



# **Annual Report**

**Year Ending  
31<sup>st</sup> July 2022**

c/o Little Kingshill Combined School, Windsor Lane, Little Kingshill, Great Missenden HP16 0DZ  
E: [folkspta@outlook.com](mailto:folkspta@outlook.com)  
Registered Charity Number 1096357

## *The Charity's Purpose*

Friends of Little Kingshill School, herein referred to as FOLKS, is a Registered Charity (number 1096357). FOLKS is a Parent Teacher Association which works to support Little Kingshill Combined School and was registered in its current legal form on 18<sup>th</sup> September 2002

## *Structure and appointment of Trustees*

The core committee shall be a minimum of three trustees (Chair, Treasurer, Secretary), supported by a wider committee of parent and teacher volunteers.

Trustees are elected at the annual general meeting which is held in the Autumn term. Appointment as a trustee shall be by invitation of nominations from the current trustees/wider committee and be limited to parents/carers of children enrolled and teachers working in Little Kingshill Combined School. All nominations will require to be seconded prior to appointment. In the event of a tie, the trustees will be required to vote. The term of office of each trustee shall be one year with the possibility of re-appointment.

The Association is keen to ensure that it is managed by trustees with a broad range of skills. We are confident that we have the skills needed to manage the Association with regard to its finances and administration.

## *Our Trustees*

### **Arlene Lindsay – Chair**

Arlene is parent to four children, the eldest two currently attend LKCS. Arlene works at the school as a teaching assistant.

### **Amy Grover – Treasurer**

Amy is parent to three children, the eldest two currently attend LKCS in KS1 and KS2. She is a Chartered Accountant who specialises in Corporate Tax.

### **Amy Downes – Secretary**

Amy is parent to two children, both of whom are pupils at LKCS. She works in medical communications, delivering a broad range of national and international medical education programmes.

## *Objectives and activities*

The Objects defined in our Constitution are to advance the education of pupils in the School in particular by

- a) developing effective relationships between the staff, parents and others associated with the School;
- b) engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils'.

The charity organises a number of activities as part of its fundraising calendar. All activities are planned and executed by members of the PTA, calling in additional help from parents and teaching staff where available.

In 2021/2022, the following activities and events were held:

Festival on the field – summer music festival  
Race night  
Fundraising Friday – hotdog pizza lunch for pupils  
Frozen Friday ice cream sales  
Cookbook  
Bingo night  
Silent auction  
Advent calendar  
Halloween trail

Easter bunny visit  
Christmas carol event  
Rotary Santa sleigh  
Bushcraft day  
Christmas cards  
Easter craft  
Quiz night  
Panto  
Easter trail

## *Achievements and Performance in 2021/2022*

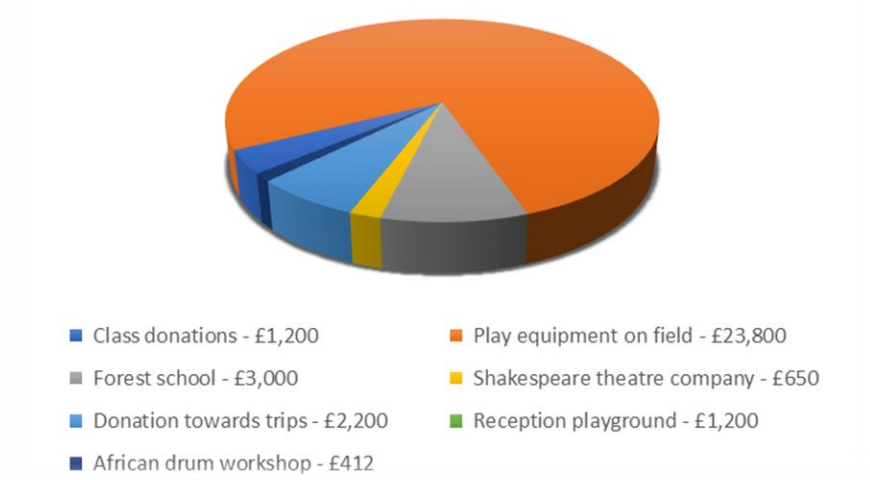
2021/2022 has seen us increase our fundraising by over £3k from 2020/2021. Our income had significantly dipped in previous years as we were unable to hold a lot of the traditional in-person fundraisers such as fayres and social evenings due to COVID restrictions.

We took a new approach to our usual summer fayre and put on a big celebration that would bring our community back together again and champion the best of what Little Kingshill has to offer. The concept was to create a family-friendly, day-long event with a festival vibe to showcase local talent and support local businesses. This was our biggest fundraiser of the year bringing in a profit of £2.9k. We were very proud of what we accomplished with this event and there is a huge appetite for the festival to return in 2023.

Our survey in November 2021 was sent to the school community to gain input on where parents/carers would like to see funds spent. A Multi-Use Games Area was not considered feasible due to budget and practical space constraints. The main area of support was for investment in a new climbing frame/play equipment for the field. Support for voiced for Forest School provision and allocation of funds directly to teachers to spend on class resources.

With the accrual of funds from previous financial years that have not been possible to spend during the period of COVID restrictions, this meant that we had a fund of £32.5k to allocate as grants to the school. Spending was agreed at the February 2022 committee meeting as follows:

**Agreed purchases**



## **Our Finances**

Please see the attached document, Accounts for Year Ended 2022.

