

Aldwickbury Friends Association (AFA)

Trustees' Report and Financial Statements

Year ended 31 July 2020

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Trustees' Report

The Trustees of Aldwickbury Friends Association ("AFA") have pleasure in presenting their report and financial statements for the year ended 31 July 2020.

Aldwickbury Friends Association was established on 28 February 2012. It was registered as a charity with the Charity Commission for England and Wales (the "Charity Commission") on 30 December 2013. AFA's charity registration number is 1155137.

The Trustees have prepared their Report and Financial Statements in accordance with the Charity Commission guidance applicable to registered charities and the Charities Act.

Administrative information

Name: Aldwickbury Friends Association ("AFA")

Address: Aldwickbury School
Wheathampstead Road
Harpenden
Herts
AL5 1AD

Trustees:

Mr V Hales: President
Mrs J Dormer: Chair
Mrs F Forster: Treasurer
Mr S Godley: Secretary
Mr C Schanschieff
Mrs C Hales
Mrs A Beaty
Mrs A Latimer
Mrs S De Stasio
Mrs C Frith
Mrs E Hart
Mrs J Marriott
Mrs C Qualtrough
Mrs K Roberts
Mrs V Webb-Hockfield

Mrs F Forster, Mrs E Hart, Mrs Jo Marriott, Mrs C Qualtrough and Mrs K Roberts were all appointed and Mrs S De Stasio resigned as Trustees during the year.

Independent Examiner: Mr Ian Joyce
Bankers: Barclays Bank PLC

Structure, governance and management

Governing document and membership

Aldwickbury Friends Association is the association of friends of Aldwickbury School, Harpenden ("the School"). It is an unincorporated association governed by a constitution.

AFA's membership comprises all parents and guardians of pupils at Aldwickbury School, all staff at the School and the School's Governors. Other persons wishing to offer help or support to the School may also be admitted to membership.

Recruitment and appointment of Trustees

AFA is administered by a Committee of Trustees, which comprises a President, Chair, Vice-Chair, Secretary, Treasurer, and up to fifteen further members. Aldwickbury School may appoint up to three members. The Board of Governors of the School may appoint one member. The remaining members are elected from among AFA's membership at a general meeting for a two-year term of office.

Induction and training of Trustees

Trustees are provided, upon election or appointment to the Committee, with an induction pack, which includes:

- The Constitution
- Role descriptions for AFA officers
- Event planning and procedures guidance
- Child protection policy guidance
- Donations policy

Organisational structure

A meeting of the full Committee of Trustees takes place a minimum of twice a year - once in the autumn term and once in the summer term. The detailed planning of AFA's programme of activities and management of administrative matters is performed on behalf of the Committee of Trustees by a sub-committee comprising all the elected parent Trustees and one of the School Staff Trustees. This sub-committee meets as necessary - at least once a term. All major decisions made by this sub-committee are ratified at the subsequent full Committee meeting.

Events are organised by "event sub-committees". These comprise at least one Trustee, with remaining members being members of AFA who have volunteered to be on the event sub-committee.

A team of volunteer year group parent representatives is also formed annually to serve for a school year. This team provides a communication link between the Trustees and AFA's membership amongst parents in all the year groups and supports the Trustees in carrying out the aims of AFA.

Relationship with other organisations

AFA is a member of PTA UK, the national charity representing parent teacher associations in England, Wales and Northern Ireland.

Risk assessment

The Trustees consider health and safety and child protection risks in detail on an event-by-event basis, producing a risk assessment document for each event, which is signed off by the Chairman and the President. The risk assessment is part of an extensive event checklist, which is completed for all events organised by AFA and which provides a comprehensive assessment of the event.

Where other organisations are used to run, or supply services for, an event, their risk assessments and public liability insurance documents are obtained and examined by the Trustees.

All appropriate statutory checks, including DBS checks, are conducted as required for the officers of AFA.

The AFA Finance Procedures document sets out the procedures, which the Trustees have in place for management of the financial risks to which AFA may be exposed.

Aims and activities

Charitable aims

The aim of AFA is to advance the education of boys in Aldwickbury School, Harpenden, in particular by:

- Bringing together the parents, staff, Governors and boys interested in the wellbeing of the School, through social, cultural and other activities.
- Fostering more extended relationships between the School, parents, the local community and others associated with the School.
- Providing facilities and equipment, which support the School and advance the education of boys in the School.
- Supporting the School in promoting the boys' involvement with charitable fundraising and awareness of the needs of others in the community.

