

Honeywell Schools Parent Teacher and Friends Association

Registered Charity Number: 1087950



Honeywell Schools PTFA

**Trustee Annual Report and
Financial Statements**

Year ended 31 July 2022

Honeywell Schools Parent Teacher and Friends Association

Annual report of the Trustees for the year ended 31 July 2022

Registered Charity Number: 1087950

Registered address:

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

Trustees during 2021/22

Ella Ardalan (Co-Chair)	Appointed at AGM on 6 October 2020
Andrea Vecchi (Co-Chair)	Appointed at AGM on 16 September 2021
Patrick Doig (Co-Treasurer)	Co-opted as Trustee on 10 February 2021 / Appointed at AGM 16 September 2021
Thomas Gygas (Secretary)	Appointed at AGM on 8 October 2019
Paula Marianne Haggstrom (Lead fundraiser)	Appointed at AGM on 6 October 2020

Advisors to the Committee 2021/22

Justin Kulpa (Co-Treasurer)
Brittney Provino (Lead fundraiser)

Introduction

This report provides a summary of the activities in 2021/22 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. PTFA meeting schedule is published on the PTFA website <https://www.honeywellptfa.org.uk/>. These include an AGM in September, weekly/bi-weekly PTFA Management Committee meetings and termly finance review meeting with the school Business Manager (both not shown in the website), and five PTFA Class Reps Committee meetings (at least one per term) with the school Headteachers and head of Governors present. 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 objectives, 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.

In the last two years reserved funds have been at an historical high as a consequence of a limited capability to deploy funds during the pandemic, and record figures from fundraising events. Therefore we have focused lots of our efforts in working with the School Heads to identify how to best use these funds to support the Schools. As a result 2021/2022 has seen the donation to the Schools to almost double compared to the previous year, and we expect 2022/2023 to follow the same trend.

Key highlights in the year ended 31 July 2022

- Net surplus of £99,610 made up of a surplus of £98,763 on unrestricted funds and a surplus of £847 on the restricted fund for the School Crossing Patrol
- The PTFA contributed £40,967 to the Infant and Junior Schools and £12,119 to the School Crossing Patrol
- Reserves of £213,732 in unrestricted funds and £23,565 in the restricted fund for School Crossing Patrol

Events and activities

This year has been a year of transition from the global pandemic to a normal way of living. Some Government restrictions were in place in the first part of the academic year, with only a minor impact on our ability to run events. We have been able to go back to the full spectrum of fundraiser events, and included learning from the ones run during the pandemic to children events as inclusive as possible.

The highlights of the year was the Promises auction which raised a record sum of £97,773 net (with gross funds taken of £108,430). The record sum is a consequence of the generosity of all parents that this year have offered for auction a record number of lots by sharing their time and skills, and lending their properties.

Other large fundraisers that have involved the wider community of children and parents have been the Summer fete and the Winter bazaar including tree sale, and the Quiz night and the Shopping evening for the parents alone. These four events alone have raised circa £20k net.

A special mention shall be given to the Honeywell cookbook, that keeps being one of our strongest sellers at every event and this year has significantly contributed with a net total £5,936.

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.

Every class has also contributed by organising smaller fundraisers, that are small in revenue compared to the large events, but are key to create that community spirit that is at the heart of the PTFA and make Honeywell schools such a special place.

We've continued to use Honey Money as methods of payments for every fundraiser and a total of £1,248 remains outstanding. The use of Honey Money together with digital forms of payments allow us to minimise the amount of cash we have to handle, and therefore we'll keep using it as a form of payment for future 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 2021/22 we agreed with Douglas and Gordon a 2-year sponsorship of our School Crossing Patrol, for a total of £12,500. This amount together with the funds raised by the parents in 2020/21, gives us enough funds to pay for the salaries of the two patrol officers at Webbs Road and Northcote Road for 2021/22 and 2022/23. Given the importance of maintaining our financial commitment to LB Wandsworth and the patrol officers, we treat this reserve as restricted funds and are 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 2021/22 including Douglas and Gordon, Hamptons, Uncommon, John Thorogood, Lifemin, Chelwood Partners, Nested, ActivCamps, Killik and Co, Savills, Orchestrate, Deliciously Captured, Manifesto, Breadstall, Odonos, 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. We have also started a closer relationship with school governors, and we are looking to further foster this relationship to ensure our efforts are aligned and we can maximise value to the Schools.

