

Account Transactions

Highgate Primary School Association

For the period 1 November 2021 to 31 October 2022

Date	Source
03 Nov 2021	Expense Claim
15 Feb 2022	Expense Claim
04 Oct 2022	Spend Money
20 Oct 2022	Expense Claim
Total	

Annual Central Overhead

03 Nov 2021	Expense Claim
04 Jan 2022	Spend Money
28 Jan 2022	Spend Money
28 Jan 2022	Receive Money
23 Feb 2022	Spend Money
29 Mar 2022	Spend Money
01 Apr 2022	Spend Money
05 Jul 2022	Payable Invoice
13 Jul 2022	Spend Money
13 Sep 2022	Expense Claim
13 Oct 2022	Payable Invoice
31 Oct 2022	Manual Journal
31 Oct 2022	Manual Journal
Total Annual Central Overhead	

AOP 2022

20 May 2022	Payable Invoice
20 May 2022	Payable Invoice
27 May 2022	Expense Claim
27 May 2022	Expense Claim
27 May 2022	Expense Claim
27 May 2022	Expense Claim
27 May 2022	Expense Claim
27 May 2022	Payable Invoice
28 May 2022	Spend Money
18 Jul 2022	Expense Claim
13 Sep 2022	Expense Claim
Total AOP 2022	

Aquarium Maintenance

13 Apr 2022	Spend Money
Total Aquarium Maintenance	

Cake Sales

15 Dec 2021	Expense Claim
07 Feb 2022	Spend Money
26 Apr 2022	Receive Money
28 May 2022	Spend Money

28 May 2022	Spend Money
21 Jun 2022	Spend Money
11 Jul 2022	Spend Money
Total Cake Sales	

Chef Michael Cookbook

27 Apr 2022	Spend Money
Total Chef Michael Cookbook	

Christmas 2021

21 Dec 2021	Expense Claim
Total Christmas 2021	

Donations to School

04 Oct 2022	Spend Money
Total Donations to School	

Fireworks 2021

03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Payable Invoice
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
03 Nov 2021	Expense Claim
Total Fireworks 2021	

Harvest 2021

03 Nov 2021	Expense Claim
Total Harvest 2021	

Laser Show 2022

13 Oct 2022	Payable Invoice
20 Oct 2022	Spend Money
20 Oct 2022	Expense Claim
20 Oct 2022	Expense Claim
20 Oct 2022	Expense Claim
20 Oct 2022	Expense Claim
Total Laser Show 2022	

One World 2022

23 Apr 2022	Spend Money
02 May 2022	Expense Claim

02 May 2022	Expense Claim
02 May 2022	Expense Claim
02 May 2022	Expense Claim
03 May 2022	Spend Money
Total One World 2022	

Quiz Night 2022

04 Feb 2022	Expense Claim
04 Feb 2022	Expense Claim
05 Feb 2022	Expense Claim
06 Feb 2022	Expense Claim
06 Feb 2022	Expense Claim
07 Feb 2022	Expense Claim

Total Quiz Night 2022

Summer Fair 2022

04 Jul 2022	Spend Money
06 Jul 2022	Expense Claim
06 Jul 2022	Expense Claim
06 Jul 2022	Expense Claim
06 Jul 2022	Expense Claim
06 Jul 2022	Expense Claim
11 Jul 2022	Spend Money
18 Jul 2022	Expense Claim
18 Jul 2022	Expense Claim
19 Jul 2022	Expense Claim
01 Oct 2022	Expense Claim

Total Summer Fair 2022

Winter Fair 2021

[illegible]

15 Dec 2021	Expense Claim
15 Dec 2021	Expense Claim
15 Dec 2021	Expense Claim
15 Dec 2021	Expense Claim
15 Dec 2021	Expense Claim
15 Dec 2021	Expense Claim
15 Dec 2021	Expense Claim
15 Dec 2021	Expense Claim
Total Winter Fair 2021	

