

Honeywell Schools Parent Teacher and Friends Association

Registered Charity Number: 1087950



Trustee Annual Report and Financial Statements

Year ended 31 July 2021

Honeywell Schools Parent Teacher and Friends Association

Annual report of the Trustees for the year ended 31 July 2021

Registered Charity Number: 1087950

Registered address:

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

Trustees during 2020/21

Rachel Mukherjee (Chair)	Appointed at AGM on 1 October 2018
Stewart Tan (Treasurer)	Appointed at AGM on 8 October 2019, resigned on 10 February 2021
Patrick Doig (Treasurer)	Co-opted at Trustee on 10 February 2021
Thomas Gyax	Appointed at AGM on 8 October 2019
Janusz Twardziak	Appointed at AGM on 6 October 2020
Ella Ardalan	Appointed at AGM on 6 October 2020
Paula Marianne Haggstrom	Appointed at AGM on 6 October 2020

Introduction

This report provides a summary of the activities in 2020/21 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 constitution adopted on 9 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 give 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. The School Crossing Patrol is held as a restricted fund and monies held in this fund cannot be used for other purposes.

Key highlights in the year ended 31 July 2021

- Net surplus of £23,793 made up of a surplus of £18,626 on unrestricted funds and a surplus of £5,167 on the restricted fund for the School Crossing Patrol
- The PTFA contributed £28,429 to the Infant and Junior Schools
- Reserves of £115,608 in unrestricted funds and £22,079 in the restricted fund for School Crossing Patrol

Events and activities

This year has been another year dominated by the impact of the global pandemic. Government restrictions were in place for the vast majority of the year, which impacted our ability to run many traditional events. However, the Honeywell spirit shone through and dedication and creativity of PTFA members, supported by the Schools, meant we found new ways to engage parents and children alike.

One of the highlights of the year was the Summer Fete which had to be rearranged and run very differently from previous years. However, the Fete managed to provide a fabulous day for children and raised an incredible £13,162 showing the ongoing generosity and support from parents. The PTFA is very grateful for the support from the Schools in allowing us to run the Fete during the school day.

A number of new fundraisers were run this year, including a Santa run and a virtual balloon race. We also continued a programme of activities over Christmas, including a raffle and trees sale and the ever popular calendars and tea towels. We had ongoing support from local estate agents and parents willing to have boards in their gardens, to continue a revenue stream which could be run through lockdowns and government restrictions.

Although there were relatively few fundraisers where we could accept Honey Money, we've continued to honour these as methods of payments and a total of £2,265 remains outstanding. We recognise this as a liability on our balance sheet as we look forward to collecting this money during 2021/22 as we return to a more conventional programme of events.

PTFA Charitable activities

The PTFA retains a focus on its charitable purpose and utilises funds (in addition to the school donations) to enable various initiatives like the Sting magazine and year 6 leavers activities. Activities such as these are shown under PTFA charitable activities in the accounts.

The School Crossing Patrol (SCP)

In 2020/21, we held another fundraising drive for the SCP which raised £11,542, excluding the annual contribution from Savills estate agents of £5,000. This amount will see us raise enough funds to pay for the salaries of the two patrol officers at Webbs Road and Northcote Road for 2021/22 and part of 2022/23. We are grateful for Savills support over a number of years, but are looking for a new sponsor partner in 2021/22 to help ensure we continue to raise income and ensure we can meet the salaries for at least two full years. Given the importance of maintaining our financial commitment to LB Wandsworth and the patrol officers, we treat this reserve 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. We would like to thank our sponsors for their generous support in 2020/21 including Hamptons, Uncommon, Chelwood, Nested, Countrywide, Activ Camps, Killik and Co, Laurus Law, Deliciously Captured, Willow, CAST by the London Joinery Co, Northcote Hair, Nail Dress, Nightingale Montessori Nursery, Ninja Kids, Breadstall, Odonos, Woldringham School, Emmanuel School, Whitgift School, Dulwich College, The Giving Machine and Amazon

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 £28,429 to the Schools which is lower than previous year of £47,974 as the focus of the Schools has been supporting the children through the impact of the pandemic. The donations have included provision of new Surface Go tablets, an improved audio/visual system, new laptops, staff training and infant school playground improvements.

Looking forward to 2021/22 and beyond

We hope we are through the most significant impacts of the pandemic, but significant uncertainty remains. The PTFA remains well placed financially after several successful years of fundraising.

Given our unrestricted fund reserves of £122,045 we are already working with the Schools on an expanded programme of donations for 2021/22 and we will ensure these funds have the maximum benefit.

The pandemic has forced the PTFA and its volunteers to be creative and we believe a number of the innovations we have delivered in fundraising this year can continue even if government restrictions remain relaxed. The Honeywell Cookbook has already generated a number of pre-orders which are shown as a liability (income received in advance) on our balance sheet.