In 2021/22 the PTFA donated £40,967 to the Schools which is significantly higher than the previous year of £28,429. The donations have funded school improvement plans, new tech equipment for the Schools, new books, fire proof and sound proof equipment, staff training and school playground repairs.

Looking forward to 2022/23 and beyond

The PTFA remains well placed financially after several successful years of fundraising, and thanks to the Promises auction record fundraiser, we already have agreed with the Schools our support for new major improvement projects, and will be looking for even more opportunities during the year.

Given our unrestricted fund reserves of £213,732 we already agreed with the Schools on an expanded programme of donations for 2022/23, of which the highlight is a brand new science and food technology lab that will be located in the Junior school, as well as major refurbishment to the Infant Sunshine room and to the school garden. These projects alone will require in excess of £70k.

There is plenty of work for the PTFA to do in the year ahead and there will be a focus on continuing to build community spirit, improve school premises, and support children in their learning and teachers in their professional development.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Honeywell Schools PTFA

**On accounts for the year
ended**

31 July 2022

**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 31/07/2022.

**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 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.

Signed:

Date:

24/05/2023

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 2022 and 31 July 2021

Section A

Statement of financial activities

	Unrestricted			Restricted			Total			Prior year 2021		
	Income £	Expenditure £	Total £	Income £	Expenditure £	Total £	Income £	Expenditure £	Total £	Income £	Expenditure £	Total £
Trading activities												
Promises auction	108,430	(10,657)	97,773				108,430	(10,657)	97,773	-	-	-
Honeywell cookbook	10,454	(4,518)	5,936				10,454	(4,518)	5,936	-	-	-
Summer fete	11,093	(5,572)	5,521				11,093	(5,572)	5,521	13,162	(1,238)	11,924
Christmas trees sale	7,796	(4,235)	3,561				7,796	(4,235)	3,561	8,883	(5,129)	3,754
Christmas bazaar and raffle	7,127	(1,539)	5,588				7,127	(1,539)	5,588	6,329	(79)	6,250
School and class calendar	6,224	(2,511)	3,713				6,224	(2,511)	3,713	6,205	(180)	6,026
Quiz night	5,033	(2,484)	2,549				5,033	(2,484)	2,549	-	-	-
Christmas shopping evening	4,773	(491)	4,282				4,773	(491)	4,282	655	-	655
Estate agent boards	2,840	-	2,840				2,840	-	2,840	2,750	-	2,750
Merchandise project (tea towels etc)	5,853	(6,543)	(690)				5,853	(6,543)	(690)	4,690	(2,892)	1,799
Class fundraisers	4,201	(734)	3,467				4,201	(734)	3,467	-	-	-
Christmas fun day	1,333	(857)	476				1,333	(857)	476	-	-	-
Halloween fundraiser	1,754	(1,234)	520				1,754	(1,234)	520	1,317	(316)	1,001
Y6 Leavers hoodies	1,140	(5)	1,135				1,140	(5)	1,135	1,221	(1,211)	10
Shopping commission	1,423	-	1,423				1,423	-	1,423	500	-	500
Nursery class photos	2,709	-	2,709				2,709	-	2,709	-	-	-
Christmas jumpers	324	-	324				324	-	324	431	-	431
Easter bake sale	352	-	352				352	-	352	-	-	-
Book sale / swap	166	-	166				166	-	166	1,280	-	1,280
Beech class canapes	-	-	-				-	-	-	600	-	600
Papaya cake sale	-	-	-				-	-	-	533	(131)	402
Chameleon create xmas project	-	-	-				-	-	-	1,212	-	1,212
Balloon race	-	-	-				-	-	-	1,067	(120)	947
Face masks	-	-	-				-	-	-	886	(430)	456
Santa run	-	-	-				-	-	-	1,402	-	1,402
Easter fun	-	-	-				-	-	-	1,352	-	1,352
Oddonos	-	-	-				-	-	-	361	-	361
Palm class birthday	-	-	-				-	-	-	320	-	320
Holly class social	-	-	-				-	-	-	300	-	300
Willow Bake-off	-	-	-				-	-	-	234	-	234
Other	-	-	-				-	-	-	2,344	(589)	1,754
Total trading activities	183,025	(41,380)	141,645	-	-	-	183,025	(41,380)	141,645	58,035	(12,315)	45,721
Donations, legacies and sponsorship												
School Crossing Patrol			-	546	(12,199)	(11,653)	546	(12,199)	(11,653)	11,542	(11,374)	167
School Crossing Sponsorship income			-	12,500		12,500	12,500	-	12,500	5,000	-	5,000
Other donations	500		500				500	-	500	-	-	-
Funds donated to schools		(40,967)	(40,967)					(40,967)	(40,967)	-	(28,429)	(28,429)
Total donations, legacies and sponsorship	500	(40,967)	(40,467)	13,046	(12,199)	847	13,546	(53,166)	(39,620)	16,542	(39,803)	(23,262)
Charitable activities												
Sing	3,580	(1,285)	2,295	-	-	-	3,580	(1,285)	2,295	4,210	(2,202)	2,008
Leavers' year book & BBQ	1,034	(4,293)	(3,259)	-	-	-	1,034	(4,293)	(3,259)	1,327	(1,397)	(70)
Matilda programme	-	-	-	-	-	-	-	-	-	601	(232)	369
PTFA expenses	-	(1,829)	(1,829)	-	-	-	-	(1,829)	(1,829)	-	(597)	(597)
Total Charitable Activities	4,614	(7,407)	(2,793)	-	-	-	4,614	(7,407)	(2,793)	6,138	(4,429)	1,709
Adjustments to last year	0	378	378	-	-	-	0	378	378	(375)	-	(375)
Net incoming / (outgoing) resources	188,139	(89,376)	98,763	13,046	(12,199)	847	201,185	(101,575)	99,610	80,340	(56,546)	23,793
Reconciliation of Funds:												
Total Funds brought forward			114,969			22,718			-			113,894
Total Funds carried forward			213,732			23,565			237,298			137,687

