

ST MICHAELS PREP SCHOOL PARENTS & FRIENDS ASSOCIATION

England & Wales · Charity number 1158371

Details

Other names	ST MICHAELS P&F;
Status	Registered
Legal form	Other
Registered	2014-08-27
Register	View on the Charity Commission register

Contact

Address	St. Michael's Preparatory School Otford Court Row Dow Otford Kent
Phone	01959 526042
Email	Stmichaelspreppf@gmail.com

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: FUND RAISING FOR THE SCHOOL PARENTS AND FRIENDS COMMITTEE, AND LOCAL CHARITIES.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** Other Charitable Purposes
- **Who:** Children/young People, Other Charities Or Voluntary Bodies

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£90,461	£106,971	-	-
2023-08-31	£51,877	£46,896	-	-
2022-08-31	£95,423	£85,434	-	-
2021-08-31	£9,639	£34,237	-	-
2020-08-31	£42,513	£36,493	-	-

Trustees

Name	Role	Appointed
Sophie Day	Chair	2024-09-01
Claire French		2024-09-01
Lei Wei		2024-09-01

ST MICHAELS PREP SCHOOL PARENTS & FRIENDS ASSOCIATION

England & Wales - Charity number 1158371

Accounts

St Michael's Parents & Friends Association

Treasurer's Report

to the Accounts for the year ended 31/08/2024

St Michael's Parents & Friends Association had another busy and productive year, with the committee full of energy and enthusiasm. Continued with the objective from the previous year, the committee carried on in strengthening the community around the school and ensuring inclusion for all.

A number of Parents and Friends events were held, the most significant being the School Ball including School Ball Auction. This was well attended and raised over £9,000. In addition the Christmas Bazaar, Winter Wonderland and Farmers Market continued their success during winter time, which raised over £4,000.

The activities generated the following net funds for the P&F:

Christmas Bazaar	£2,009.60
School Ball	(£1,925.61)
School Ball Auction	£11,290.65
Winter Wonderland	£1,151.68
Farmers Market	£891.67
Ice Rink	£0.00
Panto	£352.50
Wreath Making Workshop	£145.21
Sports Day - Prep	£60.00
Summer Festival	(£190.08)
Pizza Van and Coffee Cart	£655.14
Cricket Memorial 2023	£0.00
DISCO	£1,196.06

The charity's events overall ran at a net surplus of £15,636.82

Income of £4,830 was received from subscriptions and £3,324.92 from other miscellaneous income and donations.

The P & F have contributed in full or partially to the following items for use at school:

- £5,796.69 – Coffee Machine for Cart
- £3,499.99 – Generator
- £1,190 – Sewing Machine
- £978.29 – Picnic Table

Funds were also reserved for:

- £500.00 – Pre-prep Mural (pre-existing from 21/22)
- £250.00 - AEN Support (pre-existing from 21/22)
- £17,380.00 – Adventure Playground
- £100.00 – Coffee Cart Flag

In addition to distribution of funds to the school, contributions were also made towards Year 6 leavers' gifts, school umbrellas, Christmas tree, etc.

Distribution of funds and expenses incurred for fundraising events across the year totalled £109,120.89. £587.41 was also paid for expenditure approved and accounted for in the previous financial year for Cricket Memorial Proceeds. In addition £1,000 of funding earmarked for AEN Support and Pre Prep Mural was decided by the committee to reduce to £750. In addition this funding was accounted for in the Financial Year 2021/22.

This activity resulted in a cash balance of £40,094.85 on 31 August 2024 an decrease of £1,017.24 from the balance at 1 September 2023 of £41,112.09.

The accounts for the financial year ending 31 August 2024 have been independently reviewed and will be filed with the Charity Commission by 30th June 2025.

The committee for the period from September 2023 was Laura Andrews (co-Chair) and Kea Ashley (co-Chair), Victoria Abueita (Treasurer), Victoria Leithead (Assistant Treasurer), Daisy Gregson (Secretary), Merle Parrett and Avril Gibbinson (Committee Members).

Lei Wei

Treasurer (from 1 September 2024)

6th June 2025

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2024

2023 £		2024 £	2024 £
RECEIPTS			
Donations, Legacies and other Similar receipts			
5,701.00	Subscriptions and Payments	4,830.00	
<u>1,196.95</u>	Other	<u>3,324.92</u>	
6,897.95	Total Donated Income		8,154.92
Fundraising			
<u>44,979.32</u>	Events	<u>82,306.14</u>	
44,979.32	Total Fundraising Income		82,306.14
Investment Income			
<u>0.00</u>	Bank Interest Received	<u>0.00</u>	
0.00	Total Investment Income		0.00
<u>51,877.27</u>	TOTAL RECEIPTS		<u>90,461.06</u>