Year 6 Leavers Party

13 Jul 2022	Spend Money
13 Jul 2022	Spend Money
18 Jul 2022	Expense Claim
Total Year 6 Leavers Party	

Total

2022

Description

Jenny Leahy - Soup kettle

Jenny Leahy - Leavers hoodies - BN

One World 2022 - Donation to Ukraine War appeal raised from One World

Leona Omarr - Gluten free buns for Laser show

Jenny Leahy - Replacement wipeable table cloths

Parentkind - Parentkind subscription

Ten Forward Finance Ltd - Ten Forward Charity commission accounting fee 50%

Ten Forward Finance Ltd - Ten Forward Charity commission accounting fee 50%

Ten Forward Finance Ltd - Charity commission audit fee 50% deposit

Ten Forward Finance Ltd - Charity Commission balance payment (incl VAT)

HPS reconciliation - HPS reconciliation part payment 1st Apr - 31st Dec 21

Ten Forward Finance Ltd - Xero Subscription - Standard Jan 22 to Jun 22

Ten Forward Finance Ltd - increase cost of Xero subscription

Jenny Leahy - Ice pops

Ten Forward Finance - Charity commission account YE 2021 50% deposit INV-2

To correct VAT - TFA inv 05.07.22

To correct VAT - TFA inv 13.10.22

Chriskitch Café - Catering, consisting of various cold main courses.

Chriskitch Café - Items from the counter

Leona Omarr - 2 x punch bowls - Supplies for event

Leona Omarr - Cheese for Auction of Promises 2022

Leona Omarr - Payment to workers at AOP 22 made in cash

Leona Omarr - Supplies for AOP event

Leona Omarr - Supplies for AOP event

Alexander Mahecha Bustos - Invoice for Chef

Jenny Leahy - AOP 2022 expenses

Jenny Leahy - Lost items at auction

Leona Omarr - Drinks supplies for cocktails at Auction of Promises 2022

The Aquamarine Centre Ltd - Fish tank cleaning services

Jenny Leahy - Cake bags

Donations to school - Cake sales donations to each class (£100 per class)

PAYPAL INC. HIGHGATE PRIMARY S BGC - Year 5 Cake sale 2022

Yr 5 Cake Sales - Year 5 cake sales donation

Yr 4 Cake sales - Year 4 Cake sales donation

Yr 6 cake sale - Year 6 cake sale

Yr 3 Cake sale - Year 3 cake sale

Fair In The Square - Chef Michael Cookbook stall at Fair in The Square 2022

Leona Omarr - Popcorn bags

DONATION TO SCHOOL - Audio and visual project in school hall

Jenny Leahy - Bbq trays

Jenny Leahy - Additional 200 skewers

Jenny Leahy - Mulled cider spices

Andy North London Cricket Club - Venue hire for Fireworks 21

Jenny Leahy - Marshmallow skewers

Jenny Leahy - Mini torches

Leona Omarr - Coconut Shy at fireworks 21

Leona Omarr - Popcorn for fireworks

Jenny Leahy - Food and drinks

Jenny Leahy - Wooden forks

Jenny Leahy - 500 burger wraps

Jenny Leahy - Discounted torches

Jenny Leahy - Deposit for cricket club

Jenny Leahy - Supplies for fireworks

Jenny Leahy - Hessian for harvest display

Fusion Events Services - Laser show 2022

jenny leahy expenses - Laser show expenses

Leona Omarr - Laser Show food and supplies for events

Leona Omarr - Coconuts for the Shy at Laser show

Leona Omarr - Burgers and sausages for Laser show 22

Leona Omarr - Drinks for Laser Show event

The Amazing DJ Dan - DJ services for One World 2022

Leona Omarr - Food and drink for One World events

Leona Omarr - supplies for events
Leona Omarr - Flags for One World event
Leona Omarr - Flags for One World event
Jenny Leahy - One World 2022 expenses

Leona Omarr - Franca Manca - Food for Quiz
Jenny Leahy - TEN licence
Leona Omarr - Wine for headteachers quiz from Majestic
Jenny Leahy - Drinks
Jenny Leahy - Drinks
Jenny Leahy - Pens

Cramers Butchers - Summer fair 22 burgers and sausages
Leona Omarr - Paella expenses for summer fair 2022
Leona Omarr - Coconuts for summer fair stall
Leona Omarr - Extra supplies for the Tombola for summer fair 2022
Leona Omarr - Extra supplies for the Tombola for summer fair 2022
Leona Omarr - Extra supplies for the Tombola for summer fair 2022
Jenny Leahy - Summer Fair expenses
Leona Omarr - Ice bought for summer fair
Leona Omarr - Food for summer fair 22
Leona Omarr - BBQ expenses for Summer Fair 22
Leona Omarr - Year 6 bar Aperol Spritz ingredients

