

# Trustees' annual report for the period



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Period start date 

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 Period end date 

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Charity name 

Ardleigh Green Schools Parents Association																			
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Charity No (if any) 

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## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	AGSPA objective is to raise funds for both the infant and junior schools, this is so that additional resources, tools and equipment can be purchased. We work closely with both schools to develop more extended relationships between the staff and parents. We aim to engage in activities which support the school and advance the education of the pupils.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	AGSPA host numerous events throughout the year. We usually host two fayres, which are all of the same scale and are really well supported by the teachers and parents. We hold the fayres in summer and at Christmas and they are greatly enjoyed by the children. The fayres increase commitment and familiarity while promoting a sense of community. These events are open and advertised to the local community and we extend a warm welcome to all. Due to the recent pandemic our summer fayre did not go ahead this year. We also have a school lottery that runs weekly and other events held during the year include school discos and Mother's and Father's Day Sales.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Summer and Christmas Fayre are open to the wider community.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not apply for any grants.
Policy on social investment including program related investment	Para 1.38	We do not have any investment from outside companies.
Contribution made by volunteers	Para 1.38	All volunteers are made up of mums, dads and grandparents of children who attend the school.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	This year has been a challenging year of fundraising for the school, we have had to adapt many of our usual events to allow for restrictions put in place due to the pandemic. Despite this we were still able to raise a good amount for the school and as always received excellent support from local families.
Performance of fundraising activities against objectives set	Para 1.41	<p>We host a Mother's and Father's sale for the children to purchase a gift for someone special in their lives. The children always enjoy choosing their own gift this hopes to promote their independence. We do Christmas Cards designed by the children for purchase, this is always popular and the children really enjoy the creative part of this task as well as the parents loving the cards to send to people with the children's drawing on.</p> <p>We sell wristbands for our local theme park, saving our families money on days out but getting them cheap enough so we can still make a small profit on them ourselves.</p> <p>We also obtain discounted theatre tickets both for the west end and our local theatre. Our annual trip to the local Christmas Panto is always a great social event for the children and parents and really helps to promote community spirit. We hold discos throughout the year that the children really enjoy. AGSPA aims to make every activity accessible to all children in the schools. AGSPA issue and monthly newsletter keeping parents up to date with events and information, this is made available for all parents.</p>
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	As of the 31/08/20 we show £7490.60 in our account, this will be carried forward in order for us to fund future events as we begin the next academic year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity withdraws funds annually at the end of each academic year for the school. The treasurer maintains a float to fund the next forthcoming event. At no point in the year does the account become overdrawn.
Amount of reserves held	Para 1.22	£7490.60
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Being able to attract new members, as parents children leave the school.
Other		

## Structure, Governance and Management

Description of charity's trusts:		Nominated, seconded & voted for at AGM, and between AGM co-opted by committee members at committee meetings.
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	AGSPA have always worked closely with the school and have regular meetings with the head teacher covering both the infant and junior schools. AGSPA is a member of Parentkind. AGSPA hold regular committee meetings. Mostly every term, but more regularly when we have upcoming events. Sub committees may be formed by committee members to work on a specific event and they will then report back to everyone as a whole. AGSPA current committee members are happy within their roles and we don't see any changes until our next AGM.
Relationship with any related parties	Para 1.51	
Other		AGSPA's objective is to raise funds for both the infant and junior school, so that additional materials, tools and equipment can be purchased. We aim to work closely with the school to develop more extended relationships between the staff and parents. We aim to engage in activities which support the school and advance the education of the pupils.

## Reference and Administrative details

Charity name	Ardleigh Green Schools Parents Association
Other name the charity uses	
Registered charity number	1161575
Charity's principal address	Ardleigh Green Junior School Ardleigh Green Road Hornchurch Essex RM11 2SP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Debbie Adshead	Chairperson		AGM
2	Amy Bee	Vice Chair		AGM
3	Joanne Dungate	Secretary		AGM
4	Natalie Ward	Treasurer		AGM

## Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and object of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Head Teacher of both schools	John Morris	Ardleigh Green Junior School, Ardleigh Green Road, Hornchurch, Essex, RM11 2SP

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Debbie Adshead*

Full name(s) Debbie Adshead

Position (eg Secretary,  
Chair, etc) Chair

Date 21/05/2021



Ardleigh Green Schools PA Account 2019/20

Previous balance from 2017/18

£ 2,562.97

Date	Name	Money In	Money Out	Notes	Balance
					£ 3,937.53
01/09/2019	Tanya Preece	£ 70.00		Wicked Tickets	£ 4,007.53
01/09/2019	Jo Dungate	£ 140.00		Tina & 9 to 5 Tickets	£ 4,147.53
02/09/2019	Emma Devlin	£ 110.00		Book Of Mormon Tickets	£ 4,257.53
02/09/2019	Shelley Hazelwood	£ 70.00		Tina Tickets	£ 4,327.53
02/09/2019	Lucy Putney	£ 140.00		Lion King Tickets	£ 4,467.53
03/09/2019	Tracey Titley	£ 140.00		Tina Tickets	£ 4,607.53
03/09/2019	Tracey Titley	£ 140.00		Tina Tickets	£ 4,747.53
03/09/2019	Shelley Hazelwood	£ 70.00		Wicked Tickets	£ 4,817.53
03/09/2019	Kiran Sharma	£ 140.00		Lion King Tickets	£ 4,957.53
04/09/2019	Donna Elwis	£ 70.00		Tina Tickets	£ 5,027.53
04/09/2019	Tracey Titley	£ 105.00		Wicked Tickets	£ 5,132.53
04/09/2019	Rebecca Groom	£ 1,330.00		Tina Tickets	£ 6,462.53
04/09/2019	Lisa Olszak	£ 70.00		Tina Tickets	£ 6,532.53
04/09/2019	Tracy Jary	£ 110.00		Book Of Mormon Tickets	£ 6,642.53
05/09/2019	Vicky Higgins	£ 140.00		Lion King Tickets	£ 6,782.53
05/09/2019	G + M McCabe	£ 330.00		Theatre Tickets	£ 7,112.53
06/09/2019	Amazon		£ 31.66	Paperbags/Cellophane/Plastic Sleeves	£ 7,080.87
06/09/2019	Sarah Taylor	£ 99.00		Book Of Mormon Tickets	£ 7,179.87
06/09/2019	SJ Parnell	£ 24.00		Circus Tickets	£ 7,203.87
06/09/2019	Toni Lawrence	£ 15.00		Adventure Island Wristbands	£ 7,218.87
06/09/2019	Toni Lawrence	£ 3.00		Adventure Island Wristbands	£ 7,221.87
06/09/2019	Rebecca Groom	£ 35.00		Tina Tickets	£ 7,256.87
07/09/2019	Clodagh Spencer	£ 220.00		Nativity Tickets	£ 7,476.87
07/09/2019	Jo Dungate	£ 18.00		Circus Tickets	£ 7,494.87
07/09/2019	Friends of Redden		£ 45.00	Payment for 9-5 Tickets to Sarah	£ 7,449.87
08/09/2019	Jo Dungate	£ 220.00		Only Fools and Horses Tickets	£ 7,669.87