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2024

2023		2024	
£		£	£
PAYMENTS			
Expenditure to generate funds			
-34,780.36	Events	-66,669.32	
<u>-34,780.36</u>	Total Expenditure to generate funds		-66,669.32
Distribution of funds			
-2,457.05	Miscellaneous	-4,291.40	
-100.00	Year 3 Books	0.00	
-120.60	Thermos	0.00	
-3,300.00	Christmas Orchestra	0.00	
-357.11	Coronation Bookmarks	0.00	
-2,000.00	PA System	0.00	
-500.00	AEN Support	-250.00	
-500.00	Pre-Prep Mural	-500.00	
-1,150.00	Debbie Draws Maps Murals	-756.00	
-240.00	Y8 Leavers Contributions	-160.00	
0.00	Coffee Machine for Cart	-5,796.69	
0.00	Wreath for School Door	-55.00	
0.00	Pencils for Pre-Prep	-300.00	
0.00	Sports Tour Bags	-922.60	
0.00	Refund for generator	-3,499.99	
0.00	Y7/8Sports Tour	-201.60	
0.00	Partial donation for SEN activity	-250.00	
0.00	Sewing Machines	-1,190.00	
0.00	Pic Nic Table	-978.29	
0.00	Adventure Playground Deposit	-5,820.00	
0.00	Adventure Playground	-17,380.00	
0.00	Coffee Cart Flag	-100.00	
<u>-8,267.71</u>	Total distribution of funds		-42,451.57
Adjustments Relating to Incurred Expenses			
-2,392.00	Switch from Parent conts to WW		
-2,000.00	Switch from 2023 events to misc		
Adjustments Relating to Prior Periods			
2,000.00	Changes in accrual for AEN and Pre-Prep	250.0	
1,000.00	Accounted in previous years for AEN and Pre-Prep	750.0	
0.00	Accounted in previous years for Debbie L	756.0	
0.00	Release additional accrual for Debbie L	394.0	
<u>0</u>	Total		2,150
<u>-43,048.07</u>	TOTAL PAYMENTS		-106,970.89
<u>-43,048.07</u>			-109,120.89

Payments Relating to PP

Charity Cricket Proceeds Paid in 2024 for 2023 -587.41

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

**Net Surplus By Event
For the year ended 31 August 2024**

2023 £	2023 £		2024 £	2024 £
7,832.44		Christmas Bazaar	6,433.47	
<u>-4,327.85</u>		Income	<u>-4,423.87</u>	
	3,504.59	Expenditure		2,009.60
		Surplus		
167.56		Amazon Smile	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	167.56	Expenditure		0.00
		Surplus		
1,425.81		Carol Concert	0.00	
<u>-255.50</u>		Income	<u>0.00</u>	
	1,170.31	Expenditure		0.00
		Surplus		
2,877.50		Winter Wonderland	1,784.00	
<u>-2,650.68</u>		Income	<u>-632.32</u>	
	226.82	Expenditure		1,151.68
		Surplus		
618.07		Farmers Market	910.67	
<u>-12.00</u>		Income	<u>-19.00</u>	
	606.07	Expenditure		891.67
		Surplus		
4,485.00		Panto	5,076.00	
<u>-4,020.00</u>		Income	<u>-4,723.50</u>	
	465.00	Expenditure		352.50
		Surplus		
300.51		Wine and Cheese Ev	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	300.51	Expenditure		0.00
		Surplus		
935.64		Cricket Memorial	300.00	
<u>-935.64</u>		Income	<u>-300.00</u>	
	0.00	Expenditure		0.00
		Surplus		
540.09		Sports Day Prep	60.00	
<u>-318.91</u>		Income	<u>0.00</u>	
	221.18	Expenditure		60.00
		Surplus		
193.59		Sports Day Pre-Prep	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	193.59	Expenditure		0.00
		Surplus		
22,152.07		Summer Festival	0.00	
<u>-20,935.89</u>		Income	<u>-190.08</u>	
	1,216.18	Expenditure		-190.08
		Surplus		
2,390.63		DISCO	2,813.92	
<u>-350.00</u>		Income	<u>-1,617.86</u>	
	2,040.63	Expenditure		1,196.06
		Surplus		
1,060.41		Wreath Making	530.21	
<u>-973.89</u>		Income	<u>-385.00</u>	
	86.52	Expenditure		145.21
		Surplus		
0.00		School Ball	48,122.50	
<u>0.00</u>		Income	<u>-50,048.11</u>	
	0.00	Expenditure		-1,925.61
		Surplus		
0.00		School Ball Auction	11,290.65	
<u>0.00</u>		Income	<u>0.00</u>	
	0.00	Expenditure		11,290.65
		Surplus		
0.00		Ice Rink	4,287.32	
<u>0.00</u>		Income	<u>-4,287.32</u>	
	0.00	Expenditure		0.00
		Surplus		
0.00		Pizza Van and Coffee	697.40	
<u>0.00</u>		Income	<u>-42.26</u>	
	0.00	Expenditure		655.14
		Surplus		
	<u>10,198.96</u>			<u>15,636.82</u>
	44,979.32	TOTAL INCOME		82,306.14
	#####	TOTAL EXPENDITURE		-66,669.32
	10,198.96	Net Profit		15,636.82

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Statement of Assets and Liabilities For the year ended 31 August 2024

2023 £		2024 £	2024 £
51,877.27	RECEIPTS		90,461.06
-46,896.12	PAYMENTS		-106,970.89
<u>4,981.15</u>	NET Deficit		<u>-16,509.83</u>
ASSETS			
Cash at Bank and at Hand			
	New Current account	40,094.85	
41,112.09	Total Cash at Bank		40,094.85
-3,037.41	Adj for payments not yet cleared		-18,230.00
<u>38,074.68</u>	TOTAL ASSETS		<u>21,864.85</u>
ACCUMULATED FUND			
28,085.14	Opening Balance - Unrestricted Funds		16,245.31
-11,839.83	Surplus / (Deficit) for the year		-16,509.83
<u>16,245.31</u>	Closing Balance - Unrestricted Funds		<u>-264.52</u>

Approved by the Committee and signed on its behalf

Date

06/06/2025

Claire French
(Co Chair)

Sophie Day
(Co Chair)

Lei Wei
(Treasurer)

Alan Macalister
16 Willow Holt
Hampton Hargate
Peterborough
PE7 8AP

PRIVATE AND CONFIDENTIAL

Lei Wei
C/O St Michael's Prep School
Parents and Friends Association
Otford Court
Row Dow
Otford
Kent
TN14 5RY

06 June 2025

Dear Lei

INDEPENDENT EXAMINATION

Charities with a gross income of £1m or less may choose to have an independent examination in place of an audit unless both their gross assets exceed £3.26m and their gross income exceeds £250,000.

