

Financial Accounts and Trustees Report 2021/22

Charity registration No: 1121807

Address: Creswell Drive South Eden Park Road Beckenham Kent BR3 3AL

Structure, Trustees' & Committee Members

The charity is an association governed by a constitution dated 17th November 2005. The voting structure for FUN is derived from the guidelines provided by the NCPTA (the National Confederation of Parent Teacher Associations). Parents and/or guardians of present pupils are members of the association and are entitled to vote in elections for the committee. The Committee are elected at the Annual General Meeting (AGM) to hold office until the next AGM. Those elected to serve at the 2021 AGM were:

Officers

Chair	Carly Roberts
Secretary	Matt Stevens
Treasurer	Samantha Lucas

Ordinary Members

Melinda Hungerford
Mark Parkyn
Gail Emerson
Grace Bartlett
Sarah Smith
Carrie Love
Zoe Foster
Sue-Anne Searle
Natasha Raphoz
Jara Faye-Chung
Selina Moss (Teacher Representative)

Objectives

The objective of the charity is to enhance the education of the pupils at Unicorn Primary school by developing effective relationships, engaging in activities which raise funds for providing facilities,

equipment and resource which support the school, with all pupils benefiting from the additional resources and experiences by:

- Delivering enjoyable events for all
- Providing a wide range of activities for the children of Unicorn Primary School
- To work in partnership with parents/carers of the children at Unicorn Primary School
- Continue to support and advance communication between the school, committee, parents and carers
- To increase net receipts year on year
- To establish a bank of parent helpers to support the committee in preparing and running FUN activities and events

School contributions

A request for funds is made at the start of each academic year from the school to the Committee through a meeting with the Headteacher and the Committee Chair, this is continually reviewed throughout the year through regular meetings between the Chair and the Headteacher. An invoice is then sent at the end of the academic year.

Independent Examination

The FUN Trustees are responsible for the presentation of the accounts and it is considered that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) but an independent examination is needed. Please note no Independent Examination was required for the 2020-21 accounts as a result of COVID significantly reducing activities and therefore income for the effected year.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

Examiner's Report

I report on the accounts of the Trust for the year ended 31 August 2022, as are set out on pages **6 to 7**.

As directors and Trustee of the charity, you are required by statute to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of its profit or loss for that period. In preparing those accounts you must:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent; and

- Prepare the accounts on the going concern basis unless it is not appropriate to presume that the company will continue in business.

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

It is your responsibility to keep proper accounting records which disclose with reasonable accuracy at any particular time the financial position of the charity. It is also your responsibility to safeguard the assets of the charity and for taking reasonable steps for the prevention of and detection of fraud and other irregularities with an appropriate system of internal controls.

You are also responsible for determining whether, in respect of the year concerned, the charity meets the conditions for exemption from audit set out in Section 249A of the Companies Act 1985, and for determining whether, in respect of the year, the exemption is not available for any reasons set out in Section 249B of the Companies Act 1985.

Our work did not constitute an audit of the accounts in accordance with Auditing Standards. Accordingly we did not seek any independent evidence to support the entries in the accounting records, or to prove the existence, ownership or valuation of assets or completeness of income, liabilities or disclosure in the accounts. Nor did we assess the reasonableness of any estimates or judgements made in the preparation of the accounts. Consequently, our work will not provide any assurance that the accounting records are free from material misstatement, irregularities or error. In the course of our work, we have placed reliance on the information and representations provided by you, or your representatives.

Educational trips & regular activities

Each financial year funds are allocated for school educational trips and year 6 leavers' activities. FUN are currently contributing about 20% towards the total cost, a support we would like to continue and increase in the coming years. This financial support has been growing as the school has grown to full capacity. £15,000 is budgeted for these regular annual activities.

2021-22

A summary of the 2021-22 activity is set out below:

	YE Aug 2022	YE Aug 2021
Funds held at start of the year	25,607	36,934
Income raised in the year	27,266	9,822
Operational events and costs	(11,191)	(4,072)
Profit for the year	16,075	5,750
Contributions to Unicorn Primary School		(17,077)
Funds held at the end of the year	41,682	25,607

The aim for FUN for this year was to try and re-establish fundraising activities after the significant impact on being able to host fundraising activities during the COVID pandemic. These restrictions continued to impact fundraising activities in 2021 which meant that a Christmas fair was not held. However FUN achieved income of £27,266, a significant decrease on pre COVID amounts however almost three times the £9,822 raised during 2020-21. This income was predominantly generated through Pantomime ticket sales, a Christmas Grotto, Brochure sales and the reintroduction of the Spring Fair. Income has been mostly generated from Parents and carers of children attending the school and local businesses. Our outgoings are due to theatre tickets and stock to support these events as well as printing costs for the brochures. There are some ad hoc items such as NCPTA membership, insurance, PayPal fees and licenses. Expenses totaled £11,191 which is almost half of the expenses attributable to the 2020-21 period. The significant difference is attributable to the school invoice not being paid until 21st April 2023, the delayed period being as a result of the change in bank account, see below for details.