Leona Omarr - Burgers and chicken sausages for winter fair
Jenny Leahy - 20 IKEA bags for donations
Leona Omarr - Paella at the winter fair 21
Leona Omarr - Paella for the winter fair
Leona Omarr - Paella for the winter fair
Leona Omarr - Food and drink for Winer Fair 2021
Leona Omarr - Popcorn for the winter fair(10kgs)
Leona Omarr - Christmas decorations for the Winter Fair 2021
Leona Omarr - Christmas decorations for Winter Fair
Leona Omarr - Christmas Lights for the Winter Fair
Jenny Leahy - Baileys for hot choc
Jenny Leahy - Ten licence
Jenny Leahy - Raffle tickets
Jenny Leahy - Santa suit
Jenny Leahy - Chocolate coins for Santa
Leona Omarr - Book for Santa's grotto at Winter Fair 21
Jenny Leahy - Wooden forks
Leona Omarr - Food for winter fair 21
Jenny Leahy - Hamper ribbon
Jenny Leahy - Wooden skewers

Leona Omarr - Supplies for Winter Fair 21

Jenny Leahy - Popcorn bags

Jenny Leahy - 2 x storage boxes

Jenny Leahy - Bbq trays

Jenny Leahy - Drinks and bread

Jenny Leahy - Burger wraps

Jenny Leahy - Santa beards

Leona Omarr - Drinks for Winter Fair

Julie Bland - Ice Lollies purchased for Yr6

Sharon Eytan - Yr 6 Ice Lollies

Leona Omarr - Ice Lollies for school

Reference	Debit	Credit Account	
	60.00	0.00 Supplies for Events	Unassigned
	65.00	0.00 General Expenses	Year 6
	1,618.19	0.00 Direct Expenses	One world
	47.75	0.00 Food for Events	Laser show
	1,790.94	0.00	
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	48.00	0.00 Supplies for Events	
	128.00	0.00 Subscriptions	
, deposit	312.00	0.00 Audit & Accountancy fees	
, deposit	0.00	312.00 Audit & Accountancy fees	
	312.00	0.00 Audit & Accountancy fees	
	312.00	0.00 Audit & Accountancy fees	
	1,786.41	0.00 Reimbursed expenses to school	
Xero	144.00	0.00 IT Software and Consumables	
	14.40	0.00 Subscriptions	
	18.60	0.00 General Expenses	
Charity Commission Audi	375.00	0.00 Audit & Accountancy fees	
#1721	28.80	0.00 IT Software and Consumables	
#1721	75.00	0.00 Audit & Accountancy fees	
	3,554.21	312.00	3,302.21
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AOP 2022	825.00	0.00 Food for Events	
AOP 2022	5.60	0.00 Food for Events	
	39.98	0.00 Supplies for Events	
	370.79	0.00 Food for Events	
	370.00	0.00 Expenses for fundraising projects	
	32.40	0.00 Supplies for Events	
	114.00	0.00 Supplies for Events	
AOP 2022	140.00	0.00 Food for Events	
	772.60	0.00 Expenses for fundraising projects	
	36.80	0.00 General Expenses	
	55.54	0.00 Alcohol for events	
	2,762.71	0.00	2,762.71
<hr/>			
	135.45	0.00 Repairs & Maintenance	
	135.45	0.00	135.45
<hr/>			
	11.44	0.00 Supplies for Events	
	1,500.00	0.00 Cake Sale Donations to class	
	0.00	152.59 Cake Sale Donations to class	
	210.00	0.00 Cake Sale Donations to class	