As requested, I have reviewed the accounting records kept by the Parents and Friends Association for the 2023/2024 year and compared the accounts presented with those records.

Please be aware that I have not carried out a professional audit but during my scrutiny of the records, I have not found any material misstatement or omission.

Should you have any queries in relation to the examination performed, please do not hesitate to contact me.

Kind regards

Signature



Alan Macalister
Chartered Management Accountant

ST MICHAELS PREP SCHOOL PARENTS & FRIENDS ASSOCIATION

England & Wales - Charity number 1158371

Accounts

St Michael's Parents & Friends Association

Treasurer's Report

to the Accounts for the year ended 31/08/2023

St Michael's Parents & Friends Association had a busy and productive year, with the new committee full of energy and enthusiasm. The objective of the year was to build on the previous committee's foundation, strengthening the community around the school and ensuring inclusion for all. This was particularly relevant and important in what was the school's 150th year.

With this objective in mind, a number of Parents and Friends events were held, the most significant being the re-launch of the Christmas Fayre to include a Winter Wonderland and Farmers Market. This was well attended and raised over £4000. In addition the Summer Festival in June was a fantastic family event, and the sun shone brightly. This raised £1,200.

The P&F also organised the annual cricket memorial in memory of Ellis Andrews enabling a donation of £935.64 to the Emily Ash Trust.

The activities generated the following net funds for the P&F:

- £3,504.59 - Christmas Bazar
- £226.82 - Winter Wonderland
- £606.07 - Farmers Market
- £1,216.18 - Summer Festival
- £1,170.31 - Carol Concert
- £2,040.63 - DISCOs
- £465.00 - Panto
- £300.51 - Wine and Cheese Evening
- £221.18 - Prep Sports Day
- £193.59 - Pre-Prep Sports Day
- £86.52 - Wreath Making
- £167.56 - Amazon Smile

The charity's events overall ran at a net surplus of £10,198.96

Income of £5,701 was received from subscriptions and £1,196.95 from other miscellaneous income and donations.

The P & F have contributed in full or partially to the following items for use at school:

- £2,000.00 – PA System
- £3,300 – Orchestra for 150th Anniversary Christmas Concert
- £120.60 - Thermos
- £91.97 - Back to School Frame

Funds were also reserved for:

- £500.00 – Pre-prep Mural (pre-existing from 21/22)
- £1,150.00 - Debbie Draws Maps Mural
- £300 - Pre-Prep Anniversary Gifts
- £500.00 - AEN Support (pre-existing from 21/22)

In addition to distribution of funds to the school, contributions were also made towards Year 8 leavers' gifts, Christmas Trees and a Wreath for the Prep Reception Door, and Easter Eggs.

Distribution of funds and expenses incurred for fundraising events across the year totalled £45,504.12. £4,878.17 was also paid for expenditure approved and accounted for in the previous financial year for Cricket Memorial Proceeds, Library Furniture and High Jump Topper. In addition £2000 of funding earmarked for AEN Support and Pre Prep Mural was decided by the committee to be no longer required and was reduced to £500 each. In addition this funding was accounted for in the Financial Year 2021/22.

This activity resulted in a cash balance of £41,112.09 on 31 August 2023 an increase of £139.39 from the balance at 1 September 2022 of £40,972.70

The accounts for the financial year ending 31 August 2023 have been independently reviewed and will be filed with the Charity Commission by 30th June 2024.

The committee for the period from September 2022 was Laura Andrews (co-Chair) and Kea Ashley (co-Chair), Victoria Abueita (Treasurer), Victoria Leithead (Assistant Treasurer), Daisy Gregson (Secretary), Merle Parrett and Avril Gibbinson (Committee Members).

Victoria Abueita

Treasurer

6th June 2024

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2023

2022 £		2023 £	2023 £
	RECEIPTS		
	Donations, Legacies and other Similar receipts		
5,735.00	Subscriptions and Payments	5,701.00	
<u>754.00</u>	Other	<u>1,196.95</u>	
6,489.00	Total Donated Income		6,897.95
	Fundraising		
88,934.48	Events	<u>44,979.32</u>	
88,934.48	Total Fundraising Income		44,979.32
	Investment Income		
<u>0.00</u>	Bank Interest Received	<u>0.00</u>	
0.00	Total Investment Income		0.00
<u>95,423.48</u>	TOTAL RECEIPTS		<u>51,877.27</u>