08/09/2019	Charley With	£	110.00		Only Fools and Horses Tickets	£	7,779.87	
08/09/2019	Kiran Sharma	£	280.00		Lion King Tickets	£	8,059.87	
08/09/2019	Stacey Addis	£	210.00		Lion King Tickets	£	8,269.87	
08/09/2019	Samantha Gill	£	175.00		Lion King Tickets	£	8,444.87	
08/09/2019	Lisa Pincombe	£	110.00		Only Fools and Horses Tickets	£	8,554.87	
08/09/2019	Charley With	£	110.00		Only Fools and Horses Tickets	£	8,664.87	
08/09/2019	Sarah Horne			£	70.00	Lion King Refund	£	8,594.87
08/09/2019	Clare Thakar	£	110.00		Only Fools and Horses Tickets	£	8,704.87	
08/09/2019	Sarah Taylor	£	198.00		Book Of Mormon Tickets	£	8,902.87	
08/09/2019	Olubukola (S Hazelwood)	£	70.00		Tina Tickets	£	8,972.87	
08/09/2019	M Dance	£	70.00		Lion King Tickets	£	9,042.87	
09/09/2019	Sally O'Sullivan	£	110.00		Only Fools and Horses Tickets	£	9,152.87	
09/09/2019	JL Carr	£	110.00		Only Fools and Horses Tickets	£	9,262.87	
09/09/2019	Charlotte Millar	£	50.00		Book Of Mormon Tickets	£	9,312.87	
09/09/2019	Sheryl Martin	£	75.00		Pretty Woman Tickets	£	9,387.87	
09/09/2019	Sarah Bennett	£	50.00		Book Of Mormon Tickets	£	9,437.87	
09/09/2019	Charlotte Millar	£	50.00		Book Of Mormon Tickets	£	9,487.87	
09/09/2019	Donna Keeley	£	220.00		Only Fools and Horses Tickets	£	9,707.87	
09/09/2019	Natalie McGuire	£	175.00		Wicked Tickets	£	9,882.87	
10/09/2019	Client Deposit YSL	£	457.20		School Lottery Payment	£	10,340.07	
10/09/2019	Sarah Bennett	£	5.00		Book Of Mormon Tickets	£	10,345.07	
10/09/2019	Charlotte Millar	£	5.00		Book Of Mormon Tickets	£	10,350.07	
10/09/2019	Charlotte Millar	£	50.00		Book Of Mormon Tickets	£	10,400.07	
10/09/2019	Charlotte Millar	£	10.00		Book Of Mormon Tickets	£	10,410.07	
10/09/2019	Jo Dungate			£	50.33	Grotto Books Refund	£	10,359.74
11/09/2019	Poundland			£	4.00	Envelopes	£	10,355.74
12/09/2019	The Ambassadors Theatre			£	944.00	Theatre Tickets	£	9,411.74
12/09/2019	Groupline			£	1,683.00	Only Fools and Horses Invoice AE-2508996	£	7,728.74
12/09/2019	The Ambassadors Theatre			£	400.00	Theatre Tickets	£	7,328.74
12/09/2019	Sam Jeffery	£	110.00		Book Of Mormon Tickets	£	7,438.74	
13/09/2019	Natalie Bolton	£	70.00		Lion King Tickets	£	7,508.74	
13/09/2019	Sarah Wright	£	175.00		School of Rock Tickets	£	7,683.74	
16/09/2019	Sue Dixon	£	175.00		School of Rock Tickets	£	7,858.74	

17/09/2019	Charley With	£	175.00		School of Rock Tickets	£	8,033.74	
17/09/2019	Sally O'Sullivan	£	75.00		Pretty Woman Tickets	£	8,108.74	
18/09/2019	The Works			£	32.20	Grotto Gifts	£	8,076.54
18/09/2019	The Works			£	63.00	Grotto Gifts	£	8,013.54
18/09/2019	CE Collinson	£	13.00			East Anglia Pass	£	8,026.54
19/09/2019	Groupline			£	275.00	School of Rock Invoice KN12509087	£	7,751.54
19/09/2019	Groupline			£	882.00	Book Of Mormon Invoice KN12508678	£	6,869.54
19/09/2019	The Ambassadors Theatre			£	50.00	Extra Lion King Tickets	£	6,819.54
19/09/2019	Groupline			£	1,525.00	Tina Invoice KN12508692	£	5,294.54
19/09/2019	Sarah Horne	£	140.00			Lion King Tickets	£	5,434.54
20/09/2019	Clodagh Spencer	£	140.00			Nativity Tickets	£	5,574.54
22/09/2019	Tracey Jary	£	75.00			Pretty Woman Tickets	£	5,649.54
23/09/2019	Louise Collier	£	85.00			Goldilocks Tickets	£	5,734.54
23/09/2019	Anne Cross	£	128.00			Goldilocks Tickets	£	5,862.54
23/09/2019	Lynn Murray	£	85.00			Goldilocks Tickets	£	5,947.54
23/09/2019	Jane Foote	£	170.00			Goldilocks Tickets	£	6,117.54
23/09/2019	Lisa Aly-Khan	£	70.00			Tina Tickets	£	6,187.54
24/09/2019	Adventure Island			£	320.00	AI Wristbands	£	5,867.54
24/09/2019	Groupline			£	21.50	Extra Nativity Ticket Invoice KN12509412	£	5,846.04
24/09/2019	Something Different			£	688.75	Grotto Gifts	£	5,157.29
24/09/2019	Jill Crowell	£	24.00			Circus Tickets	£	5,181.29
25/09/2019	Emma Barnard	£	170.00			Goldilocks Tickets	£	5,351.29
26/09/2019	<a href="http://www.davidssales.co.uk">www.davidssales.co.uk</a>			£	116.72	Christmas Fayre Prize Stall Supplies	£	5,234.57
26/09/2019	<a href="#">Darren Farr</a>	£	70.00			Wicked Tickets	£	5,304.57
26/09/2019	Jo Dungate	£	6.00			Circus Tickets	£	5,310.57
26/09/2019	Sarah Taylor	£	118.00			Lion King Tickets	£	5,428.57
26/09/2019	Jessica Stephenson	£	375.00			Pretty Woman Tickets	£	5,803.57
27/09/2019	Friends of Redden				£50.00	Wicked Tickets	£	5,753.57
27/09/2019	Leigh Huntley	£	225.00			Pretty Woman Tickets	£	5,978.57
28/09/2019	Nicola Mitchley	£	150.00			Pretty Woman Tickets	£	6,128.57
28/09/2019	Jo Dungate	£	112.50			Pretty Woman Tickets	£	6,241.07
29/09/2019	Amy Bee	£	22.00			Pretty Woman Tickets	£	6,263.07
29/09/2019	Lucy Putney	£	37.50			Pretty Woman Tickets	£	6,300.57

29/09/2019	Amy Bee	£	37.50		Pretty Woman Tickets	£	6,338.07
29/09/2019	Debby Lewington	£	112.50		Pretty Woman Tickets	£	6,450.57
29/09/2019	Jo Dungate		£37.50		Pretty Woman Tickets	£	6,488.07
29/09/2019	Edward Hopkins Leisure			£2,100.00	Pop-up Circus	£	4,388.07
29/09/2019	Sarah Wright		£75.00		Pretty Woman Tickets	£	4,463.07
30/09/2019	Sarah Taylor		£206.50		Lion King Tickets	£	4,669.57
30/09/2019	Hayley Smith		£300.00		Pretty Woman Tickets	£	4,969.57
30/09/2019	Rebecca Short		£30.00		Circus Tickets	£	4,999.57
30/09/2019	Karen Wilkins		£37.50		Pretty Woman Tickets	£	5,037.07
30/09/2019	Stacey Bush		£37.50		Pretty Woman Tickets	£	5,074.57
30/09/2019	Brenda Leavens		£75.00		Pretty Woman Tickets	£	5,149.57
30/09/2019	Susan Phillips		£112.50		Pretty Woman Tickets	£	5,262.07
30/09/2019	Carly Young		£112.50		Pretty Woman Tickets	£	5,374.57
30/09/2019	Anne Davidson		£150.00		Pretty Woman Tickets	£	5,524.57
30/09/2019	LV Hyett		£75.00		Pretty Woman Tickets (Leah Barnes)	£	5,599.57
30/09/2019	Jodie Woollard		£37.50		Pretty Woman Tickets	£	5,637.07
30/09/2019	Tracey Sargent		£112.50		Pretty Woman Tickets	£	5,749.57
30/09/2019	Julia Stratford		£70.00		Lion King Tickets (Jennifer Williams)	£	5,819.57
30/09/2019	Shears Hair		£150.00		Pretty Woman Tickets (Sarah Collier)	£	5,969.57
30/09/2019	Natalie Norris		£112.50		Pretty Woman Tickets	£	6,082.07
		£	11,496.70	£	9,352.16		