	234.00	0.00 Cake Sale Donations to class	
	246.67	0.00 Cake Sale Donations to class	
	239.00	0.00 Cake Sale Donations to class	
	2,441.11	152.59	2,288.52
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	75.00	0.00 Supplies for Stalls at events	
	75.00	0.00	75.00
<hr/>			
	13.80	0.00 Supplies for Events	
	13.80	0.00	13.80
<hr/>			
	16,617.18	0.00 Donations to School Projects	
	16,617.18	0.00	16,617.18
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	14.97	0.00 Supplies for Events	
	12.98	0.00 Supplies for Events	
	24.33	0.00 Supplies for Events	
Fireworks 21	300.00	0.00 Rent	
	12.98	0.00 Supplies for Events	
	104.95	0.00 Supplies for Stalls at events	
	72.80	0.00 Supplies for Stalls at events	
	30.00	0.00 Food for Events	
	94.30	0.00 Food for Events	
	11.98	0.00 Supplies for Events	
	10.49	0.00 Supplies for Events	
	18.89	0.00 Supplies for Stalls at events	
	200.00	0.00 General Expenses	
	149.10	0.00 Consumeables for events	
	1,057.77	0.00	1,057.77
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	34.24	0.00 Supplies for Events	
	34.24	0.00	34.24
<hr/>			
Laser Show	1,200.00	0.00 Supplies for Events	
	178.96	0.00 Direct Expenses	
	699.68	0.00 Food for Events	
	75.60	0.00 Supplies for Events	
	300.00	0.00 Food for Events	
	384.02	0.00 Alcohol for events	
	2,838.26	0.00	2,886.01
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	180.00	0.00 Supplies for Events	
	418.75	0.00 Food for Events	

25.50	0.00	Supplies for Events	
26.97	0.00	Supplies for Stalls at events	
10.99	0.00	Supplies for Stalls at events	
257.55	0.00	Expenses for fundraising projects	
919.76	0.00		2,537.95

110.20	0.00	Food for Events	
21.00	0.00	General Expenses	
349.50	0.00	Alcohol for events	
21.33	0.00	Consumeables for events	
196.89	0.00	Supplies for Events	
9.99	0.00	Consumeables for events	
708.91	0.00		708.91

320.00	0.00	Food for Events	
75.85	0.00	Food for Events	
75.60	0.00	Supplies for Events	
29.49	0.00	Supplies for Events	
8.50	0.00	Supplies for Events	
60.16	0.00	Supplies for Events	
518.28	0.00	General Expenses	
15.92	0.00	Supplies for Events	
391.47	0.00	Food for Events	
42.00	0.00	Supplies for Events	
150.56	0.00	Alcohol for events	
1,687.83	0.00		1,687.83

180.82	0.00	Food for Events	
10.00	0.00	Supplies for Events	
8.57	0.00	Food for Events	
15.00	0.00	Food for Events	
47.80	0.00	Food for Events	
132.99	0.00	Alcohol for events	
28.50	0.00	Food for Events	
24.00	0.00	Supplies for Events	
62.22	0.00	Supplies for Events	
40.00	0.00	Supplies for Events	
36.00	0.00	Supplies for Events	
21.00	0.00	General Expenses	
23.98	0.00	Supplies for Events	
55.99	0.00	Supplies for Events	
56.85	0.00	Consumeables for events	
220.00	0.00	Supplies for Events	
15.58	0.00	Supplies for Events	
50.00	0.00	Food for Events	
13.99	0.00	Supplies for Events	
12.58	0.00	Supplies for Events	

7.98	0.00	Supplies for Events	
20.94	0.00	Supplies for Events	
36.00	0.00	General Expenses	
14.97	0.00	Supplies for Events	
284.55	0.00	Supplies for Events	
20.99	0.00	Supplies for Events	
21.33	0.00	Supplies for Events	
88.88	0.00	Supplies for Events	
1,551.51	0.00		1,551.51
48.15	0.00	Direct Expenses	
287.00	0.00	General Expenses	
34.00	0.00	Food for Events	
369.15	0.00		434.15
36,557.83	464.59		