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2023

2022		2023	
£		£	£
PAYMENTS			
Expenditure to generate funds			
-66,954.22	Events	-34,780.36	
<u>-66,954.22</u>	Total Expenditure to generate funds		-34,780.36
Distribution of funds			
0.00	Year 3 Books	-100.00	
0.00	Foliage for Back to School Frame	0.00	
0.00	Thermos	-120.60	
-267.28	Pre Prep Outdoor Tables	0.00	
0.00	Christmas Wreath	-50.00	misc
-648.00	Christmas Trees	-690.00	misc
-630.00	Leavers Parties (Y6 + 8)	0.00	
0.00	Christmas Orchestra	-3,300.00	
0.00	Y8 Leavers Contributions	-240.00	
-50.00	Gifts	0.00	
-128.00	PTA UK Subscription (Parentkind)	-140.00	misc
-67.21	Easter Expenses	-86.96	misc
-87.60	Film Licence	0.00	
-10.03	Meeting Expenses	-15.59	misc
-2,500.00	MiniBus Contribution	0.00	
-5,000.00	Drama Lighting	0.00	
-590.00	Community Cupboard Fundraising	0.00	
-550.00	Mrs Bridges Leaving Gift Fund	0.00	
-2,865.60	Library Furniture	0.00	
-786.00	High Jump Topper	0.00	
-1,500.00	AEN Support	-500.00	
-1,500.00	Pre-Prep Mural	-500.00	
0.00	Miscellaneous	-1,072.80	
0.00	Grounds People Expenses	-100.70	misc
0.00	Coronation Bookmarks	-357.11	
0.00	PA System	-2,000.00	
0.00	Debbie Draws Maps Murals	-1,150.00	
0.00	Prep 10yr Annivesary gifts	-300.00	misc
<u>-17,179.72</u>	Total distribution of funds		-10,723.76
Adjustments Relating to Incurred Expenses			
	Switch from Parent conts to WW	(2,392)	
	Switch from 2023 events to misc	(2,000)	
Adjustments Relating to Prior Periods			
	Changes in accrual for AEN and Pre-Pre	2,000.0	
	Accounted for in 21/22 AEN and Pre-Pr	1,000.0	
(1,300)			
<u>-1,300</u>	Total		-1,392
<u>-85,433.94</u>	TOTAL PAYMENTS		<u>-46,896.12</u>
<u>-84,133.94</u>			<u>-45,504.12</u>

Payments Relating to PP

Cricket Memorial Proceeds for 2022	-1226.57
High Jump Topper Paid in 22/23 relates to 21	-786
Library Furniture Paid in 22/23 relates to 21/	-2865.6

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Statement of Assets and Liabilities For the year ended 31 August 2023

2022		2023	2023	
£		£	£	
95,423.48	RECEIPTS		51,877.27	
-85,433.94	PAYMENTS		-46,896.12	
<u>9,989.54</u>	NET SURPLUS		<u>4,981.15</u>	
ASSETS				
Cash at Bank and at Hand				
	New Current account	41,112.09		
40,972.70	Total Cash at Bank		41,112.09	
-7,879.17	Adj for payments not yet cleared		-3,037.41	
<u>33,093.53</u>	TOTAL ASSETS		<u>38,074.68</u>	
ACCUMULATED FUND				
23,103.99	Opening Balance - Unrestricted Funds		33,093.53	
9,989.54	Surplus / (Deficit) for the year		4,981.15	
<u>33,093.53</u>	Closing Balance - Unrestricted Funds		<u>38,074.68</u>	0.00

Approved by the Committee and signed on its behalf

Date
05/06/2024

Laura Andrews
(Co Chair)

Kea Ashley
(Co Chair)

Victoria Abueita
(Treasurer)

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Net Surplus By Event For the year ended 31 August 2023

2022	2022		2023	2023
£	£		£	£
7,211.93		Christmas Bazaar	7,832.44	
<u>-4,459.50</u>		Income	<u>-4,327.85</u>	
	2,752.43	Expenditure		3,504.59
		Surplus		
134.90		Amazon Smile	167.56	
<u>0.00</u>		Income	<u>0.00</u>	
	134.90	Expenditure		167.56
		Surplus		
0.00		Carol Concert	1,425.81	
<u>0.00</u>		Income	<u>-255.50</u>	
	0.00	Expenditure		1,170.31
		Surplus		
64.00		Halloween Competiti	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	64.00	Expenditure		0.00
		Surplus		
73,011.58		Spring Ball	0.00	
<u>-55,576.74</u>		Income	<u>0.00</u>	
	17,434.84	Expenditure		0.00
		Surplus		
0.00		Winter Wonderland	2,877.50	
<u>0.00</u>		Income	<u>-2,650.68</u>	
	0.00	Expenditure		226.82
		Surplus		
0.00		Farmers Market	618.07	
<u>0.00</u>		Income	<u>-12.00</u>	
	0.00	Expenditure		606.07
		Surplus		
3,770.00		Panto	4,485.00	
<u>-3,118.50</u>		Income	<u>-4,020.00</u>	
	651.50	Expenditure		465.00
		Surplus		
0.00		Wine and Cheese Eve	300.51	
<u>0.00</u>		Income	<u>0.00</u>	
	0.00	Expenditure		300.51
		Surplus		
1,721.78		Cricket Memorial	935.64	
<u>-1,721.78</u>		Income	<u>-935.64</u>	
	0.00	Expenditure		0.00
		Surplus		
2,552.75		Sports Day Prep	540.09	
<u>-2,022.70</u>		Income	<u>-318.91</u>	
	530.05	Expenditure		221.18
		Surplus		
263.59		Sports Day Pre-Prep	193.59	
<u>-55.00</u>		Income	<u>0.00</u>	
	208.59	Expenditure		193.59
		Surplus		
203.97		Ski wear Sale	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	203.97	Expenditure		0.00
		Surplus		
0.00		Summer Festival	22,152.07	
<u>0.00</u>		Income	<u>-20,935.89</u>	
	0.00	Expenditure		1,216.18
		Surplus		
0.00		DISCO	2,390.63	
<u>0.00</u>		Income	<u>-350.00</u>	
	0.00	Expenditure		2,040.63
		Surplus		
0.00		Wreath Making	1,060.41	
<u>0.00</u>		Income	<u>-973.89</u>	
	0.00	Expenditure		86.52
		Surplus		
	<u>21,980.28</u>			<u>8,071.81</u>
	88,934.50	TOTAL INCOME		44,979.32
	-66,954.22	TOTAL EXPENDITURE		###
	21,980.28	Net Profit		10,198.96

