

LVS PTFA

Annual report and financial statements for the year ended 31 August 2023



LVS Ascot PTFA

Charity number: 1095778

Annual Report and Financial Statements for the year ended 31 August 2023

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LVS PTFA

Annual report and financial statements for the year ended 31 August 2023

Legal and Administrative Information

Trustees:	Amanda Hamilton-Martin	<i>Chair</i>
	Jen Von Strohe	<i>Vice-Chair (to August 2023)</i>
	Sophie Holt	<i>Secretary</i>
	Zoe Stewart	<i>Treasurer</i>
	Lindi Norgate	<i>Trustee</i>

Registered charity no: 1095778

Registered date: 3rd February 2003

Address of Principal Office: LVS Ascot, London Road, Ascot, Berkshire, SL5 8DR

Governing document: Constitution adopted 22nd February 2023

Bankers: Barclays Bank, Leicester, LE87 2BB

Trustees' Report for the year ended 31 August 2023

The trustees of LVS Ascot PTFA (the "PTFA" or "charity") have pleasure in presenting their Annual Report for the year ended 31 August 2022-23.

Objectives and Activities

The objective of the PTFA is to advance the education of pupils in the school, in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school;
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Activities and achievement of objectives

Fundraising Events: Members of the PTFA have organised and volunteered at a number of predominantly fundraising events throughout the school year. These raised a total of **£19,735**, which will be used to support the schools in line with the PTFA's objectives. Fundraising activities included:

- May Ball: £7612
- Second Hand Uniform: £2427
- Spring Fayre: £1837
- Bag2School: £799
- Matched funding: £4421
- Spooks and Sparkles: £1388

Funding: We have provided a wide range of grants to the school this year totalling **£11,393**, including:

- Sixth form centre: £900
- Geography: £7140
- Juniors: Outdoor equipment; sports equipment & others: £2923
- Design Technology: £430

Corporate Donors and Volunteers

We would like to thank everyone who has supported us this year, in particular those members who organise and/or help out at events. These events are fun for everyone but take a great deal of work behind the scenes, and would not happen if it wasn't for the dedicated staff and parents who give up their time to ensure that we raise money and community spirit for the school. If you would like to get involved, even in a small capacity, please let a member of the committee know. We can be contacted via email at hello@lvsascotptfa.org.

We are also grateful to Microsoft, Vodaphone and HSBC for their very generous matched funding initiatives. If any other parents work for a company which offers matched funding, please contact the treasurer as this is an excellent and efficient way of raising funds.

Financial Review

The trustees are very grateful to all those who have donated funds to the PTFA. If readers wish to donate to the activities of the PTFA, please contact the treasurer at the registered address or via email on treasurer@lvsascotpta.org.

The academic year 2022-23 was very successful. Our International Spring Fayre brought many parents and students into the school where they enjoyed stalls, bouncy castles, international food, and even got to hold snakes, lizards, and tortoises thanks to Berkshire Reptile Rescue. The May Ball was held in the Castle Hotel in Windsor for the first time, and while we broke even on our ticket sales, we made a fantastic profit through the silent auction and raffle.

We continued with second hand uniform sales online, which has proved very successful. We had expected a drop in income due to the new school uniform, and although this gave us a slow start at first we have now started to build up a stock again. We continued to search for new homes for our old uniform stock, with donations going to the PTAs of Owlsmoor Primary School (summer dresses, pinafores, junior blouses), Edgbarrow School (senior blouses), Farnham Heath End School (kilts), College Town Infant & Junior school (grey shorts & trousers) and Lighthouse Woking (grey trousers).

The profit from 2021-22 for two junior fundraising events, needed to be corrected in the finances this year, due to the actual income from the events not matching expectations. These were billed through the school in arrears and the final figure was not available at the time of the AGM last year. Similarly, funds which were previously allocated have not been spent, so have been rolled into this year's funding to be available again.

Reserves policy and Reserves

The policy of the charity is to maintain unrestricted reserves, which is cash available at a level which equals the amount of capital needed to set up and organise a fundraising event (approx. £4,000).

The funds in excess of those held in line with the reserves policy, which totalled **£23,242** at 31 August 2023, are expected to be utilised to support the charity's objectives during the next year.

Structure, Governance and Management*Trustees and organisation*

The governing document of the PTFA is a constitution adopted on 22nd February 2023. A board of trustees administers the charity, which carries out its activities as the PTFA. The day to day management of the charity has been delegated to the Chairman, Secretary and Treasurer.