Annual Central Overhead

36,093.24	matched
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Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Nov-21		31-Oct-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Chef Michael	370	-	-	370	2,110
Ballon race		-	-	-	528
Cake sales income	1,557	-	-	1,557	265
Fireworks income		-	-	-	6,000
Interest accrued on Bus Saver Acc	4	-	-	4	2
Gift aid	935	-	-	935	2,504
Parent donation	2,268	-	-	2,268	7,827
Christmas		-	-	-	1,981
Quiz night	1,684	-	-	1,684	-
Raffles	1,192	-	-	1,192	1,491
Rainbow day sponsorship		-	-	-	803
Summer fair income	7,158	-	-	7,158	9,166
School merchandise	52	-	-	52	65
Green Council	949	-	-	949	56
Halloween		-	-	-	453
Year 6 leavers	365	-	-	365	333
Winter fair income	7,101	-	-	7,101	2,035
Amazon smile	307	-	-	307	364
Donation Buckets	1,323	-	-	1,323	520
Easy fundraising	307	-	-	307	459
Langford Chase Sponsorship	967	-	-	967	-
One world	1,619	-	-	1,619	-
Unassigned Income		-	-	-	1,114
Laser Show 2022	4,426	-	-	4,426	-
School newspaper sales	8	-	-	8	-
AOP	19,660	-	-	19,660	-
Other Income- Ants Sponsorship	500	-	-	500	-
Sub total (Gross income for AR)	52,752	-	-	52,752	38,076
A2 Asset and investment sales, (see table).					
Suppliers invoices not paid	-	-	-	-	72
Suppliers invoices 2021 paid	72	-	-	72	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	72	-	-	72	72
Total receipts	52,680	-	-	52,680	38,148
A3 Payments					
2021 Horace	-	-	-	-	290
Cake sale donation	2,289	-	-	2,289	-
Fireworks expenses	1,058	-	-	1,058	230
Acquarium maintenance	135	-	-	135	210
PSA school donations	16,617	-	-	16,617	17,291
Quiz night expenses	709	-	-	709	-
Year 6 Leavers	434	-	-	434	585
Annual Central Maintenance	3,301	-	-	3,301	12,623
Chef Michael	75	-	-	75	4,862
Halloween	-	-	-	-	32
Laser Show	2,886	-	-	2,886	-
Christmas	15	-	-	15	56
AOP 2022	2,763	-	-	2,763	-
Raffles	-	-	-	-	12
Winter fair expenses	1,551	-	-	1,551	11
Summer fair expenses	1,688	-	-	1,688	1,631
Harvest 2021	35	-	-	35	-
One World 2022	2,538	-	-	2,538	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	36,094	-	-	36,094	37,833

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A4 Asset and investment purchases. (see table)					
Assets purchased	-	-	-	-	141
	-	-	-	-	
Sub total	-	-	-	-	141
Total payments	36,094	-	-	36,094	37,974
Net of receipts/(payments)	16,586	-	-	16,586	174
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,438	-	-	24,438	24,264
Cash funds this year end	41,024	-	-	41,024	24,438

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in Community Account	31,018	-	-
	Cash in Business Premium Account	10,006	-	-
		-	-	-
	Total cash funds	41,024	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Gazebos, Lights and other event equipment	Unrestricted funds	-	-
	Computers and tablets	Unrestricted funds	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Accounting fees	Unrestricted	-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

HIGHGATE PRIMARY AND BLANCHE NEVILE PRIMARY SCHOOL
ASSOCIATION

**On accounts for the year
ended**

31 October 2022

**Charity no
(if any)**

288558

Set out on pages

4

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

11/10/2023

Name:

Simon Defoe

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:	C/O TEN FORWARD ACCOUNTING LTD
	1 Mountview Court, 310 Friern Barnet Lane
	London N20 0LD

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.






2023.09.28 H40 Independent examiners report - 31.10.22

Final Audit Report

2023-10-11

Created:	2023-10-11
By:	Libby Benvenuto (Libby.Benvenuto@tenforwardfinance.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjnHnKSOMvGRTuURIEs85Gn5UHZh2HSkd

"2023.09.28 H40 Independent examiners report - 31.10.22" History

-  Document created by Libby Benvenuto (Libby.Benvenuto@tenforwardfinance.co.uk)
2023-10-11 - 10:06:28 AM GMT- IP address: 80.195.122.27
-  Document emailed to Simon Defoe (simon.defoe@tenforwardfinance.co.uk) for signature
2023-10-11 - 10:06:42 AM GMT
-  Email viewed by Simon Defoe (simon.defoe@tenforwardfinance.co.uk)
2023-10-11 - 2:09:43 PM GMT- IP address: 104.47.51.254
-  Document e-signed by Simon Defoe (simon.defoe@tenforwardfinance.co.uk)
Signature Date: 2023-10-11 - 2:10:01 PM GMT - Time Source: server- IP address: 80.195.122.27
-  Agreement completed.
2023-10-11 - 2:10:01 PM GMT