Date	Name	Money In	Money Out	Notes	Balance
					£ 6,082.07
01/10/2019	Alana List	£ 75.00		Pretty Woman Tickets	£ 6,157.07
01/10/2019	Fernandes	£ 37.50		Pretty Woman Tickets	£ 6,194.57
01/10/2019	Casey Eden-Hayes	£ 37.50		Pretty Woman Tickets	£ 6,232.07
01/10/2019	Tracey Titley	£ 150.00		Pretty Woman Tickets	£ 6,382.07
01/10/2019	Groupline		£ 562.50	Goldilocks Invoice KN12509513	£ 5,819.57
01/10/2019	Charlie With	£ 150.00		Pretty Woman Tickets	£ 5,969.57
01/10/2019	Claire Foscett	£ 150.00		Pretty Woman Tickets	£ 6,119.57
01/10/2019	Vicky Alder	£ 37.50		Pretty Woman Tickets	£ 6,157.07
01/10/2019	Amy Bee	£ 6.00		Circus Tickets	£ 6,163.07
01/10/2019	Sharon Simmonds	£ 225.00		Pretty Woman Tickets	£ 6,388.07
01/10/2019	Sonja Riches	£ 37.50		Pretty Woman Tickets	£ 6,425.57
02/10/2019	C Pleydell	£ 75.00		Pretty Woman Tickets	£ 6,500.57
02/10/2019	Francesca Antin	£ 75.00		Pretty Woman Tickets	£ 6,575.57
03/10/2019	Amy Bee	£ 24.00		Circus Tickets	£ 6,599.57
03/10/2019	Amy Bee	£ 5.00		Costume	£ 6,604.57
04/10/2019	Groupline	£ 25.00		Refund for over paid teacher ticket	£ 6,629.57
07/10/2019	Bestway Wholesale		£ 188.61	Disco Supplies	£ 6,440.96
07/10/2019	Paypal		£ 11.70	Cello Bags	£ 6,429.26
07/10/2019	Jo Dungate		£ 64.00	Drinks	£ 6,365.26
07/10/2019	S Jeffery	£ 105.00		Lion King Tickets	£ 6,470.26
09/10/2019	Ambassadors Theatre		£ 560.50	Lion King Invoice	£ 5,909.76
09/10/2019	ATG Tickets		£ 275.00	Pretty Woman Invoice 16532257	£ 5,634.76
09/10/2019	ATG Tickets		£ 775.00	Pretty Woman Invoice 16519218	£ 4,859.76
09/10/2019	ATG Tickets		£ 1,400.00	Pretty Woman Invoice 16519203	£ 3,459.76
09/10/2019	Kelly Newman	£ 12.00		Circus Tickets	£ 3,471.76
09/10/2019	Julie Farrell	£ 280.00		School of Rock Tickets	£ 3,751.76
10/10/2019	DE S CAA	£ 12.00		Circus Tickets	£ 3,763.76
10/10/2019	J Goldspink	£ 12.00		Circus Tickets	£ 3,775.76
10/10/2019	C & J Selvey	£ 12.00		Circus Tickets	£ 3,787.76
10/10/2019	Sally O'Sullivan	£ 75.00		Pretty Woman Tickets	£ 3,862.76
11/10/2019	UK Clothing Carava	£ 510.08		Happy Bags Collection	£ 4,372.84
11/10/2019	Lucy Putney	£ 5.00		Halloween Costume	£ 4,377.84
12/10/2019	Terresa Jordan	£ 140.00		School of Rock	£ 4,517.84

14/10/2019	T J Sargent	£	36.00		Al Blue Bands	£	4,553.84	
14/10/2019	Andrew Linham	£	35.00		School of Rock	£	4,588.84	
15/10/2019	Debby Lewinton	£	36.00		Al Blue Bands	£	4,624.84	
15/10/2019	Cash Deposit	£	1,133.50		Cash deposit	£	5,758.34	
15/10/2019	Cash Deposit	£	1,904.80		Cash deposit	£	7,663.14	
15/10/2019	Cheque Deposit	£	66.00		Cheque deposit	£	7,729.14	
15/10/2019	Carly Young	£	100.00		Elf Tickets	£	7,829.14	
16/10/2019	Emma Keegan	£	225.00		Elf Tickets	£	8,054.14	
17/10/2019	Jane Hastings	£	20.00		Christmas Fayre Stall Holder Fee	£	8,074.14	
17/10/2019	McCabe ES & G Amy Leacy	£	187.50		Elf Tickets	£	8,261.64	
17/10/2019	Jo Dungate			£	69.79	Christmas chocolates	£	8,191.85
17/10/2019	Jo Dungate	£	12.00		Christmas cards	£	8,203.85	
18/10/2019	Jessica Stephenson	£	150.00		Elf Tickets	£	8,353.85	
20/10/2019	Friends of Redden Court			£	130.00	Elf tickets	£	8,223.85
20/10/2019	Andersons Wholesale			£	108.22	Grotto gifts	£	8,115.63
21/10/2019	Carly Young	£	150.00		Elf Tickets	£	8,265.63	
21/10/2019	S Murphy	£	60.00		Joseph tickets	£	8,325.63	
22/10/2019	Alana List	£	5.00		Halloween Costume	£	8,330.63	
23/10/2019	Groupline			£	425.00	School of Rock Invoice KN12509929	£	7,905.63
23/10/2019	Groupline			£	487.50	Theatre Tickets	£	7,418.13
25/10/2019	Baker Ross			£	87.07	Bracelets for Disco	£	7,331.06
25/10/2019	Natalie Ward	£	20.00		Christmas Fayre Stall Holder Fee	£	7,351.06	
26/10/2019	Jo Bryant	£	75.00		Pretty Woman tickets	£	7,426.06	
27/10/2019	Jenny Lynch	£	56.00		Six tickets	£	7,482.06	
27/10/2019	Tracy Jary	£	56.00		Six tickets	£	7,538.06	
27/10/2019	Friends of Redden Court			£	88.00	Six tickets	£	7,450.06
27/10/2019	Charlie With	£	56.00		Six tickets	£	7,506.06	
27/10/2019	Friends of Redden Court			£	44.00	Six tickets	£	7,462.06
28/10/2019	P & S Taylor	£	100.00		Joseph tickets	£	7,562.06	
28/10/2019	Jennifer Williams	£	70.00		Tina Tickets	£	7,632.06	
28/10/2019	J Stratford	£	140.00		Tina Tickets	£	7,772.06	
29/10/2019	Groupline			£	500.00	School of Rock Invoice KN12509123	£	7,272.06
29/10/2019	Natalie Ward	£	70.00		Tina Tickets	£	7,342.06	
29/10/2019	Jenny Lynch	£	140.00		Tina Tickets	£	7,482.06	
30/10/2019	Amy Bee	£	17.00		Cards	£	7,499.06	
30/10/2019	Amy Bee	£	5.00		Halloween Costume	£	7,504.06	

31/10/2019	Lucy Putney	£	12.00		Christmas cards	£	7,516.06
31/10/2019	Vicky Alder	£	120.00		Mary Poppins tickets	£	7,636.06
31/10/2019	P & S Taylor	£	150.00		Joseph tickets	£	7,786.06
31/10/2019	Alana List	£	6.00		Christmas cards	£	7,792.06
31/10/2019	Jenny Lynch	£	100.00		Joseph tickets	£	7,892.06
					Total	£	7,892.06
		£	7,586.88	£	5,776.89		

Date	Name	Money In	Money Out	Notes	Balance
					£ 7,892.06
01/11/2019	Emma Keegan	£ 140.00		Tickets	£ 8,032.06
04/11/2019	ATG Tickets		£ 100.00	Theatre Tickets	£ 7,932.06
04/11/2019	Faye Smith	£ 140.00		Lion King Tickets	£ 8,072.06
05/11/2019	Groupline		£ 300.00	Theatre Tickets	£ 7,772.06
05/11/2019	Groupline		£ 300.00	Theatre Tickets	£ 7,472.06
05/11/2019	Jo Dungate		£ 46.60	Disco supplies	£ 7,425.46
05/11/2019	Cash deposit	£ 1,185.00		Credit Book 500037	£ 8,610.46
05/11/2019	Cash deposit	£ 249.00		Credit Book 500036	£ 8,859.46
05/11/2019	Cheque deposit	£ 140.00		Credit Book 500036	£ 8,999.46
05/11/2019	Cash withdrawal		£ 40.00	Disco Float	£ 8,959.46
05/11/2019	Cash withdrawal		£ 150.00	Ray Disco Money	£ 8,809.46
06/11/2019	Bestway Wholesale		£ 162.23	Disco Supplies	£ 8,647.23
06/11/2019	Cash deposit	£ 2,293.00		Christmas cards	£ 10,940.23
06/11/2019	Cheque deposit	£ 137.00		Christmas cards	£ 11,077.23
06/11/2019	Cheque deposit	£ 301.50		Christmas cards	£ 11,378.73
06/11/2019	Cheque deposit	£ 515.00		Christmas cards	£ 11,893.73
06/11/2019	Cash deposit	£ 273.50		Coffee morning	£ 12,167.23
06/11/2019	Leigh Huntley	£ 70.00		Phantom of Opera Tickets	£ 12,237.23
07/11/2019	Sarah Taylor	£ 137.50		Les Mis Tickets	£ 12,374.73
07/11/2019	McCabe G+M Amy Laura	£ 210.00		Tickets	£ 12,584.73
08/11/2019	Tesco store		£ 5.60	Disco drinks	£ 12,579.13
08/11/2019	Bestway Wholesale		£ 40.12	Disco Supplies	£ 12,539.01
08/11/2019	Post Office counter		£ 13.14	Posting Christmas Card Templates	£ 12,525.87
08/11/2019	Cash deposit	£ 1,745.45		Disco earnings	£ 14,271.32
08/11/2019	Sharon Simmonds	£ 70.00		Pretty Woman Tickets	£ 14,341.32
10/11/2019	Verity Hoffman	£ 70.00		Mama Mia Tickets	£ 14,411.32
11/11/2019	The Ambassadors Theatre		£ 501.50	Theatre Tickets	£ 13,909.82
11/11/2019	Groupline		£ 105.00	Theatre Tickets	£ 13,804.82
11/11/2019	Donna Keeley	£ 70.00		Les Mis Tickets	£ 13,874.82
11/11/2019	Michelle Grimley	£ 120.00		Only Fools Tickets	£ 13,994.82