The trustees who have served during the year and since year end are set out on page 1. Trustees are elected at an Annual General Meeting. For continuity, they should be elected from the committee although this does not debar others from nomination. Alternatively, to fill a casual vacancy, existing trustees may co-opt trustees to serve until the subsequent annual general meeting, at which they may be reappointed by the members.

The Chair and Secretary have notified their intention to stand down at the AGM.

The Treasurer has notified her intention to stand again at the AGM.

This report has been prepared in accordance with the Charity Commission's Statement of Recommended Practice (revised 2005), "Accounting and Reporting by Charities". The annual report and financial statements are awaiting independent financial review.

Approved by the trustees on 2nd October 2023 and signed on their behalf by:

Zoe Stewart, Treasurer

Statement of Financial Activities for the year ended 31 August 2023

	Notes	2022-23 £
Incoming Resources:		
Incoming resources from generated funds:		
Voluntary income	2	1067
Activities for generating funds	3	30529
Incoming resources from charitable activities	4	0
Total incoming resources		31596
Resources Expended		
Cost of generating funds:		
Cost of generating voluntary income	2	(585)
Fundraising trading: cost of goods sold and other costs	3	(10967)
Charitable activities	4	(11393)
Total resources expended		(22945)
Net (outgoing) / incoming resources		(8651)
Total funds brought forward from 2017/8		20274
Total funds carried forward		28925

The notes on pages 6 to 9 form part of these accounts.

LVS PTFA**Annual report and financial statements for the year ended 31 August 2023****Balance Sheet as at 31 August 2022**

	Notes	2022-23 £	2021-22 £
Current assets			
Stock	6	337	406
Debtors	7	967	1505
Cash at bank and in hand		38294	19590
		39598	21500
Creditors: amounts due within one year	8	(10673)	(1227)
		28925	20274
Fund balances			
Unrestricted Funds	9	28925	20274

The notes on pages 6 to 9 form part of these accounts.

The balance sheet was approved by the trustees on 2nd October 2023 and signed on their behalf by:-

Zoe Stewart (Treasurer)

Amanda Hamilton-Martin (Chair)

1 Accounting policies**(a) Accounting convention**

In preparing the financial statements the charity follows best practice as laid down in the Charity Commission's Statement of Recommended Practice (revised 2005), "Accounting and Reporting by Charities".

(b) Resources expended

Expenditure is included on an accruals basis.

(c) Fund accounting

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objectives. Restricted funds are created for a specific purpose if required and must be used for the specific purpose laid down by the donor. Expenditure which meets that purpose is allocated to the relevant restricted fund. 2023 balances are unrestricted unless otherwise stated.

(d) Stock

Stock is valued at the lower of i) cost, on a current purchase price basis, and ii) net realisable value.

2 Voluntary income and associated costsIndividual school fundraising**2022-23**

	Income	Expenditure	Net
	£	£	£
Junior Disco (2023)	755	(312)	443
Christmas Cards	302	0	302
Junior Disco (2022)	0	(81)	(81)
Junior Tea towel Fundraiser (2022)	10	(192)	(182)
	<u>1067</u>	<u>(585)</u>	<u>482</u>

2021-22

	Income	Expenditure	Net
	£	£	£
Junior Disco	599	(237)	362
Junior Tea towel Fundraiser	906	(768)	138
	<u>1505</u>	<u>(1005)</u>	<u>500</u>

3 Activities for generating funds and associated costs**2022-23**

	Income	Expenditure	Net
	£	£	£
May ball	16544	8933	7612
Matched funding	4421	0	4421
SHU	2427	0	2427
Spring fete	3660	1822	1837
Spooktacular	1448	60	1388
Bag2School	799	0	799
Unused funding 20-21	524	0	524
Lottery	327	0	327
Summer ball 2022	200	0	200
Easyfundraising	100	0	100
Amazon smile	79	0	79
Bank account interest	1	0	1
Administration costs	0	152	(152)
	30529	10967	19562

2021-22

	Income	Expenditure	Net
	£	£	£
October ball	19593	12483	7110
Matched funding	3920	0	3920
SHU	1426	0	1426
Easter fete	2850	1711	1139
Halloween day	897	140	757
Christmas cards	1839	1181	658
Bag2School	622	0	622
Easyfundraising	271	0	271
Lottery	194	0	194
Amazon Smile	58	0	58
Administration costs	0	323	-323
Summer ball	10315	11885	-1570
	41985	27724	14262

LVS PTFA

Annual report and financial statements for the year ended 31 August 2023

4 Charitable activities and associated Income

Expenditure on charitable activities:

