

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 | |
| 1,196.95 | Other | 3,324.92 | |
| <u>6,897.95</u> | Total Donated Income | <u></u> | 8,154.92 |
| Fundraising | | | |
| 44,979.32 | Events | 82,306.14 | |
| <u>44,979.32</u> | Total Fundraising Income | <u></u> | 82,306.14 |
| Investment Income | | | |
| 0.00 | Bank Interest Received | 0.00 | |
| <u>0.00</u> | Total Investment Income | <u></u> | 0.00 |
| <u><u>51,877.27</u></u> | TOTAL RECEIPTS | <u><u></u></u> | <u><u>90,461.06</u></u> |

ST MICHAELS PARENTS AND FRIENDS ASSOCIATION

Receipts and Payments Accounts For the year ended 31 August 2024

| 2023 £ | | 2024 £ | 2024 £ |
|--|--|------------|--------------------|
| PAYMENTS | | | |
| Expenditure to generate funds | | | |
| -34,780.36 | Events | -66,669.32 | |
| -34,780.36 | 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 | |
| -8,267.71 | 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 Draws | 756.0 | |
| 0.00 | Release additional accrual for Debbie Draws | 394.0 | |
| 0 | Total | | 2,150 |
| -43,048.07 | TOTAL PAYMENTS | | -106,970.89 |
| -43,048.07 | | | -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 | Income 6,433.47 | |
| -4,327.85 | | | Expenditure -4,423.87 | |
| | 3,504.59 | | Surplus | 2,009.60 |
| 167.56 | | Amazon Smile | Income 0.00 | |
| 0.00 | | | Expenditure 0.00 | |
| | 167.56 | | Surplus | 0.00 |
| 1,425.81 | | Carol Concert | Income 0.00 | |
| -255.50 | | | Expenditure 0.00 | |
| | 1,170.31 | | Surplus | 0.00 |
| 2,877.50 | | Winter Wonderland | Income 1,784.00 | |
| -2,650.68 | | | Expenditure -632.32 | |
| | 226.82 | | Surplus | 1,151.68 |
| 618.07 | | Farmers Market | Income 910.67 | |
| -12.00 | | | Expenditure -19.00 | |
| | 606.07 | | Surplus | 891.67 |
| 4,485.00 | | Panto | Income 5,076.00 | |
| -4,020.00 | | | Expenditure -4,723.50 | |
| | 465.00 | | Surplus | 352.50 |
| 300.51 | | Wine and Cheese Ev | Income 0.00 | |
| 0.00 | | | Expenditure 0.00 | |
| | 300.51 | | Surplus | 0.00 |
| 935.64 | | Cricket Memorial | Income 300.00 | |
| -935.64 | | | Expenditure -300.00 | |
| | 0.00 | | Surplus | 0.00 |
| 540.09 | | Sports Day Prep | Income 60.00 | |
| -318.91 | | | Expenditure 0.00 | |
| | 221.18 | | Surplus | 60.00 |
| 193.59 | | Sports Day Pre-Prep | Income 0.00 | |
| 0.00 | | | Expenditure 0.00 | |
| | 193.59 | | Surplus | 0.00 |
| 22,152.07 | | Summer Festival | Income 0.00 | |
| -20,935.89 | | | Expenditure -190.08 | |
| | 1,216.18 | | Surplus | -190.08 |
| 2,390.63 | | DISCO | Income 2,813.92 | |
| -350.00 | | | Expenditure -1,617.86 | |
| | 2,040.63 | | Surplus | 1,196.06 |
| 1,060.41 | | Wreath Making | Income 530.21 | |
| -973.89 | | | Expenditure -385.00 | |
| | 86.52 | | Surplus | 145.21 |
| 0.00 | | School Ball | Income 48,122.50 | |
| 0.00 | | | Expenditure -50,048.11 | |
| | 0.00 | | Surplus | -1,925.61 |
| 0.00 | | School Ball Auction | Income 11,290.65 | |
| 0.00 | | | Expenditure 0.00 | |
| | 0.00 | | Surplus | 11,290.65 |
| 0.00 | | Ice Rink | Income 4,287.32 | |
| 0.00 | | | Expenditure -4,287.32 | |
| | 0.00 | | Surplus | 0.00 |
| 0.00 | | Pizza Van and Coffee | Income 697.40 | |
| 0.00 | | | Expenditure -42.26 | |
| | 0.00 | | Surplus | 655.14 |
| | 10,198.96 | | | 15,636.82 |
| 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
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PRIVATE AND CONFIDENTIAL

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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