There is plenty of work for the PTFA to do in the year ahead and there will be a focus on continue to building community spirit as we come out of the pandemic and support children in their learning as we hope to have a full year of in-school learning.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Honeywell Schools Parents Teachers Friends Association

**On accounts for the year
ended**

31 July 2021

**Charity no
(if any)**

1087950

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 07 / 2021**.

**Responsibilities and basis of
report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

K Blyth

Date:

13/6/2022

Name:

Katharine Blyth

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

ICAEW

Address:

12 Blenkarne Road, London, SW11 6JD

Only complete if the examiner needs to highlight 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.

Honeywell Schools PTFA Statement of Financial Activity for the years ended 31 July 2021 and 31 July 2020

Section A

Statement of financial activities

	Unrestricted			Restricted			Total			Prior year to 31 July 2020			
	Income £	Expenditure £	Total £	Income £	Expenditure £	Total £	Income £	Expenditure £	Total £	Income £	Expenditure £	Adjustments £	Total £
Trading activities													
Summer fete	13,162	(1,238)	11,924				13,162	(1,238)	11,924	-	(895)	-	(895)
Christmas trees sale	8,883	(5,129)	3,754				8,883	(5,129)	3,754	5,862	(3,557)	-	2,305
Christmas bazaar and raffle	6,329	(79)	6,250				6,329	(79)	6,250	12,712	(1,214)	-	11,498
School and Class Calendar	6,205	(180)	6,026				6,205	(180)	6,026	4,926	(2,167)	-	2,759
Merchandise project (tea towels etc)	4,490	(2,449)	2,041				4,490	(2,449)	2,041	3,589	(5,799)	3,177	967
Estate agent boards	2,750	-	2,750				2,750	-	2,750				
Santa run	1,402	-	1,402				1,402	-	1,402				
Easter fun	1,352	-	1,352				1,352	-	1,352				
Halloween decorations and pumpkins	1,317	(316)	1,001				1,317	(316)	1,001				
Y6 Leavers hoodies	1,221	(1,211)	10				1,221	(1,211)	10				
Year 1 Book Swap	1,280	-	1,280				1,280	-	1,280				
Chameleon create xmas project	1,212	-	1,212				1,212	-	1,212				
Balloon race	1,067	(120)	947				1,067	(120)	947				
Face masks	886	(430)	456				886	(430)	456				
Christmas shopping evening	655	-	655				655	-	655	6,067	(1,083)	200	5,184
Beech class canapes	600	-	600				600	-	600				
Papaya cake sale	533	(131)	402				533	(131)	402				
Shopping commission	500	-	500				500	-	500	733	-	-	733
Christmas jumpers	431	-	431				431	-	431				
Oddonos	361	-	361				361	-	361				
Palm class birthday	320	-	320				320	-	320				
Holly class social	300	-	300				300	-	300				
Willow Bake-off	234	-	234				234	-	234				
House T shirts	177	(288)	(111)				177	(288)	(111)				
Eco friendly coffee cups	24	(155)	(131)				24	(155)	(131)	444	-	(228)	216
Other	2,344	(589)	1,754				2,344	(589)	1,754				
Wreath workshop	-	-	-				-	-	-	885	-	-	885
Cake and pancake sales	-	-	-				-	-	-	353	-	-	353
Honey Run	-	-	-				-	-	-	2,199	-	870	3,069
Burns night	-	-	-				-	-	-	4,691	(1,684)	-	3,007
Honeywell gear	-	-	-				-	-	-	1,702	(1,158)	(194)	350
Christmas card project	-	-	-				-	-	-	1,015	-	-	1,015
Tough mudder	-	-	-				-	-	-	2,442	-	-	2,442
Honeywell gin	-	-	-				-	-	-	3,488	(2,868)	-	620
Honey money	-	-	-				-	-	-	2,844	(477)	(2,367)	-
Tai chi	-	-	-				-	-	-	174	-	-	174
Total trading activities	58,035	(12,315)	45,721	-	-	-	58,035	(12,315)	45,721	54,126	(20,902)	1,458	34,682
Donations, legacies and sponsorship													
School Crossing Patrol				11,542	(11,374)	167	11,542	(11,374)	167	15,581	(13,088)	1,456	3,949
Sponsorship income				5,000	-	5,000	5,000	-	5,000	5,000	-	-	5,000
Other donations	-	-	-				-	-	-	1,150	-	(177)	973
Funds donated to schools	-	(28,429)	(28,429)				-	(28,429)	(28,429)		(47,974)	-	(47,974)
Total donations, legacies and sponsorship	-	(28,429)	(28,429)	16,542	(11,374)	5,167	16,542	(39,803)	(23,262)	21,731	(61,062)	1,279	(38,052)
Charitable activities													
Sting	4,210	(2,202)	2,008				4,210	(2,202)	2,008	2,548	(1,008)	-	1,540
Leavers' year book & BBQ	1,327	(1,397)	(70)				1,327	(1,397)	(70)	1,296	(2,213)	-	(917)
Matilda programme	601	(232)	369				601	(232)	369				
Team kits	-	-	-				-	-	-	3,450	(3,011)	-	439
Duncan Roberts farewell	-	-	-				-	-	-	-	(453)	-	(453)
PTFA equipment	-	-	-				-	-	-	-	(801)	-	(801)
Gifts	-	-	-				-	-	-	-	(161)	-	(161)
PTFA expenses	-	(597)	(597)				-	(597)	(597)	-	(1,307)	-	(1,307)
Total Charitable Activities	6,138	(4,429)	1,709	-	-	-	6,138	(4,429)	1,709	7,294	(8,954)	-	(1,660)
Adjustments to last year	(375)	(639)	(1,014)	639	639	(375)	-	(375)	-	-	(6,085)	-	(6,085)
Net incoming / (outgoing) resources	63,798	(45,811)	17,987	16,542	(10,735)	5,806	80,340	(56,546)	23,793	83,151	(97,003)	2,737	(11,115)
Reconciliation of Funds:													
Total Funds brought forward		96,982			16,912			113,894					125,010
Total Funds carried forward		114,969			22,718			137,687					113,895