Mark Binskin
13 Thicketts
Sevenoaks
Kent
TN13 3SZ

PRIVATE AND CONFIDENTIAL

Victoria Abueita
C/O St Michael's Prep School
Parents and Friends Association
Otford Court
Row Dow
Otford
Kent
TN14 5RY

09 June 2024

Dear Victoria

INDEPENDENT EXAMINATION

Charities with a gross income of £1m or less may choose to have an independent examination in place of an audit unless both their gross assets exceed £3.26m and their gross income exceeds £250,000.

As requested, I have reviewed the accounting records kept by the Parents and Friends Association for the 2022/2023 year and compared the accounts presented with those records.

Please be aware that I have not carried out a professional audit but during my scrutiny of the records, I have not found any material misstatement or omission.

Should you have any queries in relation to the examination performed, please do not hesitate to contact me.

Kind regards



Mark Binskin FCCA
Chartered Accountant

ST MICHAELS PREP SCHOOL PARENTS & FRIENDS ASSOCIATION

England & Wales - Charity number 1158371

Accounts

St Michael's Parents & Friends Association

Treasurer's Report

to the Accounts for the year ended 31/08/2022

St Michael's Parents & Friends Association experienced a productive year with the return to a more normalised level of fundraising, following the COVID19-pandemic which had hampered fundraising activity in the previous financial period.

A number of fundraising activities were held, the most significant being the Spring Ball in May which was a huge financial success, generating £37,590.82 in profit allowing two charitable donations; £9,034.67 to NACCOA and £11,121.33 to Demelza and retaining £17,434.82 for the P&F.

The P&F also organised the annual cricket memorial in memory of Ellis Andrews enabling a donation of £1,226.57 to the Emily Ash Trust. £590 was also raised and donated to Community Cupboard, a local foodbank in Sevenoaks.

The activities generated the following net funds for the P&F:

- £17,434.82 - Spring Ball
- £2,752.43 - Christmas Bazar
- £64.00 - Halloween Costumes
- £651.50 - Panto
- £203.97 - Ski-wear sale
- £530.05 - Prep Sports Day
- £208.59 - Pre-Prep Sports Day
- £134.90 - Amazon Smile

The charity's events overall ran at a net surplus of £21,980.26

Income of £5,735 was received from subscriptions and £754 from other miscellaneous income and donations.

This year the P & F have contributed in full or partially to the following items for use at school:

- £5,000.00 - Drama Lighting
- £2,865.60 - Library Furniture
- £2,500.00 - Minibus Contribution
- £786.00 - High Jump Topper

Funds were also reserved for:

- £1,500.00 - Pre-prep Mural
- £1,500.00 - AEN Support

In addition to distribution of funds to the school, contributions were also made towards Year 6 and 8 leavers' gifts, Mrs Bridges leaving gift, Christmas Trees, and Easter Eggs.

Distribution of funds and expenses incurred for fundraising events across the year totalled £84,133.94. £1,300.00 was also paid for expenditure approved and accounted for in the previous financial year for Pre-Prep tables.

This activity resulted in a cash balance of £40,972.70 on 31 August 2022 an increase of £17,868.71 from the balance at 1 September 2021 of £23,103.99. Of the increase, £7,879.17 net is cash reserved for funding requests and £9,989.54 returned to P&F funds.

The accounts for the financial year ending 31 August 2022 have been independently reviewed and will be filed with the Charity Commission by 30th June 2023.

The core committee members of the P&F were unchanged from the previous financial year. The full committee is listed as follows: Kelly Downey and Kerri O'Dwyer (co-Chairs), Ben Taylor (Treasurer), Avril Gibbinson (Assistant Treasurer), Laura Andrews (Secretary), Daisy Gregson, Adam Law and Tracey Scott (Committee Members).

For Kelly Downey, Kerri O'Dwyer, Ben Taylor, Adam Law and Tracey Scott, this will be their final term in office. We would like to take this opportunity to thank them for their hard work and commitment during their extremely challenging tenure.

The new committee for the period from September 2022 will be Laura Andrews (co-Chair) and Kea Ashley (co-Chair) Victoria Abueita (Treasurer), Victoria Leithead (Assistant Treasurer), Daisy Gregson (Secretary), Merle Parrett and Avril Gibbinson (Committee Members).

