unrestricted				Restricted				Total	Total last year		
	Income £	Expense £	Adj	Total £	Income £	Expense £	Adj	Total £		Income £	Expense £	Total £
Activities for generating funds												
Promises Auction									-	81,929	(7,172)	74,757
Summer Fete		(895)		(895)		(895)		(895)		21,620	(7,354)	14,266
Christmas Bazaar	12,712	(1,214)		11,498		11,498		11,498		12,251	(1,955)	10,296
Wreath workshop	885			885				885				
Christmas Shopping Evening	6,067	(1,083)	200	5,184				5,184		4,691	(444)	4,247
Cake and Pancake Sale	353			353				353		2,346		2,346
Christmas Tree Sale	5,862	(3,557)		2,305				2,305		6,210	(3,389)	2,821
Quiz Night								-		3,764	(808)	2,956
Honey Run	2,199		870	3,069				3,069				
Shopping commission	733			733				733		1,792		1,792
School Calendar	4,926	(2,167)		2,759				2,759		4,814	(1,788)	3,026
HIIT								-		364		364
Burns Night	4,691	(1,684)		3,007				3,007				
Merchandise (tea towels etc)	3,589	(5,799)	3,177	967				967		3,900	(2,065)	1,835
Honeywell Gear	1,702	(1,158)	(194)	350				350		1,874	(1,424)	450
Oddonos								-		565		565
Christmas card	1,015			1,015				1,015		1,163		1,163
PTFA Talks								-			(133)	(133)
House T Shirts								-		592	(346)	246
Krispy Kremes								-		691	(347)	345
Tough Mudder	2,442			2,442				2,442				
Honeywell Gin	3,488	(2,868)		620				620				
Film Nights								-		448		448
Yoga/Pilates/Swercise								-		1,519		1,519
Disco Fundraiser								-		165		165
Winetasting evening								-		360		360
Honey Money	2,844	(477)	(2,367)	-				-				
Tai Chi	174			174				174				
Eco friendly coffee cups	444		(228)	216				216				
Total trading activities	54,126	(20,902)	1,458	34,682				34,682		151,058	(27,223)	123,835
Donations, legacies and sponsorship												
School Crossing Patrol					15,581	(13,088)	1,456	3,949	3,949		(11,229)	(11,229)
Sponsorship income					5,000			5,000	5,000	5,000		5,000
Other donations	1,150		(177)	973				973	973	7,923		7,923
Funds donated to Infant and Junior schools		(47,974)		(47,974)				(47,974)	(47,974)		(59,800)	(59,800)
Total donations, legacies and sponsorship	1,150	(47,974)	(177)	(47,001)	20,581	(13,088)	1,456	8,949	(38,052)	12,923	(71,029)	(58,106)
Charitable activities												
Sting	2,548	(1,008)		1,540				1,540	1,540	4,014	(2,257)	1,757
Leavers' hoodies, yearbook & party	1,296	(2,213)		(917)				(917)	(917)	4,437	(3,053)	1,384
Team kits	3,450	(3,011)		439				439	439			
Duncan Roberts' Farewell		(453)		(453)				(453)	(453)			
Life at School								-			(118)	(118)
PTFA equipment		(801)		(801)				(801)	(801)		(117)	(117)
Gifts		(161)		(161)				(161)	(161)			
PTFA event expenses		(1,307)		(1,307)				(1,307)	(1,307)		(933)	(933)
Total Charitable Activities	7,294	(8,954)		(1,660)				(1,660)	(1,660)	8,451	(6,478)	1,973
Adjustment to last year		(6,085)		(6,085)					(6,085)			
Net incoming/(outgoing) resources	62,570	(83,915)	1,281	(20,064)	20,581	(13,088)	1,456	8,949	(11,115)	172,432	(104,730)	67,702
Net movement in funds												
Total funds brought forward				117,046				7,964	125,010			
Total funds carried forward				96,982				16,913	113,895			

Section B

Balance sheet

	Unrestricted funds £ F01	Restricted income funds £ F02	Total this year £ F04	Total last year £ F05
Current assets				
Stocks (Note 4)	4,069	-	4,069	802
Debtors (Note 5)	1,132	-	1,132	14,018
Cash at bank and in hand (Note 6)	95,228	20,082	115,309	115,633
Total current assets	100,428	20,082	120,510	130,453
Creditors: amounts falling due within one year (Note 7)	(4,185)	(2,431)	(6,616)	(5,443)
Net assets	96,243	17,651	113,894	125,010
Funds of the Charity				
Restricted income funds (Note 8)		16,912	16,912	7,964
Unrestricted funds	96,982		96,982	117,046
Total funds	96,982	16,912	113,894	125,010
Signed by one or two trustees on behalf of all the trustees				Date of approval

Note 1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1.2 Going concern

The accounts have been prepared on a Going Concern basis.

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2. The adoption of SORP FRS102 has not resulted in any change to the accounting policies adopted by the charity due to the nature of its operations.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Note 2 Accounting policies

2.2 INCOME

Recognition of Income These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Tax reclaims on donations and gifts Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Volunteer help The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

2.3 EXPENDITURE AND LIABILITIES

Liability recognition Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2.4 ASSETS

Stocks and work in progress Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

Debtors Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Note 3 Details of certain items of expenditure

In 2019/20 the PTFA donated £21,625 to Honeywell Infant School and £26,359 to the Honeywell Junior School (total £47,974)

3.1 Fees for examination of the accounts

No fees were paid for the Independent examination of the accounts, tax advisory or other accountancy or audit services for the year ended 31 July 2020 (2019: nil).

Section C**Notes to the accounts****(cont)****Note 4 Stocks**

Type	Stock @ 31/07/2019	Purchased in the year	Movement in the year	Stock @ 31/07/2020
Honeywell Gear and House T shirts	802	1,158	-1,494	466
Cards, totes and tea towels	0	5,799	-2,622	3,177
Eco cups	0	426	0	426
Total	802	7,383	-4,116	4,069

Note 5 Debtors and prepayments**5.1 Analysis of debtors**

	This year £	Last year £
Trade debtors	1,132	14,018
Prepayments and accrued income	-	-
Other debtors	-	-
	-	-
	1,132	14,018

During the year debtors of £6,085 from last year were written off.

Note 6 Cash at bank and in hand

	Restricted	Unrestricted	This year	Last year
Short term deposits		10,451	10,451	-
Cash at bank	20,082	81,037	101,118	115,633
Petty cash		3,740	3,740	
	20,082	95,227	115,309	115,633

Short term deposits of £10,451 include £2366 (PayPal), £7,767 (Stripe) and £319 (iZettle)

Note 7 Analysis of creditors

	Amounts falling due within one year			
	Restricted	Unrestricted	This year £	Last year £
Accrual for SCP	2,431	0	2,431	-
Trade creditors	-	1,818	1,818	5,444
Other creditors	-	2,367	2,367	-
Total	2,431	4,185	6,616	5,444

Other Creditors includes a balance of £2,367 of Honey Money

Note 8 Fund statement

Fund names	Fund Type	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Unrestricted funds	Unrestricted	117,046	62,570	(83,915)	1,281	-	96,982
SCP Restricted funds	Restricted	7,964	20,581	(13,088)	1,456	-	16,913
		125,010	83,151	(97,003)	2,737	-	113,895