

Aldwickbury Friends Association (AFA)

Trustees' Report and Financial Statements

Year ended 31 July 2023

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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 2023.

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 Baxter
Mrs J Marriott
Mrs C Qualtrough
Mrs K Wenn
Mr M Evans
Mrs H Finnie
Mr R Gurney
Mrs C Procter
Mrs L Sidwell
Mrs R Gupta

Mrs L Sidwell and Mrs R Gupta were appointed as trustees and Mrs J-M Franklin and Mrs N Raghavjee resigned as trustees at the start of the year.

Independent Examiner: Mrs Tanya Morris-Jones
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 (known as formal meetings). 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 (known as informal meetings). 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 trustees 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 cake sales;
- 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 2023 saw AFA fundraising for a wildlife garden as well as supporting the boys chosen charity, Herts Wildlife Trust.

AFA sought to organise a number of activities for individual year groups as well as whole school activities. Most activities have the dual purpose of fundraising and bringing the school together. The following activities took place:

- The Pre-prep boys had a **visit from Santa**.
- **Second hand uniform** was sold online throughout the year.
- **Cake sales** were held for the boys 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 and gifted **£4,575 of supermarket vouchers**.
- A **film afternoon** was held for pre-prep boys.
- **Fireworks** were held for the entire school for the first year and 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 **Bushcraft** event **Lazer Tag**, and a **Pottery** workshop.

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- A **Quiz** and a **Wine Tasting** event were held for parents.
- The **disco** for boys in years 7 and 8 was held with local girls schools.
- An informal **Summer party** 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 £72,722 (2022: £89,249) and was the sole source of funding for the Association. Total expenditure incurred in holding these events (included within the category of "fundraising trading costs") was £77,571 (2022: £70,329), giving net expenditure from fundraising events of £(4,849) (2022: £18,920). Additionally, voluntary income of £nil (2021: £nil) was received.

During the year AFA made total funds to be donated of £(5,980) (2022: £(7,530)). Donations made to charities arose from net income generated by events where pupils participate in fundraising activities.

Governance expenses in the year were £(140) (2022: £(128)).

Total net funds decreased by £(10,969) (2022: increase of £11,262).

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 2023 were nil (2022: £26,600).
- 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 2023 amounted to £39,178 (2022: £23,546).

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 2023 the Trustees believe that the charity has sufficient reserves on current projections to meet future requirements.

Independent Examiner

The Independent Examiner, Mrs Tanya Morris-Jones, is seeking re-election at the AGM.

This report was approved by the Trustees on 20/05 2024 and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'Paul Symes', written over a horizontal line.

Paul Symes

DATE 20/5/ 2024

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 2023, which are set out on pages 11 to 17.

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').

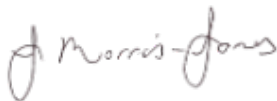
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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.



Mrs Tanya Morris-Jones
MJ Accounting Services

DATE22/05..... 2024

Statement of Financial Activities

Year to 31 July 2023

		Unrestricted funds: general 2023 £	Unrestricted funds: designated 2023 £	Current year total 2023 £	Prior year total 2022 £
	Note				
Incoming resources					
Incoming resources from generated funds					
Voluntary income	4	-	-	-	-
Activities for generating funds	5	72,722	-	72,722	89,249
Total incoming resources		72,722	-	72,722	89,249
Resources expended					
Costs of generating funds					
Fundraising trading costs	6	(77,571)	-	(77,571)	(70,329)
Charitable activities	7	-	(5,980)	(5,980)	(7,530)
Governance costs	8	-	(140)	(140)	(128)
Other resources expended	9	-	-	-	-
Total resources expended		(77,571)	(6,120)	(83,691)	(77,987)
Net (decrease) / increase in funds	3	(4,849)	(6,120)	(10,969)	11,262
Reallocation of funds for designated projects		(6,120)	6,120	-	-
Total funds brought forward		50,146	-	50,146	38,884
Total funds carried forward		39,178	-	39,178	50,146

The notes on pages 13 to 17 form an integral part of these financial statements.