Victoria Abueita

Treasurer

9th June 2023

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2022

2021 £		2022 £	2022 £
RECEIPTS			
Donations, Legacies and other Similar receipts			
5,965.00	Subscriptions and Payments	5,735.00	
916.08	Other	754.00	
<u>6,881.08</u>	Total Donated Income	<u>6,489.00</u>	6,489.00
Fundraising			
2,758.08	Events	88,934.48	
<u>2,758.08</u>	Total Fundraising Income	<u>88,934.48</u>	88,934.48
Investment Income			
0.00	Bank Interest Received	0.00	
<u>0.00</u>	Total Investment Income	<u>0.00</u>	0.00
<u><u>9,639.16</u></u>	TOTAL RECEIPTS	<u><u>95,423.48</u></u>	

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2022

2021 £		2022 £	2022 £
	PAYMENTS		
	Expenditure to generate funds		
-19,889.82	Events	-66,954.22	
-19,889.82	Total Expenditure to generate funds		-66,954.22
	Distribution of funds		
-6,200.00	Laser Cutter	0.00	
-2,034.00	Speed Trap	0.00	
-1,345.00	Gazebo	0.00	
-1,300.00	Pre Prep Outdoor Tables	-267.28	
-1,066.00	Cross Country Tops	0.00	
-588.00	Christmas Trees	-648.00	
-480.00	Leavers Parties (Y6 + 8)	-630.00	
-468.79	Y2 Leavers Bottles	0.00	
-360.00	Y6 Leavers Hoodies	0.00	
-282.80	Gifts	-50.00	
-123.00	PTA UK Subscription (Parentkind)	-128.00	
-99.93	Easter Expenses	-67.21	
0.00	Film Licence	-87.60	
0.00	Meeting Expenses	-10.03	
0.00	MiniBus Contribution	-2,500.00	
0.00	Drama Lighting	-5,000.00	
0.00	Community Cupboard Fundraising	-590.00	
0.00	Mrs Bridges Leaving Gift Fund	-550.00	
0.00	Library Furniture	-2,865.60	
0.00	High Jump Topper	-786.00	
0.00	AEN Support	-1,500.00	
0.00	Pre-Prep Mural	-1,500.00	
-14,347.52	Total distribution of funds		-17,179.72
	Adjustments Relating to Prior Periods		
-		(1,300)	
0	Total		-1,300
-34,237.34	TOTAL PAYMENTS		-85,433.94

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Statement of Assets and Liabilities For the year ended 31 August 2022

2021 £		2022 £	2022 £
9,639.16	RECEIPTS		95,423.48
###	PAYMENTS		-85,433.94
<u>###</u>	NET SURPLUS		<u>9,989.54</u>
ASSETS			
	Cash at Bank and at Hand		
	New Current account	40,972.70	
23,103.99	Total Cash at Bank		40,972.70
	Adj for payments not yet cleared		-7,879.17
<u>23,103.99</u>	TOTAL ASSETS		<u>33,093.53</u>
ACCUMULATED FUND			
47,702.17	Opening Balance - Unrestricted Funds		23,103.99
-24,598.18	Surplus / (Deficit) for the year		9,989.54
<u>23,103.99</u>	Closing Balance - Unrestricted Funds		<u>33,093.53</u>

Approved by the Committee and signed on its behalf

Date ###

Laura Andrews (Co
Chair)

Daisy Gregson (Secretary)

Victoria Turr (Treasurer)

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Net Surplus By Event For the year ended 31 August 2022

2021 £	2021 £		2022 £	2022 £
0.00		Christmas Bazaar	7,211.93	
<u>0.00</u>		Income	<u>-4,459.50</u>	
	0.00	Expenditure		2,752.43
		Surplus		
104.68		Amazon Smile	134.90	
<u>0.00</u>		Income	<u>0.00</u>	
	104.68	Expenditure		134.90
		Surplus		
360.00		Cooking Curry Night	0.00	
<u>-315.00</u>		Income	<u>0.00</u>	
	45.00	Expenditure		0.00
		Surplus		
255.50		Halloween Competition	64.00	
<u>-47.33</u>		Income	<u>0.00</u>	
	208.17	Expenditure		64.00
		Surplus		
0.00		Spring Ball	73,011.58	
<u>-18,600.00</u>		Income	<u>-55,576.74</u>	
	-18,600.00	Expenditure		17,434.84
		Surplus		
1,413.00		Winter Wonderland	0.00	
<u>-580.99</u>		Income	<u>0.00</u>	
	832.01	Expenditure		0.00
		Surplus		
504.90		Christmas Cards	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	504.90	Expenditure		0.00
		Surplus		
0.00		Panto	3,770.00	
<u>-346.50</u>		Income	<u>-3,118.50</u>	
	-346.50	Expenditure		651.50
		Surplus		
0.00		Movie Night	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	0.00	Expenditure		0.00
		Surplus		
0.00		Cricket Memorial	1,721.78	
<u>0.00</u>		Income	<u>-1,721.78</u>	
	0.00	Expenditure		0.00
		Surplus		
0.00		Sports Day Prep	2,552.75	
<u>0.00</u>		Income	<u>-2,022.70</u>	
	0.00	Expenditure		530.05
		Surplus		
0.00		Sports Day Pre-Prep	263.59	
<u>0.00</u>		Income	<u>-55.00</u>	
	0.00	Expenditure		208.59
		Surplus		
0.00		Ski wear Sale	203.97	
<u>0.00</u>		Income	<u>0.00</u>	
	0.00	Expenditure		203.97
		Surplus		
120.00		Yoga	0.00	
<u>0.00</u>		Income	<u>0.00</u>	
	120.00	Expenditure		0.00
		Surplus		
	<u>120.00</u>			<u>21,980.28</u>
	<u>-17,131.74</u>			
2,758.08		TOTAL INCOME	88,934.50	
-19,889.82		TOTAL EXPENDITURE	###	
-17,131.74		Net Profit	21,980.28	

