

# **Aldwickbury Friends Association (AFA)**

## **Trustees' Report and Financial Statements**

**Year ended 31 July 2022**



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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 2022.

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 P Symes: President  
Mrs R Issott: Chair  
Mrs F Forster: Treasurer  
Mrs R Grant: Secretary  
Mr C Schanschieff

Mrs A Beaty  
Mrs A Baxter  
Mrs J Marriott  
Mrs C Qualtrough  
Mrs K Wenn  
Mr M Evans  
Mrs H Finnie  
Mrs J-M Franklin  
Mr R Gurney  
Mrs C Procter  
Mrs N Raghavjee

*Mr P Symes was appointed as Headmaster of Aldwickbury School at the start of the year and, as such, took up the position of President of AFA from departing Headmaster Mr V Hales.*

*Mrs R Issott, Mr M Evans, Mrs H Finnie, Mrs J-M Franklin, Mr R Gurney, Mrs C Procter and Mrs N Raghavjee were appointed as trustees and Mrs C Frith, Mrs E Hart and Mrs K Roberts resigned as trustees at the start of 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.

### ***Related party transactions***

Any related party transactions will be disclosed in the Financial Statements. Trustees will declare any related party interests and will withdraw from discussions and decision-making regarding any such transactions.

### ***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;
- selling second hand uniform to parents;
- 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***

The year to 31 July 2022 saw the lifting of many Covid 19 restrictions that had prohibited or severely limited the opportunity for events for the previous two years. AFA therefore sought to organise a number of activities for individual year groups as well as the usual whole school activities. The following activities took place:

- The Pre-prep boys had a **visit from Santa**.
- **Second hand uniform** was sold online throughout the year.
- **Tuck shops** were held for the boys to purchase cakes and treats on a Friday twice a term.
- AFA collected **winter clothing donations** to give to two Luton schools with families in need. AFA also collected **Christmas gifts** donated by parents to give to the children at these schools.
- A **film afternoon** was held for pre-prep boys.
- A Spring **Bazaar** was held with stalls and activities across the School grounds and was greatly enjoyed by Aldwickbury families. The Bazaar is the largest fundraising event in the year.
- Specific events were held for different age groups including a **Lego Engineering** event and a **Heartwood Glass** workshop.



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- A **Quiz** and a **Wine Tasting** event were held for parents.
- A new Wildlife Garden was proposed and designed and specific funds were raised for the garden at the Bazaar. Planting for the garden will begin in the next School year.
- The **disco** for boys in years 7 and 8 was held with local girls schools.
- A formal **Summer Ball** was held for parents.

The Trustees are very grateful for the support given to AFA by parents and staff in organising and running these events.



## **Financial review**

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

### ***Financial performance***

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 uniform sales are usually held with the primary purpose of fundraising.

The income generated by fundraising activities during the year totalled £89,249 (2021: £11,021) 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 £70,329 (2021: £10,743), giving net funds raised by fundraising events of £18,920 (2021: £278). Additionally, voluntary income of £nil (2021: £nil) was received.

During the year AFA made total funds to be donated of £7,530 (2021: £965). Donations made to charities arose from net income generated by events where pupils participate in fundraising activities.

Governance expenses in the year were £128 (2021: £123).

Total net funds increased by £11,262 (2021: decrease of £810).

### ***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 2022 were £26,600 (2021: £nil).
- 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 at 31 July 2022 amounted to £23,546 (2021: £38,884).

### ***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



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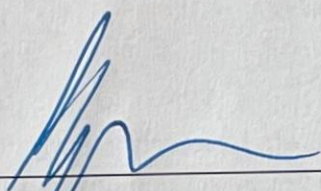
considered admissible if, in the Trustees' opinion, they meet AFA's aims and comply with the donations policy agreed by the Trustees.

As at 31 July 2022 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 ..... 2023 and signed on their behalf by:*

  
\_\_\_\_\_  
Paul Symes

DATE 2.5..... 2023



## 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 2022, 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').

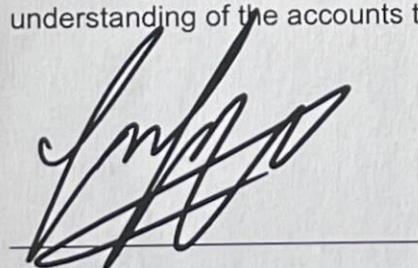
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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 17<sup>th</sup> MARCH 2023



## Statement of Financial Activities

Year to 31 July 2022

		Unrestricted funds: general 2022 £	Unrestricted funds: designated 2022 £	Current year total 2022 £	Prior year total 2021 £
	Note				
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	4	-	-	-	-
Activities for generating funds	5	75,194	14,055	89,249	11,021
<b>Total incoming resources</b>		75,194	14,055	89,249	11,021
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Fundraising trading costs	6	65,973	4,356	70,329	10,743
Charitable activities	7	-	7,530	7,530	965
Governance costs	8	-	128	128	123
Other resources expended	9	-	-	-	-
<b>Total resources expended</b>		65,973	12,014	77,987	11,831
Net (decrease) / increase in funds	3	9,221	2,041	11,262	-810
Reallocation of funds for designated projects		-24,559	24,559	-	-
Total funds brought forward		38,884	-	38,884	39,694
<b>Total funds carried forward</b>		23,546	26,600	50,146	38,884