11/11/2019	James Bush	£ 120.00		Only Fools Tickets	£ 14,114.82
14/11/2019	Clients Deposit	£ 448.00		Your School Lottery	£ 14,562.82
14/11/2019	Havering council		£ 21.00	Xmas fair alcohol licence	£ 14,541.82
14/11/2019	J & L Ruston	£ 6.50		Xmas mug	£ 14,548.32
14/11/2019	J & L Ruston	£ 6.50		Xmas mug	£ 14,554.82
15/11/2019	Groupline		£ 330.00	Theatre Tickets	£ 14,224.82
15/11/2019	Groupline		£ 375.00	Theatre Tickets	£ 13,849.82
15/11/2019	Leo Putney	£ 2.50		Grotto	£ 13,852.32
15/11/2019	Jessica Stephenson	£ 120.00		Only Fools Tickets	£ 13,972.32
15/11/2019	Leigh Huntley		£ 70.00	Refund	£ 13,902.32
17/11/2019	Kelly Barmer	£ 240.00		Only Fools Tickets	£ 14,142.32
17/11/2019	S & K Roder	£ 120.00		Only Fools Tickets	£ 14,262.32
17/11/2019	Kelly Felstead	£ 300.00		Only Fools Tickets	£ 14,562.32
18/11/2019	Tracy Jary	£ 120.00		Only Fools Tickets	£ 14,682.32
20/11/2019	Asda stores		£ 6.10	Christmas fayre snowmen	£ 14,676.22
20/11/2019	Vicky Alder	£ 120.00		Only Fools Tickets	£ 14,796.22
20/11/2019	Sally O'Sullivan	£ 120.00		Only Fools Tickets	£ 14,916.22
21/11/2019	L Morley	£ 180.00		Only Fools Tickets	£ 15,096.22
21/11/2019	Friends of Redden Court		£ 220.00	Theatre Tickets	£ 14,876.22
25/11/2019	Carly McKnight	£ 120.00		Only Fools Tickets	£ 14,996.22
25/11/2019	Michelle Grimley	£ 120.00		Only Fools Tickets	£ 15,116.22
26/11/2019	Ebay Thingblin		£ 7.49	Christmas fayre	£ 15,108.73
26/11/2019	Ebay EPOSGEAR		£ 5.70	Paper bags for discos	£ 15,103.03
26/11/2019	Ebay Acceptable		£ 2.99	Sello bags	£ 15,100.04
26/11/2019	Ebay Premierde		£ 3.75	Sweetie cone bags	£ 15,096.29
26/11/2019	Ebay Wecansour		£ 2.85	Paper bags for discos	£ 15,093.44
26/11/2019	Ebay Vibeonline		£ 6.99	Sticky label sheets	£ 15,086.45
27/11/2019	Amy Bee	£ 1.00		Grotto	£ 15,087.45
28/11/2019	Post Office counter		£ 35.00	Christmas Card Templates	£ 15,052.45
29/11/2019	Amazon Marketplace		£ 26.90	Footballs for Christmas Fayre	£ 15,025.55
29/11/2019	Groupline		£ 1,650.00	Only Fools Invoice	£ 13,375.55
				Total	£ 13,375.55
		£ 10,011.45	£ 4,527.96		

December

Date	Name	Money In	Money Out	Notes	Balance
					£ 13,375.55
04/12/2019	Bestway Wholesale		£ 41.32	Christmas Fayre Supplies	£ 13,334.23
04/12/2019	Charlotte Anne Fitch	£ 15.00		Christmas fayre stall	£ 13,349.23
04/12/2019	Charlotte Anne Fitch	£ 5.00		Christmas fayre stall	£ 13,354.23
05/12/2019	Jo Dungate		£ 8.98	Christmas fayre	£ 13,345.25
06/12/2019	Paul T AM	£ 15.00		Christmas fayre sweet stall	£ 13,360.25
06/12/2019	Amy Bee	£ 2.50		Grotto	£ 13,362.75
10/12/2019	Sight Ltd	£ 250.00		Estate agent boards	£ 13,612.75
11/12/2019	S Murphy (Sue Marchant)	£ 2.50		Joseph tickets	£ 13,615.25
11/12/2019	Lucy Putney	£ 2.00		Christmas food	£ 13,617.25
17/12/2019	Jo Dungate		£ 21.20	Photos	£ 13,596.05
23/12/2019	Cash deposit	£ 240.00		Only Fools tickets	£ 13,836.05
23/12/2019	Cash deposit	£ 635.00		Grotto	£ 14,471.05
23/12/2019	Cash deposit	£ 2,427.10		Christmas fayre	£ 16,898.15
				Total	£ 16,898.15
		£ 3,594.10	£ 71.50		

## January

Date	Name	Money In	Money Out	Notes	Balance
					£ 16,898.15
02/01/2020	Parentkind		£ 122.00	PA Insurance	£ 16,776.15
09/01/2020	S Murphy (Sue Marchant)	£ 13.00		East Anglia passes	£ 16,789.15
10/01/2020	The Card Gallery		£ 2,194.50	Christmas cards	£ 14,594.65
11/01/2020	Jo Dungate		£ 82.50	Mother's Day	£ 14,512.15
13/01/2020	Jo Dungate		£ 90.05	Mother's Day	£ 14,422.10
14/01/2020	Rex London		£ 242.45	Mother's Day	£ 14,179.65
14/01/2020	Gatherwell	£ 440.00		Your School Lottery	£ 14,619.65
16/01/2020	Amazon Marketplace		£ 59.16	Mother's Day	£ 14,560.49
17/01/2020	Adventure Island		£ 1,400.00	Wristband Vouchers	£ 13,160.49
17/01/2020	UK Clothing Carava	£ 502.45		Happy School Bags	£ 13,662.94
17/01/2020	Jo Dungate		£ 82.73	Mother's Day	£ 13,580.21
22/01/2020	Paypal Eventdecora Ebay		£ 18.95	Cellothane - Mother's Day	£ 13,561.26
23/01/2020	Paypal Zhutingmaoy Ebay		£ 2.69	Tags - Mother's Day	£ 13,558.57
23/01/2020	Paypal Yinyuandian Ebay		£ 7.59	Shower sponge - Mother's Day	£ 13,550.98
23/01/2020	Paypal Mart-mon Ebay		£ 7.80	Ribbon - Father's Day	£ 13,543.18
23/01/2020	TJ Morris		£ 41.08	Mother's Day	£ 13,502.10
23/01/2020	Paypal Chendewangl Ebay		£ 4.97	Flower pot decs - Mother's Day	£ 13,497.13
23/01/2020	Paypal Logger Ltd Ebay		£ 12.99	Ribbon - Mother's Day	£ 13,484.14
23/01/2020	Sharma T Tamanna Sharma	£ 140.00		Jamie Tickets	£ 13,624.14
26/01/2020	C L S Daly	£ 97.50		Waitress Tickets	£ 13,721.64
26/01/2020	Stacey Adamson	£ 32.50		Waitress Tickets	£ 13,754.14
26/01/2020	Sarah Taylor (Redden)	£ 100.00		Waitress Tickets	£ 13,854.14
26/01/2020	L Marsh	£ 65.00		Waitress Tickets	£ 13,919.14
27/01/2020	Natalie Turner	£ 105.00		Jamie Tickets	£ 14,024.14
28/01/2020	TJ Morris		£ 19.06	Mother's Day	£ 14,005.08
28/01/2020	Kelly Felstead	£ 70.00		Jamie Tickets	£ 14,075.08
29/01/2020	ATG Tickets		£ 250.00	Waitress Tickets 17768864	£ 13,825.08
30/01/2020	Paypal Octaviawija Ebay		£ 30.00	Tags - Mother's Day	£ 13,795.08
30/01/2020	Terry C M Daisy Terry	£ 70.00		Lion King Tickets	£ 13,865.08
31/01/2020	Jo Dungate	£ 21.50		Fab-bricks order	£ 13,886.58