Section B**Balance sheet**

	Unrestricted funds	Restricted funds	Total this year £	Total last year £
Current assets				
Stock (note 4)	0	0	0	3,266
Debtors (note 5)	2,750	0	2,750	8,567
Cash at bank and in hand (note 6)	215,190	27,886	243,076	137,177
Total current assets	217,940	27,886	245,826	149,010
Creditors falling due within one year (note 7)	(4,206)	(4,321)	(8,527)	(11,323)
Total current liabilities	(4,206)	(4,321)	(8,527)	(11,323)
NET ASSETS	213,734	23,565	237,298	137,687
FUNDS OF THE CHARITY				
Restricted (note 8)		23,565	23,565	22,718
Unrestricted (note 8)	213,732		213,732	114,969
TOTAL FUNDS	213,732	23,565	237,298	137,687

These financial statements were approved by the Board of Trustees and the AGM on 21 September 2022.

They were signed on its behalf by

Trustee

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 2021/22 the PTFA donated £40,967 to the Honeywell Infant and Junior Schools (last year £28,429).

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	0	178
Cards, totes and tea towels	0	2,817
Eco cups	0	271
Total	0	3,266

All stock was either sold or written off at year-end.

Note 5: Debtors and prepayments

Analysis of debtors	This year (£)	Last year (£)
Trade debtors	2,750	8,527
Prepayments and accrued income		
Other debtors		
Total	2,750	8,527

Note 6: Cash at bank and in-hand

Type	This year (£)	Last year (£)
Short term deposits	482	5,955
Cash at bank	236,385	130,483
Petty cash	6,209	740
Total	243,076	137,177

Short term deposits of £534 consist of Stripe (£500)

Note 7: Analysis of creditors

Type	This year (£)	Last year (£)
Accrual for SCP	4,321	4,321
Trade creditors	2,958	4,736
Honeymoney	1,248	2,265
Total	8,527	11,323

Note 8: Fund statement

Name	Type	Balance b/f	Income	Expenditure	Transfers	Balance c/f
Unrestricted reserves	Unrestricted	114,969	188,139	-89,376	0	213,732
SCP reserves	Restricted	22,718	13,046	-12,199	0	23,565
		137,687	201,185	-101,575	0	237,298