Mark Binskin
13 Thicketts
Sevenoaks
Kent
TN13 3SZ

PRIVATE AND CONFIDENTIAL

Victoria Abueita
C/O St Michael's Prep School
Parents and Friends Association
Otford Court
Row Dow
Otford
Kent
TN14 5RY

10 June 2023

Dear Victoria

INDEPENDENT EXAMINATION

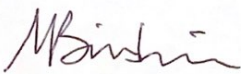
Charities with a gross income of £1m or less may choose to have an independent examination in place of an audit unless both their gross assets exceed £3.26m and their gross income exceeds £250,000.

As requested, I have reviewed the accounting records kept by the Parents and Friends Association for the 2021/2022 year and compared the accounts presented with those records.

Please be aware that I have not carried out a professional audit but during my scrutiny of the records, I have not found any material misstatement or omission.

Should you have any queries in relation to the examination performed, please do not hesitate to contact me.

Kind regards



Mark Binskin FCCA
Chartered Certified Accountant
Membership Number: 0636903

ST MICHAELS PREP SCHOOL PARENTS & FRIENDS ASSOCIATION

England & Wales - Charity number 1158371

Accounts

St Michael's Parents & Friends Association

Treasurer's Report

to the Accounts for the year ended 31/08/2020

St Michael's Parents & Friends Association has had a productive year albeit with its fundraising activity severely curtailed by the COVID19-pandemic.

A number of fundraising events were held providing a total surplus of £21,771.50*. The events with net funds raised were:

- £15,617.95 - Spring Ball*
- £5,555.54 - Christmas Bazaar
- £359.70 - Christmas Cards
- £134.00 - Panto
- £104.31 - Movie Night

A further £6,140 was received from subscriptions and £1,469.13 from other miscellaneous income and donations (including Amazon Smile commission).

*During 19/20 the P&F generated £22,545.45 from the sale of tickets to the Spring Ball scheduled for May 2020. The Spring Ball was postponed twice during the year due to Government restrictions imposed by the COVID-19 pandemic. In December 2020, the committee decided to cancel the event and refund all tickets purchased. The expenditure from the ticket refunds will appear in the 2020/21 accounts as a deficit against the Spring Ball.

This year the P & F have contributed in full or partially (percentage given in brackets) to the following items for use at school:

- £6,747.50 - School Minibus (50%)
- £6,194.00 - Hockey Equipment for AstroTurf Pitch (50%)
- £3,524.72 - Pre Prep Climbing Frame (deferred from 18/19)
- £2,480.87 - Pre Prep Staging Extension
- £1,462.01 - Gazebos (50%)
- £857.20 - Spheres for ICT (deferred from 18/19)
- £671.99 - Touch Typing Software

In addition to distribution of funds to the school, contributions were also made towards Year 2 leavers' gifts, (this remained at £10 per child) and Christmas Trees. The P&F also purchased a cash counting machine for £138.80 to improve efficiency and accuracy of cash handling at events.

Distribution of funds across the year totalled £23,361.27.

This activity resulted in a cash balance of £47,702.81 on 31 August 2020 an increase of £6,019.36 from the balance at 1 September 2019 of £41,682.81.

The accounts for the financial year ending 31 August 2020 have been independently reviewed and will be filed with the Charity Commission by 30th June 2021.

Since the start of this academic year, a surplus of £807.01 was raised from the Winter Wonderland and £208.17 from the Halloween Competition. A further £45.00 was raised through a Cooking Night facilitated by a parent.

The core committee members of the P&F remain unchanged and are listed as follows: Kelly Downey and Kerri O'Dwyer (co-Chairs), Ben Taylor (Treasurer), Avril Gibbinson (Assistant Treasurer), Anna-Marie Mottram (Secretary), Daisy Gregson and Tracey Scott (Committee Members).

Ben Taylor
Treasurer
18 January 2021

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2020

2019		2020	2020
£		£	£
	RECEIPTS		
	Donations, Legacies and other Similar receipts		
5,960.00	Subscriptions and Payments	6,140.00	
<u>30.01</u>	Other	<u>1,469.13</u>	
5,990.01	Total Donated Income		7,609.13
	Fundraising		
<u>25,780.39</u>	Events	<u>34,903.54</u>	
25,780.39	Total Fundraising Income		34,903.54
	Investment Income		
<u>0.00</u>	Bank Interest Received	<u>0.00</u>	
0.00	Total Investment Income		0.00
<u>31,770.40</u>	TOTAL RECEIPTS		<u>42,512.67</u>