31/01/2020	Natalie Ward		£ 1,362.00	Panto Tickets refund	£ 12,524.58
				Total	£ 12,524.58
		£ 1,656.95	£ 6,030.52		

## February

Date	Name	Money In	Money Out	Notes	Balance
					£ 12,524.58
02/02/2020	Lynn Walker	£ 175.00		Jamie Tickets	£ 12,699.58
02/02/2020	Stacey Adamson	£ 35.00		Waitress Tickets	£ 12,734.58
03/02/2020	London Borough of Havering		£ 20.00	Annual gambling licence	£ 12,714.58
03/02/2020	L Marsh	£ 70.00		Wicked Tickets	£ 12,784.58
03/02/2020	Vikky Alder	£ 210.00		Wicked Tickets	£ 12,994.58
03/02/2020	Cash deposit	£ 611.41		Fab-bricks earnings	£ 13,605.99
03/02/2020	Cheque deposit	£ 135.75		Fab-bricks earnings	£ 13,741.74
03/02/2020	NJ & NM Coulson	£ 140.00		Wicked Tickets	£ 13,881.74
03/02/2020	Anne Davidson	£ 70.00		Jamie Tickets	£ 13,951.74
03/02/2020	Anne Davidson	£ 35.00		Jamie Tickets	£ 13,986.74
03/02/2020	Lucy Putney	£ 140.00		Lion King Tickets	£ 14,126.74
03/02/2020	IQBAL A BBA ANEESA	£ 175.00		Lion King Tickets	£ 14,301.74
03/02/2020	D J Nye	£ 70.00		Wicked Tickets	£ 14,371.74
03/02/2020	Sheryl Martin	£ 140.00		Lion King Tickets	£ 14,511.74
04/02/2020	Acceptablee Ebay		£ 4.50	Cello bags	£ 14,507.24
04/02/2020	Baker Ross		£ 267.91	Disco Supplies	£ 14,239.33
04/02/2020	Logger Ltd Ebay		£ 12.99	Raffia ribbon	£ 14,226.34
04/02/2020	TJ Morris Ltd		£ 12.73	Mother's Day goods	£ 14,213.61
04/02/2020	Ananya Nalla	£ 35.00		Panto	£ 14,248.61
04/02/2020	Shuba Khatun	£ 70.00		Aladdin Tickets	£ 14,318.61
04/02/2020	Mrs G Lee	£ 70.00		Tina Tickets	£ 14,388.61
05/02/2020	Touchglobal Ebay		£ 3.99	Organzer bags	£ 14,384.62
05/02/2020	Touchglobal Ebay		£ 7.58	Organzer bags	£ 14,377.04
05/02/2020	IQBAL A BBA ANEESA	£ 70.00		Aladdin Tickets	£ 14,447.04
06/02/2020	Vicky Poysden	£ 70.00		Tina Tickets	£ 14,517.04
06/02/2020	Morley L/Adgold	£ 105.00		Tina Tickets	£ 14,622.04
07/02/2020	The Ambassadors Theatre		£ 350.00	Wicked Tickets	£ 14,272.04
07/02/2020	Natalie Ward	£ 105.00		Tina Tickets	£ 14,377.04
07/02/2020	Natalie Ward	£ 140.00		Panto	£ 14,517.04
07/02/2020	Sarah Davey	£ 70.00		Jamie Tickets	£ 14,587.04

10/02/2020	Amit Vadher	£ 240.00		Only Fools Tickets	£ 14,827.04
10/02/2020	Natalie McGuire	£ 480.00		Only Fools Tickets	£ 15,307.04
11/02/2020	Your School Lottery	£ 195.60		School Lottery Profit	£ 15,502.64
11/02/2020	Suz Murphy	£ 140.00		Panto	£ 15,642.64
12/02/2020	Bestway Wholesale		£ 491.25	School disco & Mother's Day	£ 15,151.39
12/02/2020	The Ambassadors Theatre		£ 560.50	Lion King Tickets 505009212	£ 14,590.89
12/02/2020	Miss Hitchcock	£ 70.00		Tina Tickets	£ 14,660.89
13/02/2020	Cheque withdrawal		£ 10,000.00	Paid to school for new playground	£ 4,660.89
13/02/2020	Groupline		£ 450.00	Jamie Tickets	£ 4,210.89
14/02/2020	Harris and White	£ 140.00		Tina Tickets	£ 4,350.89
14/02/2020	Dena Morrison	£ 87.50		Panto	£ 4,438.39
14/02/2020	J Chesmin	£ 140.00		Tina Tickets	£ 4,578.39
16/02/2020	Mrs Williams	£ 175.00		Panto	£ 4,753.39
17/02/2020	TJ Morris Ltd		£ 14.09	Mother's Day goods	£ 4,739.30
17/02/2020	Stripe Payments UK	£ 116.07		Online Transaction Payments	£ 4,855.37
17/02/2020	Jessica Stephenson	£ 70.00		Tina Tickets	£ 4,925.37
17/02/2020	Jessica Stephenson	£ 70.00		Panto	£ 4,995.37
19/02/2020	Shupaula Mistry	£ 70.00		Panto	£ 5,065.37
20/02/2020	Fab-Bricks Ltd		£ 633.25	Lego	£ 4,432.12
24/02/2020	Penny Rumsby	£ 26.00		AI Wristbands	£ 4,458.12
24/02/2020	Ann Lally	£ 175.00		Come From Away Tickets	£ 4,633.12
24/02/2020	Mrs R Ahmad	£ 70.00		Panto	£ 4,703.12
24/02/2020	Sarah Browne	£ 70.00		Tina Tickets	£ 4,773.12
24/02/2020	Sharma T Tamanna	£ 70.00		Panto	£ 4,843.12
24/02/2020	Katie Pomfrett	£ 52.50		Panto	£ 4,895.62
24/02/2020	Norman J L W&L Duffy	£ 105.00		Panto	£ 5,000.62
24/02/2020	Angela Watson	£ 70.00		Panto	£ 5,070.62
24/02/2020	Vadher M&K Komal Vadher	£ 70.00		Panto	£ 5,140.62
24/02/2020	Amy Bee	£ 70.00		Panto	£ 5,210.62
24/02/2020	F Zulfiquer Farheen Shah Nawaz	£ 35.00		Panto	£ 5,245.62
25/02/2020	Tracy Jary	£ 122.50		Matilda Tickets	£ 5,368.12
27/02/2020	Hema Kavia	£ 70.00		Aladdin Tickets	£ 5,438.12
27/02/2020	Lauren Greer	£ 70.00		Aladdin Tickets	£ 5,508.12

27/02/2020	Emma Barnard	£	35.00		Panto	£	5,543.12
28/02/2020	Easy Fundraising	£	36.89		Sticky labels	£	5,580.01
28/02/2020	Natalie Norris	£	52.50		Panto	£	5,632.51
28/02/2020	Terry C M Daisy Terry	£	52.50		Panto	£	5,685.01
28/02/2020	Keely Higginbottom	£	245.00		Matilda Tickets	£	5,930.01
28/02/2020	RA Patel	£	70.00		Aladdin Tickets	£	6,000.01
28/02/2020	Kiran Sharma	£	70.00		Panto	£	6,070.01
28/02/2020	Tracy Sell	£	245.00		Panto	£	6,315.01
28/02/2020	Jo Dungate	£	105.00		Panto	£	6,420.01
28/02/2020	Faye Smith	£	70.00		Panto	£	6,490.01
28/02/2020	FH Wappler	£	140.00		Panto & Taste card	£	6,630.01
28/02/2020	Natalie Gibbs	£	70.00		Panto	£	6,700.01
28/02/2020	Jenny Douglass	£	122.50		Panto	£	6,822.51
28/02/2020	Clare Barton	£	87.50		Panto	£	6,910.01
28/02/2020	Ms Miah Tierney	£	25.00		Summer Fayre Stall	£	6,935.01
29/02/2020	Jennifer Williams	£	227.50		Panto	£	7,162.51
29/02/2020	Mrs G Lee	£	70.00		Panto	£	7,232.51
					Total	£	7,232.51