Public Benefit Statement

The Trustees have taken due regard to the guidance published by the Charity Commission on public benefit.

AFA exists to benefit the pupils, parents, teachers and other members of the wider School community of Aldwickbury School. The beneficiary of funds raised by AFA is Aldwickbury School Trust Limited, unless funds are raised for a specified external charity as part of AFA's aim of promoting the boys' involvement with charitable fundraising. Monies or goods are donated to Aldwickbury School Trust Limited at the discretion of AFA's Trustees and in accordance with AFA's aim of advancing the education of boys in the School.

Summary of main activities

The main activities of AFA are:

- hosting a range of social, cultural and other activities to bring together different sections of the Aldwickbury School community;
- supplementing the School's programme of new parent events by holding welcome coffee mornings for those parents joining the School in years which are not the main stages of new pupil intake;
- holding tuck shops and second hand uniform sales once or twice a term;
- working with the School in providing pupils with opportunities to be involved with supporting charities by fundraising and other activities;
- supporting the School at occasional special events.

Achievements and performance

Events

AFA held a varied programme of events during the year, prior to the impact of Covid-19. These events brought many sections of the Aldwickbury School community together, at the same time as raising funds for AFA to enable it to make donations of facilities or equipment to the School.

- A school wide **bazaar** was held in November. Each year group runs stalls, which either sell donated items such as cakes, books, & toys, manages refreshment stalls or run fun games for the boys to play. In addition, the Year 8 boys design and run their own games stalls. Our bazaar is a large event attended by all the family and is our largest event of the year. 50% of the profits from the bazaar were donated to a charity of the boys' choice, this year it was Herts Young Homeless.
- During the Christmas period the boys were involved in a **Christmas card project** and the pre-prep boys had a **visit from Santa**.
- A successful **quiz night** for School staff and prep parents was held in January.
- A **film afternoon** was also held in January for the pre-prep school.
- A wine-tasting quiz evening was held in March for parents.
- **Second hand uniform sales** were held once a term. These were very successful fundraising events, which provided a useful service to parents.

- **Tuck shops** were held once a term at the end of the school day, with a large group of parent volunteers regularly baking delicious cakes for boys to buy.
- Many other events including the boys' disco, bikeability course and the Summer Ball had to be cancelled due to the coronavirus pandemic.
- AFA acted as a conduit to collect donations from parents to assist in a local charity project to make Scrubs for NHS workers. Surplus funds after completion of the project were donated by the Scrubs project to NHS charities.

Many parents have been involved in some way in organising the various events held. Events have been supported by a large cross-section of AFA's membership, helping to foster an enhanced sense of community within Aldwickbury School. The Trustees are very grateful for the support given to AFA by parents and staff.

Financial review

The Trustees have elected to prepare the financial statements on an accruals basis.

Financial performance

AFA organised several successful events and activities during the year. Many of the events organised by AFA are for the dual purpose of furthering one or more of the aims of the Association and for generating funds, but other events, for example tuck shops, are held with the primary purpose of fundraising.

The income generated by fundraising activities during the year totalled £26,600 (2019: £79,396) and was the principal source of funding for the Association. Total expenditure incurred in holding these events (included within the category of "fundraising trading costs") was £18,749 (2019: £64,584), giving net funds raised by fundraising events of £7,851 (2019: £14,812). Additionally, voluntary income of £nil (2018: £nil) was received.

During the year AFA made total funds to be donated of £6,597 (2019: £15,770). Donations made to charities arose from net income generated by events where pupils participate in fundraising activities.

Total net funds increased by £1,132 in the year (2019: decrease of £1,479).

Funds

AFA operates an unrestricted fund, which is categorised as having two components:

- **Unrestricted, designated funds.** During the year these comprised funds raised for other charities and projects. These funds arise from events where pupils participate in fundraising activities. The funds raised are allocated to designated funds and then either paid on to the chosen recipient charity or ring-fenced for future projects. Total designated funds at 31 July 2020 were £2,114 (2019: £766).
- **General funds.** These comprise the remainder of the unrestricted funds necessary to fund ongoing costs and provide protection against risks to AFA. The general funds are available for use in furthering any of the aims of AFA, at the discretion of the Trustees. General funds amounted to £37,580 at 31 July 2020 (2019: £37,796).

Reserves

The Trustees review annually the reserves policy and the level of reserves. This review takes into account future funding requests from Aldwickbury School Trust Limited, likely future costs and AFA's potential liabilities, in addition to ongoing administration costs. This review is linked to a six-month forward financial plan.