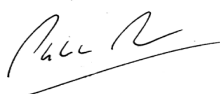
Section B**Balance sheet**

	Unrestricted funds	Restricted funds	Total this year £	Total last year £
Current assets				
Stock (note 4)	3,266		3,266	4,069
Debtors (note 5)	4,214	4,353	8,567	1,132
Cash at bank and in hand (note 6)	114,490	22,687	137,177	115,309
Total current assets	121,970	27,040	149,010	120,510
Creditors falling due within one year (note 7)	(7,001)	(4,321)	(11,323)	(6,616)
Total current liabilities	(7,001)	(4,321)	(11,323)	(6,616)
NET ASSETS	114,969	22,718	137,687	113,894
FUNDS OF THE CHARITY				
Restricted (note 8)		22,718	22,718	16,912
Unrestricted (note 8)	114,969		114,969	96,982
TOTAL FUNDS	114,969	22,718	137,687	113,894

These financial statements were approved by the Board of Trustees and the AGM on 29 September 2021.

They were signed on its behalf by

Trustee



Patrick Doig

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 financial statements 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

There have been no changes of accounting policies from last year.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

1.5 Material accounting errors

No material prior year errors have been identified in the reporting period.

1.6 Cash Flow Statement

The Trustees have taken advantage of the exemption in the Charities SORP (FRS 102) from including a cash flow statement in the financial statements as the charity is small.

Note 2: Accounting policies**2.1 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
- the monetary value can be measured with sufficient reliability.

Tax reclaims on donations and gifts

Gift aid receivable is included in income where 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 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.

2.2 Expenses 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.

2.3 Assets

Stocks and work in progress

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

Debtors

Debtors are measured on initial recognition at settlement amount after any trade discount 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 2020/21 the PTFA donated £28,429 to the Honeywell Infant and Junior Schools (last year £47,974).

No fees were paid for the independent examination of the accounts, tax advisory or other accountancy or audit services for the year (last year nil).

Note 4: Stocks

Type	This year (£)	Last year (£)
Honeywell Gear and House T-Shirts	178	466
Cards, totes and tea towels	2,817	3,177
Eco cups	271	426
Total	3,266	4,069

Note 5: Debtors and prepayments

Analysis of debtors	This year (£)	Last year (£)
Trade debtors	8,567	1,132
Prepayments and accrued income		
Other debtors		
Total	8,567	1,132

During the year debtors of £375 were written off (last year £6,085).

Note 6: Cash at bank and in-hand

Type	This year (£)	Last year (£)
Short term deposits	5,955	10,451
Cash at bank	130,483	101,118
Petty cash	740	3,740
Total	137,177	115,309

Short term deposits of £5,955 consist of Paypal (£4,003) and Stripe (£1,952).

Note 7: Analysis of creditors

Type	This year (£)	Last year (£)
Accrual for SCP	4,321	2,431
Trade creditors	4,736	1,818
Honeymoney	2,265	2,367
Total	11,323	6,616

Note 8: Fund statement

Name	Type	Balance b/f	Income	Expenditure	Transfers	Balance c/f
Unrestricted reserves	Unrestricted	96,982	63,798	-45,172	-639	114,969
SCP reserves	Restricted	16,913	16,542	-11,374	639	22,718
		113,895	80,340	-56,546	0	137,687