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



## Balance sheet

As at 31 July 2022

		2022	2021
	Note	£	£
<b>Current assets</b>			
Debtors	11	-	-
Cash at bank and in hand		66,332	39,980
<b>Total current assets</b>		<u>66,332</u>	<u>39,980</u>
Creditors: amounts falling due within one year	12	16,186	1,096
<b>Net current assets</b>		<u>50,146</u>	<u>38,884</u>
Provisions for liabilities and charges		-	-
<b>Net assets</b>		<u>50,146</u>	<u>38,884</u>

*Represented by:*

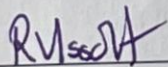
### Funds of the Association


Unrestricted funds:

General funds	3	23,546	38,884
Designated funds	3	26,600	-
<b>Total funds</b>		<u>50,146</u>	<u>38,884</u>

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

Approved by the Trustees on 2nd May..... 2023 and signed on their behalf by:

  
\_\_\_\_\_  
Rosalind Issott

  
\_\_\_\_\_  
Paul Symes



## **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**

	2022	2021
	£	£
Other voluntary donations	-	-
	-	-

**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	Unrestricted funds: designated	Total	Prior year
	2022	2022	2022	2021
	£	£	£	£
Tuck shops	755	272	1,027	0
Uniform sales	4,982	0	4,982	4,503
Bazaar	5,025	6,160	11,185	0
Christmas tea towels	0	0	0	1,640
Secret Santa	0	0	0	0
Quiz	960	0	960	0
Pre-prep film afternoon	260	0	260	0
Wildlife Garden	0	1,096	1,096	0
Wine tasting	2,300	0	2,300	0
Disco	0	2,430	2,430	165
Lego engineering	565	0	565	0
Summer Party	49,483	1,620	51,103	0
Winter clothing collection	1,400	1945	3,345	338
Hales' leaving presents	0	0	0	4,080
Heartwood Glass workshop	165	0	165	0
Dragon ride (cancelled event)	2,901	0	2,901	0
Miscellaneous	6,399	532	6,931	295
	75,195	14,055	89,249	11,021



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**6. Fundraising trading costs**

	Unrestricted funds: general	Unrestricted funds: designated	Total	Prior year
	2022	2022	2022	2021
	£	£	£	£
Tuck shops	8	0	8	0
Uniform sales	69	0	69	0
Bazaar	1,583	1,583	3,167	0
Christmas tea towels	0	0	0	676
Secret Santa	201	0	201	174
Quiz	219	0	219	0
Pre-prep film afternoon	35	0	35	0
Wildlife Garden	0	1,000	1,000	0
Wine tasting	2,165	0	2,165	0
Disco	0	1,773	1,773	350
Lego engineering	1,060	0	1,060	0
Summer Party	43,341	0	43,341	0
Winter clothing collection	1,400	0	1,400	1,316
Hales' leaving presents	0	0	0	4,086
Heartwood Glass workshop	460	0	460	0
Dragon ride (cancelled event)	2,901	0	2,901	0
Miscellaneous	12,530	0	12,530	4,141
	65,973	4,356	70,329	10,743

**7. Expenditure on charitable activities**

	Unrestricted funds: General	Unrestricted funds: designated	Total	Prior year
	2022	2022	2022	2021
	£	£	£	£
Donations to charities:				
Hospice of St Francis		7,530	7,530	
Herts Young Homeless	-	-	-	482
Neville Gray Memorial Fund	-	-	-	483
Total donations	-	7,530	7,530	965
Total expenditure on charitable activities	-	7,530	7,530	965



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**8. Governance costs**

	2022	2021
	£	£
Membership of PTA UK	128	123
<b>Totals</b>	128	123

**9. Other resources expended**

	2022	2021
	£	£
Other	-	-
<b>Totals</b>	-	-

**10. Trustees' expenses and emoluments**

The Trustees received no emoluments during the year (2021: £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 2022	Total cost 2022	Number of Trustees reclaiming 2021	Total cost 2021
No.	£	No.	£
7	£8,679	4	4,192

**11. Related party transactions**

There were no related party transactions during the year.



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**12. Debtors**

	2022	2021
	£	£
Other debtors	-	-
<b>Totals</b>	<hr/> - <hr/>	<hr/> - <hr/>

**13. Creditors**

Amounts falling due within one year:

	2022	2021
	£	£
Creditors due within one year	16,186	1,096
<b>Totals</b>	<hr/> 16,186 <hr/>	<hr/> 1,096 <hr/>

Included in creditors above is £16,134 of costs which have not yet been reimbursed to Aldwickbury School.