		2022-23
		£
Geography: iSandbox	Geography	7140
STEM technical Lego	IJS	1000
Pool table: Sixth form centre	Sixth Form	900
EYFS: Outdoor carpet & flooring	IJS	500
Food tech kitchen equipment	IJS	500
Design Technology equipment	Design Technology	430
Y2 Outdoor classroom	IJS	439
Christmas books	IJS	284
Playground equipment	IJS	200
		<u>11393</u>

		2021-22
		£
Theatre spotlights x 6	Performing arts	8546
Teqball x 5 tables	Sports	5399
Kiln	Arts	4908
Outdoor kitchen	Juniors	2502
High play table set	Juniors	1488
Thermal camera x 2	Science	1414
Netball posts	Sports	1116
Outdoor play equipment	Juniors	861
Costumes	Performing arts	600
Tricycle x 2	Juniors	588
Junior bench	Juniors	535
Science (outstanding)	Science	520
Juniors (outstanding)	Juniors	518
Outdoor strategy games	Juniors	401
Jubilee coins	Juniors	352
Portable PA system	Juniors	339
Model rollercoaster	Science	337
Santa gifts	Juniors	214
Storage shed	Juniors	170
Infant buddy bench	Juniors	130
		<u>30224</u>

5 Staff Costs

No staff are employed by the charity and hence no staff costs have been expended.

6. Stock

LVS PTFA**Annual report and financial statements for the year ended 31 August 2023**

	2022-23	2021-22
	£	£
Wine	337	406
	<u>337</u>	<u>406</u>

7. Debtors

	2022-23	2021-22
	£	£
Second hand uniform	(167)	(599)
LVS Ascot: May ball table	(800)	(906)
LVS Ascot: Junior disco	(0)	(599)
LVS Ascot: Junior tea towels	(0)	(906)
	<u>(967)</u>	<u>(1505)</u>

8. Creditors: amounts due within one year

	2022-23	2021-22
	£	£
Geography: iSandbox	7140	0
STEM technical Lego	1000	0
Pool table: Sixth form centre	900	0
EYFS: Outdoor carpet & flooring	500	0
Food tech kitchen equipment	500	0
Football goals (outstanding 2022)	440	440
Junior playground equipment	193	0
Laithwaites (wine for summer ball)	0	189
Juniors (2022)	0	78
Science (2022)	0	520
	<u>10673</u>	<u>1227</u>

LVS PTFA**Annual report and financial statements for the year ended 31 August 2023****9. Funds**

	At 1 Sept 2022 £	Income £	Expenditure £	At 31 Aug 2023	Reserves Policy	Available Funds
Unrestricted						
General	18,561	30,529	(22,360)	26,731	4,000	22,731
Junior	500	1067	(585)	981	0	981
Total Funds	19061	31,534	(23,852)	27,712	4,000	23,712

9 Related Party Transactions

Lindi Norgate is employed by the school and is a trustee of the charity. Transactions with the schools are disclosed in notes 4 and 8. None of the Trustees received any remuneration from the charity during the year.

LVS PTFA

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Amanda Hamilton-Martin (Chair)

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LVS PTFA

Annual report and financial statements for the year ended 31 August 2023

4 Charitable activities and associated Income

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		£
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Jubilee coins	Juniors	352
Portable PA system	Juniors	339
Model rollercoaster	Science	337
Santa gifts	Juniors	214
Storage shed	Juniors	170
Infant buddy bench	Juniors	130
		<u>30224</u>

5 Staff Costs

No staff are employed by the charity and hence no staff costs have been expended.

6. Stock

LVS PTFA**Annual report and financial statements for the year ended 31 August 2023**

	2022-23	2021-22
	£	£
Wine	337	406
	<u>337</u>	<u>406</u>

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8. Creditors: amounts due within one year

	2022-23	2021-22
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Pool table: Sixth form centre	900	0
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LVS PTFA

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Charity number: 1095778

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- Juniors: Outdoor equipment; sports equipment & others: £2923
- Design Technology: £430

Corporate Donors and Volunteers

We would like to thank everyone who has supported us this year, in particular those members who organise and/or help out at events. These events are fun for everyone but take a great deal of work behind the scenes, and would not happen if it wasn't for the dedicated staff and parents who give up their time to ensure that we raise money and community spirit for the school. If you would like to get involved, even in a small capacity, please let a member of the committee know. We can be contacted via email at hello@lvsascotptfa.org.

We are also grateful to Microsoft, Vodafone and HSBC for their very generous matched funding initiatives. If any other parents work for a company which offers matched funding, please contact the treasurer as this is an excellent and efficient way of raising funds.

Financial Review

The trustees are very grateful to all those who have donated funds to the PTFA. If readers wish to donate to the activities of the PTFA, please contact the treasurer at the registered address or via email on treasurer@lvsascotpta.org.