During this financial year The Trust had limited access to the Natwest bank account as a result of changes in the committee and the structure of a Natwest charity account only being available to existing customers. For this reason Paypal and cash were the main mediums for contributions to FUN and payments out of the charity. The decision to open a new bank account with the Charities Aid Foundation Bank and to close the Natwest account was taken by the PTA in an ordinary meeting. This process was initiated in February 2022 and completed in October 2022. The funds from the NatWest account were received into the CAF Bank account on 16th March 2023. This will be considered in the 2022-23 annual accounts. Cash generated during the 2021-22 year was deposited into the new account on 5th April 2023.

The amount paid to the school in respect of the 2021-22 academic year of £14,880 supported a book for Christmas for each child, £499, a theatre workshop of The Secret Garden for Reception children.

Year 6 leavers celebrations of £990, £1,960 to support swimming lessons for years 4 – 6 and ~£6k towards school trips for all years. Additionally, a co-op grant for £2,608 was received during the 2020-21 year to support Forest School activities funding additional resources as well as an additional teacher, this amount was passed to the school in full.

Unicorn Primary School

Registered Charity number 1121807



Friends of Unicorn Primary School
RECEIPT & PAYMENT ACCOUNTS 01 SEPT 2021 - 31 AUG 2022

Registration No.
1121807

SECTION A - RECEIPTS AND PAYMENTS

Events	Receipts £	Payments £	Total Funds Raised £	YE Aug 2021 £	
Autumn / Winter Term					
Christmas Pantomime	7,410	(5,576)	1,834	410	
Christmas Brochure	2,775	(793)	1,982	2,150	
Christmas Grotto	464	(60)	404	-	
Christmas Trees	604	(425)	179	584	
Christmas Cards	212	-	212	285	
Christmas Chopping Boards	-	-	-	253	
Total Autumn / Winter Term	11,466	(6,854)	4,612	3,681	
Spring / Summer Term					
Sweet Tombola	190	0	190		
Summer Brochure	1,574	(881)	693		
Summer Fair	6,458	(2,235)	4,223		Note 4
Ice Creams	456.7	0	457		
Pet Show	0	0	-	144	
Total Spring / Summer Term	8,678	(3,116)	5,562	144	
Other					
Preloved Sales	1,134	0	1,134	1,054	
Dress Down Day	275	0	275	110	
Bag 2 School	34	0	34	57	
CO-Operative Grant	2,423	0	2,423	185	
Raffle	2,739	0	2,739	-	
Miscellaneous	296	(1,222)	(925)	519	Note 3
Bake Sale	222	0	222	-	
Payment to School			-	-	17,077
Total Other	7,122	(1,222)	5,901	-	15,152
Net Receipts / Payments	27,266	(11,191)	16,074	-	11,327

SECTION B - SUMMARY OF ASSETS AND LIABILITIES AS AT 31 AUG 2021

Cash Funds				
	Float			166
	Cash in Bank	Opening	25,442	Note 1
	Net Receipts /			
	Payments		16,074	
Total Cash Funds			<u>41,682</u>	Note 2

SECTION C - NOTES

Note 1

Opening Bank Statement

Acc # 61674257	13,905
Acc # 61674303	10,053
Paypal	<u>1,483</u>
	<u>25,442</u>

Note 2

Closing Bank Statement

Acc # 61674257	12,840
Acc # 61674303	10,053
Paypal	9,268
Cash in Hand	<u>9,521</u>
	<u>41,682</u>

Note 3

Miscellaneous

Parent Kind		(128)
Paypal Fees		(104)
Year 6 Leavers Donation		(990)
Amazon Smile		
Contribution	175	
Easy Fundraising		
Contribution	<u>37</u>	
	<u>212</u>	<u>(1,222)</u>



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

Report to the trustees/
members of

FRIENDS OF UNICORN PRIMARY SCHOOL

On accounts for the year
ended

31/8/2022

Charity no
(if any)

1121807

Set out on pages

4 - 7

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

**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:



Date:

31 MAY 2023

Name:

JONATHAN GREEN

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

30 YEARS EXPERIENCE WITHIN THE
ACCOUNTANT PROFESSIONS

Address:

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LITTLEHAMPTON W. SUSSEX
BN17 5NU