£ 7,536.72 £ 12,828.79

March

Date	Name	Money In	Money Out	Notes	Balance
					£ 7,232.51
01/03/2020	Joanna Carr	£ 70.00		Panto	£ 7,302.51
01/03/2020	Kerry Tatum	£ 35.00		Panto	£ 7,337.51
02/03/2020	Amrit Bhogal	£ 52.50		Panto	£ 7,390.01
02/03/2020	Stripe Payments	£ 3.20		On line transaction payment	£ 7,393.21
02/03/2020	Aygin C	£ 70.00		Panto	£ 7,463.21
02/03/2020	T Paul	£ 332.50		Panto	£ 7,795.71
02/03/2020	Cash Deposit	£ 789.25		Ref: 500046	£ 8,584.96
02/03/2020	Cheque Deposit	£ 87.50		Ref: 500046	£ 8,672.46
02/03/2020	Cash Withdrawal		£ 150.00	Disco payment	£ 8,522.46
02/03/2020	Cash Withdrawal		£ 150.00	Disco Float	£ 8,372.46
02/03/2020	Natalie Coare	£ 105.00		Panto	£ 8,477.46
02/03/2020	Michelle McCullough	£ 35.00		Panto	£ 8,512.46
03/03/2020	Your School Lottery	£ 194.40		Lottery profit	£ 8,706.86
03/03/2020	Groupline		£ 600.00	Tina Turner Show Ref: KN12512838	£ 8,106.86
03/03/2020	Leigh Huntley	£ 210.00		Panto	£ 8,316.86
03/03/2020	Stephanie Orr	£ 35.00		Taste Card	£ 8,351.86
04/03/2020	D Adshead	£ 35.00		Panto	£ 8,386.86
04/03/2020	Michelle Petrou	£ 105.00		Panto	£ 8,491.86
06/03/2020	Bestway Wholesale		£ 54.52	Disco supplies	£ 8,437.34
06/03/2020	P J Browne	£ 35.00		Panto	£ 8,472.34
06/03/2020	Lianne Argent	£ 35.00		Panto	£ 8,507.34
06/03/2020	C Earey	£ 35.00		Taste Card	£ 8,542.34
06/03/2020	C Hutchinson	£ 70.00		Panto	£ 8,612.34
06/03/2020	K Nabil	£ 35.00		Panto	£ 8,647.34
06/03/2020	Francesca Antin	£ 35.00		Panto	£ 8,682.34
07/03/2020	Mr A Vadher		£ 240.00	Refund theatre tickets	£ 8,442.34
07/03/2020	Karen Fearon	£ 140.00		Panto	£ 8,582.34
08/03/2020	Alana List	£ 280.00		Panto	£ 8,862.34
09/03/2020	Stripe Payments	£ 352.81		On line transaction payment	£ 9,215.15
09/03/2020	Zoe Trubridge	£ 105.00		Panto	£ 9,320.15



09/03/2020	D Zavera	£ 35.00		Taste Card	£ 9,355.15
09/03/2020	T Sargent	£ 52.50		Panto	£ 9,407.65
09/03/2020	Timothy Evans	£ 87.50		Panto	£ 9,495.15
09/03/2020	Julie Moore	£ 35.00		Taste Card	£ 9,530.15
09/03/2020	Vicky Garrett	£ 25.00		Adventure Island wrist bands	£ 9,555.15
09/03/2020	Gary White	£ 35.00		Taste Card	£ 9,590.15
10/03/2020	Jenny Dean	£ 87.50		Panto	£ 9,677.65
10/03/2020	Lisa Olszach	£ 35.00		Taste Card	£ 9,712.65
10/03/2020	James Bickmore	£ 35.00		Taste Card	£ 9,747.65
11/03/2020	Kerry Phillips	£ 52.50		Panto	£ 9,800.15
11/03/2020	S E Hassan	£ 35.00		Taste Card	£ 9,835.15
11/03/2020	Carly McKnight	£ 35.00		Panto	£ 9,870.15
11/03/2020	N Turner	£ 227.50		Panto	£ 10,097.65
12/03/2020	Jo Dungate		£ 34.20	Easter bunnies	£ 10,063.45
16/03/2020	Amazon Marketplace		£ 47.61	Payment in error by D Adshead - refund	£ 10,015.84
16/03/2020	Stripe Payments	£ 866.64		On line transaction payment	£ 10,882.48
16/03/2020	J Anderson	£ 52.50		Panto	£ 10,934.98
16/03/2020	Jo Dungate		£ 74.70	Easter bunnies - refunded to Jo in error	£ 10,860.28
17/03/2020	Tesco Stores		£ 74.70	Easter bunnies	£ 10,785.58
17/03/2020	Amanda Poll	£ 70.00		Panto	£ 10,855.58
17/03/2020	D Adshead	£ 47.61		Payment in error refunded	£ 10,903.19
17/03/2020	Jo Dungate	£ 74.70		Payment in error refunded	£ 10,977.89
19/03/2020	Plant Perfections		£ 25.00	Mother's Day flowers	£ 10,952.89
20/03/2020	Cash Deposit	£ 2,044.00		Ref: 500048	£ 12,996.89
20/03/2020	Cash Deposit	£ 816.00		Ref: 500047	£ 13,812.89
20/03/2020	Jo Dungate	£ 3.50		Mother's Day flowers	£ 13,816.39
21/03/2020	Jo Dungate	£ 5.00		Bunnies	£ 13,821.39
21/03/2020	Alana List	£ 5.00		Bunnies	£ 13,826.39
21/03/2020	Amy Bee	£ 5.00		Bunnies	£ 13,831.39
21/03/2020	Natalie Ward	£ 5.00		Bunnies	£ 13,836.39
21/03/2020	Mrs N McGuire		£ 450.00	OFAH refund	£ 13,386.39
23/03/2020	Stripe Payments	£ 584.83		On line transaction payment	£ 13,971.22
24/03/2020	Mrs N McGuire		£ 30.00	OFAH refund	£ 13,941.22

27/03/2020	Jo Dungate	£	35.00		Panto	£	13,976.22
					Total	£	13,976.22
		£	8,674.44	£	1,930.73		

April

Date	Name	Money In	Money Out	Notes	Balance
					£ 13,976.22
07/04/2020	Your School Lottery	£      251.20		Lottery profit	£ 14,227.42
17/04/2020	Ann Lally		£         150.00	Theatre ticket refund	£ 14,077.42
24/04/2020	ATG Tickets	£         775.00		Cancelled theatre ticket refund	£ 14,852.42
24/04/2020	Groupline	£         450.00		Cancelled theatre ticket refund	£ 15,302.42
25/04/2020	Ann Lally		£          25.00	Theatre ticket refund	£ 15,277.42
					£ 15,277.42
					£ 15,277.42
					£ 15,277.42
					£ 15,277.42
					£ 15,277.42
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					£ 15,277.42
					£ 15,277.42
					£ 15,277.42
					£ 15,277.42
					£ 15,277.42
					£ 15,277.42
				Total	£ 15,277.42
		£           1,476.20	£           175.00		

May

Date	Name	Money In	Money Out	Notes	Balance
					£ 15,277.42
04/05/2020	Queens Theatre		£ 4,516.20	Panto	£ 10,761.22
05/05/2020	Your School Lottery	£ 198.80		Lottery profit	£ 10,960.02
06/05/2020	Natalie Turner		£ 105.00	Theatre ticket refund	£ 10,855.02
11/05/2020	Stripe Payments	£ 87.11		On line transaction payment	£ 10,942.13
18/05/2020	Stripe Payments	£ 278.21		On line transaction payment	£ 11,220.34
20/05/2020	Jo Dungate	£ 11.00		Drinks and crisps	£ 11,231.34
21/05/2020	Amy Bee	£ 10.00		Drinks and crisps	£ 11,241.34
21/05/2020	Alana List	£ 10.00		Drinks and crisps	£ 11,251.34
21/05/2020	Alana List	£ 1.00		Drinks and crisps	£ 11,252.34
22/05/2020	ATG Tickets	£ 275.00		Cancelled theatre shows	£ 11,527.34
22/05/2020	ATG Tickets	£ 100.00		Cancelled theatre shows	£ 11,627.34
23/05/2020	Sarah Davie		£ 55.00	Theatre ticket refund	£ 11,572.34
24/05/2020	Vicky Garrett		£ 25.00	Theatre ticket refund	£ 11,547.34
27/05/2020	Anne Davidson		£ 105.00	Theatre ticket refund	£ 11,442.34
27/05/2020	Tamanna Shama		£ 140.00	Theatre ticket refund	£ 11,302.34
28/05/2020	ATG Tickets	£ 250.00		Cancelled theatre shows	£ 11,552.34
				Total	£ 11,552.34

