



Friend's of Hartford Manor
Charity Number 1153908

Registered Address: Hartford Manor Primary School, Stones Manor Lane, Hartford, CW8 1NU

Registered Trustees:

FOHM Committee 2020/2021

Chair Michelle Bebbington

Treasurer – Beccy Sheller

Secretary and Communications Officers (joint position) Katie Dean and Helen Ghagan

Vice Chair - Amy Caves

Ordinary Committee Members

Natalie Wood,

Lucy Holroyd,

Sarah Smith,

Nicola Grace,

Alison Clarke,

Petra Hadingham,

Bec Coventry,

Kathryn Cawley,

Anna Toye

Rob Bemment.

Highlights for this year

- Raising £23,500! Our best year ever!!
- Online raffles – National PTA Raffle but also the Sleepover bundle, Garden Planter, build a bear and even a Christmas Cake!
- The School Lottery continues to be well supported, the same with
- Easyfundraising and AmazonSmile
- Clothes Recycling – Now established within Hartford and through lockdown it has been used a lot!
- Sunflowers – We had such a huge response from families engaging with our Facebook page to share pictures of the children planting and growing their sunflowers seeds over the summer. It's been so lovely!
- Ohh ... and not forgetting that we won Community ReAwards PTA of the Year for 2021!

Things to Evaluate

- We will have some changes in the committee this year and they will need our full support whilst they get to grips with their new roles, and we will also have lots of new members which is brilliant!

- We need to continue to review the availability of grants, promote match funding and community donations
- And we will of course need to keep an eye on local restrictions and opportunities to host some – offline – in person - events!

The Difference We Have Made:

(a) Items we have bought this year include:

- Nursery Storage
- Reading Huts
- Mr Bedford's Wildlife Cameras
- Additional Books and Playground equipment via Redrow Donation
- Brass Band Treat Day for all the children

(b) On-going pledges:

- Recollection books
- Reception starters book bags
- Reading prizes at the Celebration Assemblies
- £500 p.a. for the library stocks
- £200 School Performance resources
- £500 Playground equipment

Approved Future Pledges:

- Multi-Play Daily Mile Track - £15,000
- Year 6 Hangout/Outside Classroom Area - £10,000

BIG Thanks to:

- All staff at school for their on-going support with our fundraising ideas throughout the year
- Particular mention for the School Office for all their continued support distributing posters and newsletter, setting up ParentPay, collecting money and dealing with queries on our behalf
- Our amazing HM Community who continue to support our fundraising activities. We would not be able to do what we do without parental help and support. Thank you to all the parents/carers and the children at our school.

HUGE thanks to the FOHM Committee members!

This year has been another difficult one as we have juggled our home and work lives – looking after families and friends when they have needed us, but also taking care of ourselves throughout the pandemic. And yet, when we have been able, we have pulled together, come up with ideas and taken forward several fundraisers to continue to raise funds for our school and we have continued to provide resources that enhance the experience of our children.

Let's hope over the next 12 months FOHM can do what they do best and host amazing in-person events, having fun with our children and HM Community and continue to raise money for our school.

It's with a heavy heart that I step down as Chair of FOHM this year now that Harry has moved to High School. But it has been such a huge privilege to be part of such an amazing community and the positive impact that we have made within our school and local community.

Thanks again for all your support this year and throughout my tenure as Chair. Good luck with all your future fundraising – you'll be fab!

Financials

Reporting period for accounts: 1st September 2020- 31st August 2021

Opening bank balance

Opening bank balance on 1st September 2020 was £13,709.35

Opening cash balance of £0

Total income received during the period £26,140.26

Total expenses during the period £2,754.19

Donations to school this year totalled £5,574

Closing bank balance

Closing bank balance 31st August 2021 £31,559.58

Closing cash balance £0

Incomings

Total raised for the school £23,542.07

Event profits

Sponsored bike ride	£5,475.25
Dare 2B Different	£485.72
Small change challenge	£513.47
Big PTA Raffle (December 2020)	£322.50
Virtual quiz night	£115
Christmas Cards	£669
Pumpkin Decorating	£87.09
Candy Cane Corner	£1221.40
Pre-loved uniform	£347
Lockdown love	£110
The Big Read	£1747
Sleepover Raffle	£500
Balloon race	£489.68
Sunflowers	£60
Big PTA Raffle	£298.50
Non uniform Day December	£239.97
Christmas Tombola	£286.75
Non uniform day May 2021	£322
Garden planter raffle	£128
Build a bear raffles	£450
Christmas cake raffle	£100
Year 6 Leaver's Hoodies	£75