Our financial controls are detailed in the 'Agreement on the Use of FOLKS PTA Funds' document which is reviewed regularly in conjunction with the school. This document specifies the type of activities that are eligible for PTA funding grants, what PTA funds do not cover, the process for approving funds, and paying out for costs on approved events.

Our main source of funding is from those events mentioned under 'Objectives and Activities'. In 2021/2022, we raised £15,000 from the following :

### **Events**

£2.9k – Festival on the Field  
£1.7k – Race night  
£1.2k – Fundraising Friday  
£0.9k – Sweet/ice-cream sales  
£0.8k – Cookbook

### **Other fundraising**

£1.5k – School lottery  
£0.8k – Donations  
£0.6k – Second hand uniform sales

The bank position at year end was as follows:

£21k – Opening  
£15k – Movement  
£36k – Closing

No Reserve Fund was established during this accounting period.

## **The Future**

The current committee has served a term of three years and will all be standing down at the 2022 AGM. We are grateful for the hard work everyone had put into running the Association since 2019. We have started the process of actively communicating to the school community to recruit a new committee.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Little Kingshill School

1096387

## Receipts and payments accounts

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For the period from	1st September 2021	To	31st August 2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising & School Events	26,121	-	-	26,121	-
Donations	791	-	-	791	-
Interest on accounts	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>26,912</b>	<b>-</b>	<b>-</b>	<b>26,912</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,912</b>	<b>-</b>	<b>-</b>	<b>26,912</b>	<b>-</b>
<b>A3 Payments</b>					
Fundraising & School Events	10,266	-	-	10,266	-
Grants to Little Kingshill Combined School	1,195	-	-	1,195	-
Purchases for Little Kingshill Combined School	123	-	-	123	-
General/Administrative Expenses	334	-	-	334	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>11,917</b>	<b>-</b>	<b>-</b>	<b>11,917</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>11,917</b>	<b>-</b>	<b>-</b>	<b>11,917</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>14,994</b>	<b>-</b>	<b>-</b>	<b>14,994</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>21,653</b>	<b>-</b>	<b>-</b>	<b>21,653</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>36,648</b>	<b>-</b>	<b>-</b>	<b>36,648</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank	36,486	-	-
	Payments not presented	-	-	-
	Petty Cash & Floats	162	-	-
	<b>Total cash funds</b>	<b>36,648</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

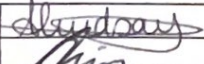

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Services rendered and invoices received after year-end	Unrestricted funds	330	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ARLENE LINDSAY	7.6.23
	AMY GROVER	7.6.23

**FRIENDS OF LITTLE KINGSHILL SCHOOL**  
Registered Charity - No. 1096357  
Accounts for Year Ended 31 August, 2022

	2021-22	2020-21
	£	£
<b>Cash - Opening Balance</b>		
Bank - Main Account	21,527.91	15,403.85
Bank - Instant Account	0.74	0.74
Bank - 30 day Account	0.44	0.44
Receipts/Payments not yet cleared via bank		
Petty Cash	58.04	63.00
Cash Floats	66.00	66.00
	<u>21,653.13</u>	<u>15,534.03</u>
<b>Receipts</b>		
Income from Fundraising Events		
Current Year Events	23,975.25	13,064.98
Future Years' Events	2,145.27	2,432.47
	<u>26,120.52</u>	<u>15,497.45</u>
Donations	791.39	946.18
Interest on 30 day account		
	<u>26,911.91</u>	<u>16,443.63</u>
<b>Payments</b>		
Cost of Fundraising Events		
Current Year Events	10,266.40	2,511.80
Future Years' Events	0.00	120.00
	<u>10,266.40</u>	<u>2,631.80</u>
Grants to Little Kingshill Combined School	1,194.50	4,811.00
Purchases for Little Kingshill Combined School	122.95	2,714.75
General Expenses	333.61	166.98
	<u>11,917.46</u>	<u>10,324.53</u>
Surplus Generated during Year	14,994.46	6,119.10
Cheques/DC payments not yet presented		0.00
	<u>36,647.59</u>	<u>21,653.13</u>
<b>Cash - Closing Balance</b>		
Bank - Main Account	36,484.68	21,527.91
Bank - Instant Account	0.74	0.74
Bank - 30 day Account	0.44	0.44
Receipts/Payments not yet cleared via bank		
Petty Cash	95.73	58.04
Cash Floats	66.00	66.00
	<u>36,647.59</u>	<u>21,653.13</u>
Control Check :	0.00	0.00
Less Cheques / DC payments not yet presented		
Actual Closing Balance	<u>36,647.59</u>	<u>21,653.13</u>

**Approved by The Trustees:**

Arlene Lindsay - Chair

Amy Grover - Treasurer

Date 7.6.23

Date 7.6.23

30/04/2023

## **Independent examiner's report to the trustees of Friends of Little Kingshill School**

I report to the trustees on my examination of the accounts of Friends of Little Kingshill School for the year ended 31<sup>st</sup> August 2022.

### **Responsibilities and basis of report**

As the charity trustees of Friends of Little Kingshill School 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;  
  
or
2. the accounts do not accord with those records.

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.



James Nicholas (FCCA)  
26 Mulberry Court, Holmer Green, Bucks, HP15 6TF

#### **James Nicholas FCCA**

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