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2020

2019		2020	2020
£		£	£
PAYMENTS			
Expenditure to generate funds			
-17,642.75	Events	-13,132.04	
<u>-17,642.75</u>	Total Expenditure to generate funds		-13,132.04
Distribution of funds			
0.00	Minibus	-6,747.50	
0.00	Hockey Equipment	-6,194.00	
-17,623.59	Pre Prep Climbing Frame	-3,524.72	
0.00	Pre Prep Staging	-2,480.87	
0.00	Gazebo	-1,462.01	
0.00	Spheres for ICT	-857.20	
0.00	Touch Typing Software	-671.99	
-486.00	Christmas Trees	-588.00	
-980.00	Leavers Parties (for Y8, Y6 and Y2)	-220.40	
0.00	Coin counting machine	-138.80	
278.14	Stock at the end of the financial year	-124.27	
-117.00	PTA UK Subscription	-122.00	
0.00	Stationery	-86.02	
-189.00	Gifts	-79.20	
-132.91	P&F Social & Meeting Drinks	-64.29	
-2,043.57	BBQ	0.00	
-1,104.00	Netball Post Protectors	0.00	
-1,062.65	Branded Sports Pole Protectors	0.00	
-881.60	Wet Weather Games	0.00	
-530.40	Stock at start of financial year	0.00	
-500.00	Lego Therapy	0.00	
-415.19	Freezer for Pavilion	0.00	
-250.00	International Map	0.00	
-51.69	Easter Eggs	0.00	
-47.98	Jugs / Flexit Tubs for use at events	0.00	
<u>-26,137.44</u>	Total distribution of funds		-23,361.27
<u><u>-43,780.19</u></u>	TOTAL PAYMENTS		<u><u>-36,493.31</u></u>

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Statement of Assets and Liabilities For the year ended 31 August 2020

2019		2020	2020
£		£	£
31,770.40	RECEIPTS		42,512.67
-43,780.19	PAYMENTS		-36,493.31
<u>-12,009.79</u>	NET SURPLUS		<u>6,019.36</u>
	ASSETS		
	Cash at Bank and at Hand		
41,682.81	New Current account	47,702.17	
<u>41,682.81</u>	Total Cash at Bank		<u>47,702.17</u>
<u>41,682.81</u>	TOTAL ASSETS		<u>47,702.17</u>
	ACCUMULATED FUND		
53,692.60	Opening Balance - Unrestricted Funds	41,682.81	
-12,009.79	Surplus / (Deficit) for the year	6,019.36	
<u>41,682.81</u>	Closing Balance - Unrestricted Funds		<u>47,702.17</u>

Approved by the Committee and signed on its behalf

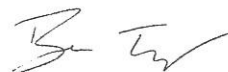
Date 18/01/2021



Kerri O'Dwyer (Co
Chair)



Anna-Marie Mottram (Secretary)



Ben Taylor (Treasurer)

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Net Surplus By Event For the year ended 31 August 2020

2019	2019		2020	2020
£	£		£	£
7,175.93		Christmas Bazaar	8,699.39	
<u>-2,968.93</u>		Income		
	4,207.00	Expenditure	<u>-3,143.85</u>	
		Surplus		5,555.54
0.00		Comedy Night	0.00	
<u>-458.50</u>		Income	0.00	
	-458.50	Expenditure	<u>0.00</u>	
		Surplus		0.00
49.35		Easy fundraising	0.00	
<u>0.00</u>		Income	0.00	
	49.35	Expenditure	<u>0.00</u>	
		Surplus		0.00
2,523.77		Sports Days / Camp O	0.00	
<u>-991.54</u>		Income	0.00	
	1,532.23	Expenditure	<u>0.00</u>	
		Surplus		0.00
0.00		Spring Ball	22,545.45	
<u>0.00</u>		Income	22,545.45	
	0.00	Expenditure	<u>-6,927.50</u>	
		Surplus		15,617.95
12,829.64		Circus	0.00	
<u>-10,429.78</u>		Income	0.00	
	2,399.86	Expenditure	<u>0.00</u>	
		Surplus		0.00
306.50		Christmas Cards	359.70	
<u>0.00</u>		Income	359.70	
	306.50	Expenditure	<u>0.00</u>	
		Surplus		359.70
2,895.20		Panto	3,104.00	
<u>-2,794.00</u>		Income	3,104.00	
	101.20	Expenditure	<u>-2,970.00</u>	
		Surplus		134.00
0.00		Movie Night	195.00	
<u>0.00</u>		Income	195.00	
	0.00	Expenditure	<u>-90.69</u>	
		Surplus		104.31
	<u>8,137.64</u>			<u>21,771.50</u>
25,780.39		TOTAL INCOME		34,903.54
-17,642.75		TOTAL EXPENDITURE		-13,132.04
8,137.64		Net Profit		21,771.50

Catherine Maitland
17 Nether Cairnhill Drive
Chapelton
Scotland
AB39 8AG

PRIVATE AND CONFIDENTIAL

Ben Taylor
C/O St Michael's Prep School
Parents and Friends Association
Itford Court
Row Dow
Otford
Kent
TN14 5RY

16 March 2021

Dear Ben

INDEPENDENT EXAMINATION

Charities with a gross income of £1m or less may choose to have an independent examination in place of an audit unless both their gross assets exceed £3.26m and their gross income exceeds £250,000.

As requested, I have reviewed the accounting records kept by the Parents and Friends Association and compared the accounts presented with those records.

Please be aware that I have not carried out a professional audit but during my scrutiny of the records, I have not found any material misstatement or omission.

Should you have any queries in relation to the examination performed, please do not hesitate to contact me.

Yours sincerely



Catherine Maitland
Chartered Accountant