£ 1,221.12 £ 4,946.20

June

Date	Name	Money In	Money Out	Notes	Balance
					£ 11,552.34
01/06/2020	Jo Dungate	£ 7.00		Crisps	£ 11,559.34
02/06/2020	Your School Lottery	£ 194.80		Lottery Profit	£ 11,754.14
05/06/2020	The Ticket Machine - Groupline Refund	£ 490.00		Theatre ticket refund	£ 12,244.14
06/06/2020	Jo Dungate		£ 19.80	Father's Day Chocolate Refund	£ 12,224.34
09/06/2020	Amazon Marketplace		£ 17.98	Father's Day Gifts	£ 12,206.36
09/06/2020	Taste Marketing Limited		£ 479.81	Tastecard Invoice TAS21642	£ 11,726.55
10/06/2020	Jessica Stephenson		£ 337.50	Theatre ticket refund	£ 11,389.05
14/06/2020	Natalie Ward		£ 550.00	Leavers' T-shirts	£ 10,839.05
14/06/2020	Sarah Taylor		£ 100.00	Theatre ticket refund	£ 10,739.05
14/06/2020	Kelly Felstead		£ 50.00	Theatre ticket refund	£ 10,689.05
14/06/2020	Susan Phillips		£ 80.00	Theatre ticket refund	£ 10,609.05
14/06/2020	Lynn Walker		£ 150.00	Theatre ticket refund	£ 10,459.05
14/06/2020	Tracey Sargent		£ 272.50	Theatre ticket refund	£ 10,186.55
14/06/2020	Brenda Leavens		£ 75.00	Theatre ticket refund	£ 10,111.55
14/06/2020	Sheryl Martin		£ 80.00	Theatre ticket refund	£ 10,031.55
14/06/2020	Amy Bee		£ 160.00	Theatre ticket refund	£ 9,871.55
14/06/2020	Tracey Titley		£ 150.00	Theatre ticket refund	£ 9,721.55
14/06/2020	Francesca Antin		£ 75.00	Theatre ticket refund	£ 9,646.55
15/06/2020	Stripe Payments	£ 631.95		Online transaction payment	£ 10,278.50
17/06/2020	Kate Larkin	£ 7.00		Sweets	£ 10,285.50
18/06/2020	Ambassadors Theatre	£ 560.50		Cancelled theatre shows	£ 10,846.00
18/06/2020	Jo Dungate	£ 7.00		Sweets	£ 10,853.00
19/06/2020	Jo Dungate	£ 10.50		Father's Day gifts	£ 10,863.50
20/06/2020	Amy Bee	£ 10.50		Father's Day gifts	£ 10,874.00
21/06/2020	Jo Dungate	£ 3.50		Biscuits	£ 10,877.50
22/06/2020	Stripe Payments	£ 148.45		Online transaction payment	£ 11,025.95
24/06/2020	Leah Hyatt		£ 75.00	Theatre ticket refund	£ 10,950.95
24/06/2020	Stacey Adamson		£ 195.00	Theatre ticket refund	£ 10,755.95
24/06/2020	Leigh Huntley		£ 200.00	Theatre ticket refund	£ 10,555.95
25/06/2020	Joanne Bryant		£ 75.00	Theatre ticket refund	£ 10,480.95

25/06/2020	Natalie Norris		£ 112.50	Theatre ticket refund	£ 10,368.45
25/06/2020	Charley With		£ 150.00	Theatre ticket refund	£ 10,218.45
25/06/2020	Susan Smithson		£ 160.00	Theatre ticket refund	£ 10,058.45
25/06/2020	Mrs G Simmons		£ 215.00	Theatre ticket refund	£ 9,843.45
25/06/2020	Sally O'Sullivan		£ 75.00	Theatre ticket refund	£ 9,768.45
26/06/2020	The Ticket Machine - Groupline Refund	£ 375.00		Cancelled theatre shows	£ 10,143.45
26/06/2020	The Ticket Machine - Groupline Refund	£ 1,000.00		Cancelled theatre shows	£ 11,143.45
26/06/2020	Paula Broadmore		£ 75.00	Theatre ticket refund	£ 11,068.45
29/06/2020	ATG	£ 1,400.00		Cancelled theatre shows	£ 12,468.45
29/06/2020	Stripe Payments	£ 6.60		Online transaction payment	£ 12,475.05
					£ 12,475.05
				Total	£ 12,475.05

£ 4,852.80 £ 3,930.09

July

Date	Name	Money In	Money Out	Notes	Balance
					£ 12,475.05
01/07/2020	Ambassadors Theatre	£ 350.00		Cancelled Theatre shows	£ 12,825.05
07/07/2020	Your School Lottery	£ 243.20		Lottery profit	£ 13,068.25
09/07/2020	Kelly Barmer	£ 47.00		Adventure Island wrist bands	£ 13,115.25
11/07/2020	Sarah Davey	£ 68.00		Adventure Island wrist bands	£ 13,183.25
13/07/2020	Ardleigh Green Infant School		£ 99.00	Water bottles	£ 13,084.25
13/07/2020	Tracy Jary		£ 150.00	Theatre ticket refund	£ 12,934.25
13/07/2020	Janna Clark		£ 165.00	Theatre ticket refund	£ 12,769.25
13/07/2020	Stacey Adamson		£ 95.00	Theatre ticket refund	£ 12,674.25
13/07/2020	Sheryl Martin		£ 140.00	Theatre ticket refund	£ 12,534.25
13/07/2020	C J Jones		£ 140.00	Theatre ticket refund	£ 12,394.25
13/07/2020	N M Coulson		£ 140.00	Theatre ticket refund	£ 12,254.25
13/07/2020	C M Terry		£ 70.00	Theatre ticket refund	£ 12,184.25
13/07/2020	Aneesa Iqbal		£ 165.00	Theatre ticket refund	£ 12,019.25
13/07/2020	Lindsay Kirby		£ 275.00	Theatre ticket refund	£ 11,744.25
15/07/2020	Kerry Avery		£ 110.00	Theatre ticket refund	£ 11,634.25
15/07/2020	Isabella Alder		£ 210.00	Theatre ticket refund	£ 11,424.25
15/07/2020	Jennifer Williams		£ 100.00	Theatre ticket refund	£ 11,324.25
15/07/2020	Sarah Bennett		£ 110.00	Theatre ticket refund	£ 11,214.25
19/07/2020	Anne Davidson		£ 150.00	Theatre ticket refund	£ 11,064.25
19/07/2020	Amy Bee		£ 112.50	Theatre ticket refund	£ 10,951.75
19/07/2020	Jo Dungate		£ 130.00	Theatre ticket refund	£ 10,821.75
19/07/2020	Sally O'Sullivan		£ 75.00	Theatre ticket refund	£ 10,746.75
19/07/2020	Sheryl Martin		£ 75.00	Theatre ticket refund	£ 10,671.75
19/07/2020	Debby Lewinton		£ 37.50	Theatre ticket refund	£ 10,634.25
19/07/2020	Victoria Mole		£ 120.00	Theatre ticket refund	£ 10,514.25
19/07/2020	Sarah Colli		£ 150.00	Theatre ticket refund	£ 10,364.25
19/07/2020	Katie Reynolds		£ 37.50	Theatre ticket refund	£ 10,326.75
19/07/2020	Tracey Paul		£ 50.00	Theatre ticket refund	£ 10,276.75
19/07/2020	Jodie Woollard		£ 300.00	Theatre ticket refund	£ 9,976.75
19/07/2020	J Harvey		£ 140.00	Theatre ticket refund	£ 9,836.75