Balance sheet

As at 31 July 2023

	Note	2023 £	2022 £
Current assets			
Debtors	12	-	-
Cash at bank and in hand		39,178	66,332
Total current assets		39,178	66,332
Creditors: amounts falling due within one year	13	-	(16,186)
Net current assets		39,178	50,146
Provisions for liabilities and charges		-	-
Net assets		39,178	50,146

Represented by:

Funds of the Association

Unrestricted funds:

General funds	3	39,178	23,546
Designated funds	3	-	26,600
Total funds		39,178	50,146

The notes on pages 13 to 17 form an integral part of these financial statements.

Approved by the Trustees on ...20/05... 2024 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

	2023	2022
	£	£
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
	2023	2023	2023	2022
	£	£	£	£
Summer Party	29,513	-	29,513	51,103
Bazaar	14,156	-	14,156	11,185
Uniform sales	8,295	-	8,295	4,982
Wine tasting	4,290	-	4,290	2,300
Fireworks	4,047	-	4,047	-
Disco	2,785	-	2,785	2,430
Cake Sales	1,707	-	1,707	1,027
Quiz	1,705	-	1,705	960
Laser Tag	331	-	331	-
Secret Santa	315	-	315	-
Bushcraft	295	-	295	-
Pottery	241	-	241	-
Winter clothing collection	-	-	-	3,345
Dragon ride (cancelled event)	-	-	-	2,901
Wildlife garden	-	-	-	1,096
Lego engineering	-	-	-	565
Pre-prep film afternoon	-	-	-	260
Heartwood Glass workshop	-	-	-	165
Miscellaneous	5,041	-	5,041	6,931
	72,722	-	72,722	89,249

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6. Fundraising trading costs

	Unrestricted funds: general	Unrestricted funds: designated	Total	Prior year
	2023	2023	2023	2022
	£	£	£	£
Summer Party	(23,456)	-	(23,456)	(43,341)
Bazaar	(3,305)	-	(3,305)	(3,167)
Uniform sales	(686)	-	(686)	(69)
Wine tasting	(3,550)	-	(3,550)	(2,165)
Fireworks	(2,366)	-	(2,366)	-
Disco	(2,466)	-	(2,466)	(1,773)
Cake sales	-	-	-	(8)
Quiz	(211)	-	(211)	(219)
Lazer Tag	(1,324)	-	(1,324)	-
Secret Santa	(560)	-	(560)	(201)
Bushcraft	(350)	-	(350)	-
Pottery	(393)	-	(393)	-
Winter clothing / Luton schools	(4,575)	-	(4,575)	(1,400)
Wildlife Garden	(5,187)	-	(5,187)	(1,000)
Dragon ride (cancelled event)	-	-	-	(2,901)
Lego engineering	-	-	-	(1,060)
Heartwood Glass workshop	-	-	-	(460)
Pre-prep film afternoon	-	-	-	(35)
Miscellaneous	(29,142)	-	(29,142)	(12,530)
	<u>(77,571)</u>	<u>-</u>	<u>(77,571)</u>	<u>(70,329)</u>

7. Expenditure on charitable activities

	Unrestricted funds: General	Unrestricted funds: designated	Total	Prior year
	2023	2023	2023	2022
	£	£	£	£
Donations to charities:				
Herts Wildlife Trust	-	(5,980)	(5,980)	-
Hospice of St Francis	-	-	-	(7,530)
Total donations	<u>-</u>	<u>(5,980)</u>	<u>(5,980)</u>	<u>(7,530)</u>
 Total expenditure on charitable activities	 <u>-</u>	 <u>(5,980)</u>	 <u>(5,980)</u>	 <u>(7,530)</u>

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8. Governance costs

	2023	2022
	£	£
Membership of PTA UK	(140)	(128)
Totals	(140)	(128)

9. Other resources expended

	2023	2022
	£	£
Other	-	-
Totals	-	-

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 2023	Total cost 2023	Number of Trustees reclaiming 2022	Total cost 2022
No.	£	No.	£
8	(9,693)	7	(8,679)

11. Related party transactions

There were no related party transactions during the year.

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12. Debtors

	2023	2022
	£	£
Other debtors	-	-
Totals	<hr/> - <hr/>	<hr/> - <hr/>

13. Creditors

Amounts falling due within one year:

	2023	2022
	£	£
Creditors due within one year	-	(16,186)
Totals	<hr/> - <hr/>	<hr/> (16,186) <hr/>

Included in 2022 creditors above is £16,134 of costs which have not yet been reimbursed to Aldwickbury School.