Summary of Receipts and Payments

Receipts	
Grants & Donations	£2,056.78
Event income	£17,248.50
Lottery income	£2,680.20
Commissions	£1850.44
HMRC Gift Aid	£2,304.34
Total	£26,140.26

Payments	
Event Expenses	£2,598.19
Licenses	£20
PTA Membership/Insurance	£111
Asset/investment purchases	£0
Cash floats out	£0
Donations to school	£5574
Gifts	£25
Total	£8,328.19

Donations to school

Donations to school this year totalled £5,574 including:

Reception book bags

Y6 Recollection books

Nursery storage

Playground equipment

Reading huts

Small Change Challenge prize

IT Donation

Redrow Donation

Mr Bedford's new wildlife cameras

Accounts verification

The accounts for FOHM have been verified by Katie Broom who is registered with The Institute of Chartered Accountants in England and Wales. This included an analysis of bank transactions supplied reconciled to the bank balance for the period 1/9/20 to 31/8/21.

All payments out of the bank account were checked against supporting documentation. She confirmed that the money spent through the bank account, is supported by invoices & / or authorisation documents.

Some improvements have been suggested on certain areas of administration but good controls and procedures are in place and it was concluded that the accounts are true and fair and free from material misstatement.

Special notes

We did not receive any grants from local government

We did not receive any donations from unknown sources or have any unusual activity

We did not receive any non-UK income

The trustees did not receive any payments other than reimbursement of expenses.

Less than 20 additional volunteers helped during the year to 31st August 2021, DBS checked were not required.

The trustees for this period are listed above and no changes were made during the year.

Declaration

Signed on behalf of the charity's trustees

Signature: R.Sheller

Full name: Rebecca Sheller

Position: Treasurer

Date: 19th September 2021



Receipts and payments account

For the period
from

Period start date

09/01/2020

To

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Events	16,876	-	-
Donations	9,265	-	-
Gift Match	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	26,140	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	26,140	-	-
A3 Payments			
Events	2,598	-	-
Misc expenses	156	-	-
Donations	5,574	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total	8,328	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	8,328	-	-
Net of receipts/(payments)	17,812	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	13,709	-	-

<i>Cash funds this year end</i>	31,559	-	-
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Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Bank account	31,559
		-
		-
	Total cash funds	31,559
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

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

Signature

Print N

o (if any)
153908

ounts

Period end date
08/31/2021

CC16a



Total funds

Last year

to the nearest £

to the nearest £

16,876	18,577
9,265	-
-	-
-	-
-	-
-	-
-	-
-	-
26,140	18,577

-	
-	-
-	-

26,140	18,577
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2,598	19,497
156	-
5,574	-
-	-
-	-
-	-
-	-
-	-
-	-
8,328	19,497

-	
-	
-	-

8,328	19,497
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17,812	- 920
-	-
13,709	14,629

31,559	13,709
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the period

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

-	
-	
-	

lame	Date of approval

At the request of the Treasurer, Beccy Sheller, I have conducted an audit of the Friends of Hartford Manor accounts for the year ending 31st August 2021. I can confirm the full books and records were made available to me and are kept in good order.

As part of this engagement, I have conducted the following testing:

- A reconciliation of the opening and closing cash book balances to the bank statement
- Agreed the majority of expenditure to supporting documentation
- Reviewed support for the following income sources - gift aid, school lottery and Amazon smile

Expenditure

There are good expenditure controls in place with expense claims requiring support and being signed off by two signatories. A couple of claim forms only had one signatory so it should be ensured going forward that there are two.

For donations to the school, it may be worth keeping support for the donation that was agreed with the school with the invoice for the expenditure.

Income

I have seen support for the HMRC gift aid, Amazon smile and school lottery income. It can only be confirmed that the cash actually banked matches the bank statement and the summaries kept but I cannot verify that this agrees to the funds raised and income received from the actual events. The bank opening balances and closing balances have been reconciled to the attached summary. I can therefore confirm that the attached summary agrees to the bank movement but cannot confirm that all the income from the events has been authorised and accounted for.

Records

The records are kept in good order but going forward it might be useful if possible to download the bank statements into excel directly from the online banking to save having to manually enter the information into excel. It would also be useful to ensure that each income stream is consistently added to the same column as in the current year some income streams were added to donations on some occasions and events on others. This could be made easier by adding a column for each event.

In conclusion, I can confirm that the accounts are true and fair and free from material misstatement.

Katie Broom

ICAEW member 9271016

19th September 2021