19/07/2020	H M Smith		£ 300.00	Theatre ticket refund	£ 9,536.75
19/07/2020	Debra Nye		£ 70.00	Theatre ticket refund	£ 9,466.75
19/07/2020	Catherine Lovell	£ 136.00		Adventure Island wrist bands	£ 9,602.75
21/07/2020	Lauren Greer	£ 30.00		Adventure Island wrist bands	£ 9,632.75
21/07/2020	Sue Murphy	£ 51.00		Adventure Island wrist bands	£ 9,683.75
22/07/2020	Jo Dungate	£ 123.24		Ziffit Collection	£ 9,806.99
23/07/2020	Cheque Number 000079		£ 4,000.00	End of year payment to school	£ 5,806.99
24/07/2020	Carly Young		£ 112.50	Theatre ticket refund	£ 5,694.49
24/07/2020	Gemma White		£ 112.50	Theatre ticket refund	£ 5,581.99
24/07/2020	K Phillips		£ 75.00	Theatre ticket refund	£ 5,506.99
24/07/2020	J J Stratford		£ 140.00	Theatre ticket refund	£ 5,366.99
24/07/2020	Amy Laura		£ 210.00	Theatre ticket refund	£ 5,156.99
24/07/2020	Claire Foskett		£ 130.00	Theatre ticket refund	£ 5,026.99
24/07/2020	Carly Pleydell		£ 60.00	Theatre ticket refund	£ 4,966.99
24/07/2020	Nicola Mitchley		£ 150.00	Theatre ticket refund	£ 4,816.99
24/07/2020	UK Clothing Caravan	£ 587.60		Happy School Bags	£ 5,404.59
24/07/2020	Verity Hoffman		£ 50.00	Theatre ticket refund	£ 5,354.59
24/07/2020	Kirsty Smith	£ 68.00		Adventure Island wrist bands	£ 5,422.59
25/07/2020	Louise Collier	£ 78.00		Adventure Island wrist bands	£ 5,500.59
26/07/2020	N Rose	£ 34.00		Adventure Island wrist bands	£ 5,534.59
27/07/2020	Stripe Payments	£ 145.73		Online Transaction Payment	£ 5,680.32
27/07/2020	Kelly Barmer	£ 68.00		Adventure Island wrist bands	£ 5,748.32
27/07/2020	Liz Robinson	£ 34.00		Adventure Island wrist bands	£ 5,782.32
28/07/2020	Jo Dungate	£ 5.13		Zapper Collection	£ 5,787.45
29/07/2020	Lianna Argent	£ 136.00		Adventure Island wrist bands	£ 5,923.45
30/07/2020	L Beckley	£ 68.00		Adventure Island wrist bands	£ 5,991.45
31/07/2020	The Ticket Machine Groupline	£ 300.00		Cancelled Theatre shows	£ 6,291.45
31/07/2020	The Ticket Machine Groupline	£ 105.00		Cancelled Theatre shows	£ 6,396.45
31/07/2020	The Ticket Machine Groupline	£ 600.00		Cancelled Theatre shows	£ 6,996.45
				Total	£ 6,996.45
		£ 3,277.90	£ 8,756.50		



August

Date	Name	Money In	Money Out	Notes	Balance
					£ 6,996.45
03/08/2020	Stripe Payments	£ 82.01		On line transaction payment	£ 7,078.46
03/08/2020	Anna Walsh	£ 102.00		Adventure Island wrist bands	£ 7,180.46
04/08/2020	Your School Lottery	£ 198.40		Lottery profit	£ 7,378.86
05/08/2020	S Goode	£ 34.00		Adventure Island wrist bands	£ 7,412.86
07/08/2020	Jo Dungate	£ 13.77		Music Magpie	£ 7,426.63
10/08/2020	Stripe Payments	£ 8.33		On line transaction payment	£ 7,434.96
15/08/2020	Sarah Taylor	£ 28.00		Adventure Island wrist bands	£ 7,462.96
18/08/2020	Charley With	£ 102.00		Adventure Island wrist bands	£ 7,564.96
19/08/2020	Jo Dungate	£ 17.94		Music Magpie	£ 7,582.90
20/08/2020	Amazon Marketplace		£ 207.62	Amazon Wish List Purchases for School	£ 7,375.28
21/08/2020	Easy Fundraising	£ 22.32		Ref: 139003 Q2 2020	£ 7,397.60
21/08/2020	N J Jeffery	£ 21.00		Sealife tickets	£ 7,418.60
28/08/2020	Vicky Merry	£ 21.00		Sealife tickets	£ 7,439.60
30/08/2020	Anna Walsh	£ 34.00		Adventure Island wrist bands	£ 7,473.60
31/08/2020	Charley With	£ 17.00		Adventure Island wrist bands	£ 7,490.60
				Total	£ 7,490.60
		£ 701.77	£ 207.62		

15<sup>th</sup> June 2021

Mrs D Adshead  
Ardleigh Green Schools PTA  
Ardleigh Green Road  
Hornchurch  
Essex  
RM11 2SP

**Re: PTA Accounts – 14.11.19 – 31.08.20**

Dear Mrs Adshead,

With reference to the cash transactions document that you have provided I can confirm that an independent review is required as your gross income is greater than £25,000. However, an external audit is not required as it is below the £500,000 threshold for income and no assets are held.

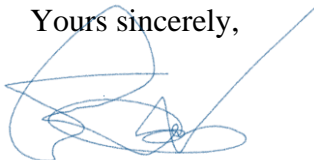
From reviewing the accounts, these have been prepared under the cash basis listing all receipts and payments. The accruals basis is not required due to below the £500,000 threshold and so the method used is acceptable in this instance.

Without conducting an audit the opening and closing bank statements agree to your detailed spreadsheet and the transactions that have taken place look in line to what would be expected of a PTA to a school.

No matters of concern have been highlighted and I can see that the changing of accounts year end date has been completed.

Please see attached my report covering these aspects given above.

Yours sincerely,



Steve Read ACCA MAAT  
Arthur Francis Accountancy

## Independent Examiner's Report

### Summary and Information on the Charity

- AGSPA provide a service to Ardleigh Green School to assist in enriching the lives of its students by organising events and trips (mainly to theatres)
- AGSPA is just a charity and not a company
- Money obtain from various sources throughout the year i.e. fates, sales and school trips.
- Expenses relate to purchasing of tickets and travel for the majority of cases.
- Purely cash-based account with surplus funds then invested into the school i.e. purchasing computers or leaving in the account for future years
- AGSPA submission is different to the school year albeit the end date has now been amended to the 31<sup>st</sup> August. 2019-20 accounts relate to the period 14th November 2019 to 31<sup>st</sup> August 2020

### Independent Review

- Income less than £500k so exempt from audit. No assets held
- Income greater than £25k so independent verification is required
- Cash based account with no requirement for accruals concept to be applied as purely cash based
- No close personal relationships with trustees (family friend)
- No day to day involvement with the AGSPA
- Chartered Certified Accountant so able to perform independent check

### Financial Checks

	<b>Bank Statement Balance</b>	<b>alance per spreadsheet</b>	<b>Diff</b>
14/11/2019	14,114.82	14,114.82	-
31/08/2020	7,490.60	7,490.60	-
Cash increase	- 6,624.22	- 6,624.22	-
	<b>Income</b>	<b>Expenses</b>	
<b>Total</b>	35,016.50	41,640.72	
<b>Net Surplus</b>		- 6,624.22	- 0.00

## Analytical Review

- Opening and closing balances checked and agreed back to bank statements
- Detail of income and expenses, providing a net surplus, agrees back to the difference between opening and closing balances
- Random transactions checked for accuracy (Oct-19 bank statement)
- Transactions checked to ensure that they match the type of transactions associated with a PA charitable account
- Random checks on transactions show no issue with authenticity
- Accounting records are complete based on analysis of bank statements
- One bank account used to record transactions
- Access to the bank account is limited to one person, currently chair of PTA Mrs Debbie Adshead
- 4 Trustees: Debbie Adshead = Chair, Amy Bee = Vice Chair, Joanne Dungate = Secretary, Natalie Ward = Treasurer
- Payments are made by cheque reducing access to bank account. Receipts paid into the bank can be made by any Trustee
- Financial controls are reviewed annually
- Material transactions relate to the donation provided to the school i.e. £10,000 donation for new playground. Details required to ensure that it has been received by the school

## Conclusions

- Based on my independent review of the accounts, transactions and explanations from Chair there are no matters of concern that have been identified
- There are sufficient Trustees within the PA to reduce any fraudulent activity. Possibly could add a teacher from the school
- Cash collected and used is appropriate for the type of charity that it has been set up for.
- Account is in surplus and this has been verified with the bank statements that have been provided. The surplus is also in line with the independent report that is submitted to the charity commission (copy seen)
- Change in year-end has seen end balance reduce to normal level which will be used for future years.
- Payments made by cheque require two signatories which reduces the level of fraudulent activity that could occur

## Recommendations

- Within the accounts separate tabs could be used to see if trips have been paid in full and appropriate steps taken to collect all monies owed from parents
- Obtain receipt from the school to confirm receipt of annual donation that has been made
- Report could be submitted on an annual basis to the school and parents
- Check refunds have been received from cancelled shows due to COVID-19