The academic year 2023-23 was very successful. Our International Spring Fayre brought many parents and students into the school where they enjoyed stalls, bouncy castles, international food, and even got to hold snakes, lizards, and tortoises thanks to Berkshire Reptile Rescue. The May Ball was held in the Castle Hotel in Windsor for the first time, and while we broke even on our ticket sales, we made a fantastic profit through the silent auction and raffle.

We continued with second hand uniform sales online, which has proved very successful. We had expected a drop in income due to the new school uniform, and although this gave us a slow start at first we have now started to build up a stock again. We continued to search for new homes for our old uniform stock, with donations going to the PTAs of Owlsmoor Primary School (summer dresses, pinafores, junior blouses), Edgbarrow School (senior blouses), Farnham Heath End School (kilts), College Town Infant & Junior school (grey shorts & trousers) and Lighthouse Woking (grey trousers).

The profit from 2021-22 for two junior fundraising events, needed to be corrected in the finances this year, due to the actual income from the events not matching expectations. These were billed through the school in arrears and the final figure was not available at the time of the AGM last year. Similarly, funds which were previously allocated have not been spent, so have been rolled into this year's funding to be available again.

Reserves policy and Reserves

The policy of the charity is to maintain unrestricted reserves, which is cash available at a level which equals the amount of capital needed to set up and organise a fundraising event (approx. £4,000).

The funds in excess of those held in line with the reserves policy, which totalled **£23,242** at 31 August 2023, are expected to be utilised to support the charity's objectives during the next year.

Structure, Governance and Management

Trustees and organisation

The governing document of the PTFA is a constitution adopted on 22nd February 2023. A board of trustees administers the charity, which carries out its activities as the PTFA. The day to day management of the charity has been delegated to the Chairman, Secretary and Treasurer.

The trustees who have served during the year and since year end are set out on page 1. Trustees are elected at an Annual General Meeting. For continuity, they should be elected from the committee although this does not debar others from nomination. Alternatively, to fill a casual vacancy, existing trustees may co-opt trustees to serve until the subsequent annual general meeting, at which they may be reappointed by the members.

The Chair and Secretary have notified their intention to stand down at the AGM.

The Treasurer has notified her intention to stand again at the AGM.

This report has been prepared in accordance with the Charity Commission's Statement of Recommended Practice (revised 2005), "Accounting and Reporting by Charities". The annual report and financial statements are awaiting independent financial review.

Approved by the trustees on 2nd October 2023 and signed on their behalf by:

Zoe Stewart, Treasurer

Statement of Financial Activities for the year ended 31 August 2023

	Notes	2022-23 £
Incoming Resources:		
Incoming resources from generated funds:		
Voluntary income	2	1067
Activities for generating funds	3	30529
Incoming resources from charitable activities	4	0
Total incoming resources		31596
Resources Expended		
Cost of generating funds:		
Cost of generating voluntary income	2	(585)
Fundraising trading: cost of goods sold and other costs	3	(10967)
Charitable activities	4	(11393)
Total resources expended		(22945)
Net (outgoing) / incoming resources		(8651)
Total funds brought forward from 2017/8		20274
Total funds carried forward		28925

The notes on pages 6 to 9 form part of these accounts.

Balance Sheet as at 31 August 2022

	Notes	2022-23 £	2021-22 £
Current assets			
Stock	6	337	406
Debtors	7	967	1505
Cash at bank and in hand		38294	19590
		39598	21500
Creditors: amounts due within one year	8	(10673)	(1227)
		28925	20274
Fund balances			
Unrestricted Funds	9	28925	20274

The notes on pages 6 to 9 form part of these accounts.

The balance sheet was approved by the trustees on 2nd October 2023 and signed on their behalf by:-

Zoe Stewart (Treasurer)

Amanda Hamilton-Martin (Chair)

1 Accounting policies**(a) Accounting convention**

In preparing the financial statements the charity follows best practice as laid down in the Charity Commission's Statement of Recommended Practice (revised 2005), "Accounting and Reporting by Charities".

(b) Resources expended

Expenditure is included on an accruals basis.

(c) Fund accounting

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objectives. Restricted funds are created for a specific purpose if required and must be used for the specific purpose laid down by the donor. Expenditure which meets that purpose is allocated to the relevant restricted fund. 2023 balances are unrestricted unless otherwise stated.

(d) Stock

Stock is valued at the lower of i) cost, on a current purchase price basis, and ii) net realisable value.