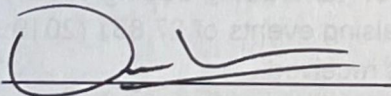
Reserves may accumulate beyond this level if the Trustees consider it appropriate to set funds aside for the purposes of possible future large-scale funding projects. Funds in reserves may also accumulate if admissible funding applications received from the School in a period are significantly less than net incoming resources in that period. Funding applications are considered admissible if, in the Trustees' opinion, they meet AFA's aims and comply with the donations policy agreed by the Trustees.

As at 31 July 2020 the Trustees believe that the charity has sufficient reserves on current projections to meet future requirements.

Independent Examiner

The Independent Examiner, Mr Ian Joyce, is seeking re-election at the AGM.

This report was approved by the Trustees on 20/4. 2021 and signed on their behalf by:



DATE 20 April 2021

Vernon Hales

Independent Examiner's Report to the Trustees of Aldwickbury Friends Association ("AFA")

I report on the trustees on my examination of the accounts of AFA for the year ended 31 July 2020, which are set out on pages 10 to 16.

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').

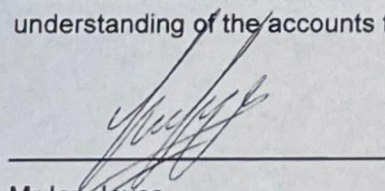
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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; or
- 3) The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



Mr Ian Joyce

c/o Aldwickbury School, Harpenden, AL5 1AD

DATE April 2021

Statement of Financial Activities

Year to 31 July 2020

	Note	Unrestricted funds: general 2020 £	Unrestricted funds: designated 2020 £	Total 2020 £	Total 2019 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	4	-	-	-	-
Activities for generating funds	5	13,836	12,436	26,272	55,568
Funds for Treehouse Project		-	328	328	23,828
Total incoming resources		13,836	12,764	26,600	79,396
Resources expended					
Costs of generating funds					
Fundraising trading costs	6	6,046	3,747	9,793	20,522
Costs for Treehouse Project		8,006	950	8,956	44,062
Charitable activities	7	-	6,597	6,597	15,770
Governance costs	8	-	122	122	117
Other resources expended	9	-	-	-	404
Total resources expended		14,052	11,416	25,468	80,875
Net (decrease) / increase in funds	3	-216	1,348	1,132	-1,479
Total funds brought forward		37,796	766	38,562	40,041
Total funds carried forward		37,580	2,114	39,694	38,562

The notes on pages 12 to 16 form an integral part of these financial statements.

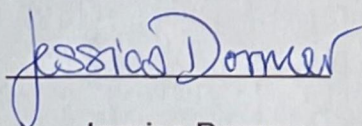
Balance sheet

As at 31 July 2020

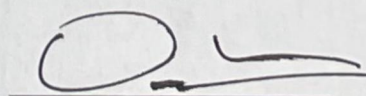
	Note	2020 £	2019 £
Current assets			
Debtors	11	-	4,394
Cash at bank and in hand		40,563	48,059
Total current assets		40,563	52,453
Creditors: amounts falling due within one year	12	869	13,891
Net current assets		39,694	38,562
Provisions for liabilities and charges		-	-
Net assets		39,694	38,562
<i>Represented by:</i>			
Funds of the Association			
Unrestricted funds:			
General funds	3	37,580	37,796
Designated funds	3	2,114	766
Total funds		39,694	38,562

The notes on pages 12 to 16 form an integral part of these financial statements.

Approved by the Trustees on 20th April 2021 and signed on their behalf by:



Jessica Dormer



Vernon Hales

Notes to the financial statements

1. Basis of preparation

These financial statements have been prepared on the basis of historic cost, in accordance with "Accounting and Reporting by Charities – Statement of Recommended Practice" (SORP) 2005, with the provisions of Section 1A for "Small Entities" of Financial Reporting Standard 102 and with the Charities Act.

2. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

i) Incoming resources

Incoming resources are included in the Statement of Financial Activities (SoFA) on an accruals basis, when entitlement to the resources is established, when the Trustees are virtually certain that they will receive the resources and when the monetary value can be measured with sufficient reliability. Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross within the SoFA.

ii) Resources expended

Resources expended are recorded on an accruals basis in the period in which an obligation to pay has been established.

iii) Fixed assets

Items of equipment with a cost of more than £1,000 and a useful life of more than one year are capitalised and depreciated over their useful life.

iv) Stock

Stock is valued at the lower of cost and net realisable value.

3. Funds

General funds are unrestricted funds, which are available for use in furtherance of AFA's aims at the discretion of the Trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes, as detailed in the Financial Review section of the Trustees' Report.