2 Voluntary income and associated costsIndividual school fundraising**2022-23**

	Income	Expenditure	Net
	£	£	£
Junior Disco (2023)	755	(312)	443
Christmas Cards	302	0	302
Junior Disco (2022)	0	(81)	(81)
Junior Tea towel Fundraiser (2022)	10	(192)	(182)
	<u>1067</u>	<u>(585)</u>	<u>482</u>

2021-22

	Income	Expenditure	Net
	£	£	£
Junior Disco	599	(237)	362
Junior Tea towel Fundraiser	906	(768)	138
	<u>1505</u>	<u>(1005)</u>	<u>500</u>

3 Activities for generating funds and associated costs**2022-23**

	Income	Expenditure	Net
	£	£	£
May ball	16544	8933	7612
Matched funding	4421	0	4421
SHU	2427	0	2427
Spring fete	3660	1822	1837
Spooktacular	1448	60	1388
Bag2School	799	0	799
Unused funding 20-21	524	0	524
Lottery	327	0	327
Summer ball 2022	200	0	200
Easyfundraising	100	0	100
Amazon smile	79	0	79
Bank account interest	1	0	1
Administration costs	0	152	(152)
	<u>30529</u>	<u>10967</u>	<u>19562</u>

2021-22

	Income	Expenditure	Net
	£	£	£
October ball	19593	12483	7110
Matched funding	3920	0	3920
SHU	1426	0	1426
Easter fete	2850	1711	1139
Halloween day	897	140	757
Christmas cards	1839	1181	658
Bag2School	622	0	622
Easyfundraising	271	0	271
Lottery	194	0	194
Amazon Smile	58	0	58
Administration costs	0	323	-323
Summer ball	10315	11885	-1570
	<u>41985</u>	<u>27724</u>	<u>14262</u>

4 Charitable activities and associated Income

Expenditure on charitable activities:

		2022-23
		£
Geography: iSandbox	Geography	7140
STEM technical Lego	IJS	1000
Pool table: Sixth form centre	Sixth Form	900
EYFS: Outdoor carpet & flooring	IJS	500
Food tech kitchen equipment	IJS	500
Design Technology equipment	Design Technology	430
Y2 Outdoor classroom	IJS	439
Christmas books	IJS	284
Playground equipment	IJS	200
		<u>11393</u>

		2021-22
		£
Theatre spotlights x 6	Performing arts	8546
Teqball x 5 tables	Sports	5399
Kiln	Arts	4908
Outdoor kitchen	Juniors	2502
High play table set	Juniors	1488
Thermal camera x 2	Science	1414
Netball posts	Sports	1116
Outdoor play equipment	Juniors	861
Costumes	Performing arts	600
Tricycle x 2	Juniors	588
Junior bench	Juniors	535
Science (outstanding)	Science	520
Juniors (outstanding)	Juniors	518
Outdoor strategy games	Juniors	401
Jubilee coins	Juniors	352
Portable PA system	Juniors	339
Model rollercoaster	Science	337
Santa gifts	Juniors	214
Storage shed	Juniors	170
Infant buddy bench	Juniors	130
		<u>30224</u>

5 Staff Costs

No staff are employed by the charity and hence no staff costs have been expended.

6. Stock

LVS PTFA**Annual report and financial statements for the year ended 31 August 2023**

	2022-23	2021-22
	£	£
Wine	337	406
	<u>337</u>	<u>406</u>

7. Debtors

	2022-23	2021-22
	£	£
Second hand uniform	(167)	(599)
LVS Ascot: May ball table	(800)	(906)
LVS Ascot: Junior disco	(0)	(599)
LVS Ascot: Junior tea towels	(0)	(906)
	<u>(967)</u>	<u>(1505)</u>

8. Creditors: amounts due within one year

	2022-23	2021-22
	£	£
Geography: iSandbox	7140	0
STEM technical Lego	1000	0
Pool table: Sixth form centre	900	0
EYFS: Outdoor carpet & flooring	500	0
Food tech kitchen equipment	500	0
Football goals (outstanding 2022)	440	440
Junior playground equipment	193	0
Laithwaites (wine for summer ball)	0	189
Juniors (2022)	0	78
Science (2022)	0	520
	<u>10673</u>	<u>1227</u>

9. Funds

	At 1 Sept 2022 £	Income £	Expenditure £	At 31 Aug 2023	Reserves Policy	Available Funds
Unrestricted						
General	18,561	30,529	(22,360)	26,731	4,000	22,731
Junior	500	1067	(585)	981	0	981
Total Funds	19061	31,534	(23,852)	27,712	4,000	23,712

9 Related Party Transactions

Lindi Norgate is employed by the school and is a trustee of the charity. Transactions with the schools are disclosed in notes 4 and 8. None of the Trustees received any remuneration from the charity during the year.