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4. Incoming resources: voluntary income

	2020 £	2019 £
Other donations	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

5. Incoming resources: activities for generating funds

All events, which generate fundraising income, are included under "activities for generating funds" in the Statement of Financial Activities. The corresponding costs of these events are included in fundraising trading costs (Note 6). However, many of these events are organised for the purposes of both fundraising and furthering at least one of AFA's four charitable aims (in particular, bringing parents, staff and boys together at events and promoting the boys' involvement with charitable fundraising).

	Unrestricted funds: general 2020 £	Unrestricted funds: designated 2020 £	Total 2020 £	Total 2019 £
Tuck shops	590	0	590	1,121
Uniform sales	902	2,114	3,016	3,251
Bazaar	6,219	6,219	12,438	13,402
Christmas cards	1,548	1,548	3,096	4,626
Quiz	964	-	964	752
Pre-prep film afternoon	240	-	240	320
Mothers' Day pottery	499	-	499	-
Wine tasting	1,800	-	1,800	
Disco	-	-	-	2,218
NHS Scrubs	-	2,555	2,555	
Summer Party	1,000	-	1,000	329
Bikeability	-	-	-	632
Lego Mechanics day	-	-	-	1,095
Father's Day Breakfast	-	-	-	438
Barn Dance & Auction of Promises	-	-	-	25,794
Miscellaneous	74	0	74	1,536
	<hr/>	<hr/>	<hr/>	<hr/>
	13,836	12,436	26,272	79,396
	<hr/>	<hr/>	<hr/>	<hr/>

ALDWICKBURY FRIENDS ASSOCIATION
Trustees' Report and Financial Statements 2020

6. Fundraising trading costs

	Unrestricted funds: general	Unrestricted funds: designated	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Tuck shops	47	-	47	5
Uniform sales	64	-	64	9
Bazaar	1,721	1,721	3,442	2,012
Christmas cards	1,016	1,016	2,032	3,026
Secret Santa	218	-	218	176
Quiz	96	-	96	38
Pre-prep film afternoon	-	-	-	70
Mothers' Day pottery	374	-	374	-
Wine tasting	990	-	990	-
Disco	120	-	120	1,175
NHS Scrubs	-	1,010	1,010	-
Summer Party	1,400	-	1,400	-
Bikeability	-	-	-	675
Lego Mechanics day	-	-	-	700
Father's Day Breakfast	-	-	-	259
Barn Dance & Auction	-	-	-	9,335
Circus Skills day	-	-	-	2,118
Miscellaneous	-	-	-	924
	<u>6,046</u>	<u>3,747</u>	<u>9,793</u>	<u>20,522</u>

7. Expenditure on charitable activities

	Unrestricted funds: General	Unrestricted funds: designated	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Donations to charities:				
Herts Young Homeless	-	5,052	5,052	-
NHS Scrubs	-	1,545	1,545	-
COSMIC	-	-	-	15,770
Total donations	-	6,597	6,597	15,770
Total expenditure on charitable activities	-	6,597	6,597	15,770

ALDWICKBURY FRIENDS ASSOCIATION
Trustees' Report and Financial Statements 2020

8. Governance costs

	2020	2019
	£	£
Membership of PTA UK	122	117
	<hr/>	<hr/>
	122	117
	<hr/>	<hr/>

9. Other resources expended

	2020	2019
	£	£
Staff gift collected from parents for this purpose	-	404
	<hr/>	<hr/>
	-	404
	<hr/>	<hr/>

10. Trustees' expenses

The Trustees received no emoluments during the year (2019: £nil). Expenses may be reimbursed when it is necessary for a Trustee, on behalf of AFA, to pay for goods or services required for the administration and governance of AFA.

Expenses were reimbursed to Trustees during the year as follows:

Number of Trustees reclaiming	Total cost	Number of Trustees reclaiming	Total cost
2020 No.	2020 £	2019 No.	2019 £
-	-	-	-

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11. Debtors

	2020	2019
	£	£
Bikeability debtor	-	55
Additional gift aid on donation pending	-	4,339
	<u>-</u>	<u>4,394</u>

12. Creditors

Amounts falling due within one year:

	2020	2019
	£	£
Creditors due within one year	869	13,891
	<u>869</u>	<u>13,891</u>

Included in creditors above is unpaid donations of £465 and the balance of £404 relates to a gift for a leaving staff member which has not yet been reimbursed to Aldwickbury School. All invoices were raised during the year but paid after the year-end.