

# FLITWICK LOWER SCHOOL ASSOCIATION

England & Wales · Charity number 290331

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1984-11-26

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Flitwick Lower School  
Temple Way  
Flitwick  
Bedford  
MK45 1LU

**Phone** 01525755444

**Website** [flitwick-lower-school.net](http://flitwick-lower-school.net)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUPILS OF THE SCHOOL BY PROVIDING OR ASSISTING IN THE PROVISION OF FACILITIES FOR EDUCATION AT THE SCHOOL (NOT NORMALLY PROVIDED BY THE LOCAL EDUCATION AUTHORITY).

**Activities:** We raise money for the school (PTA).

## Classification

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- **How:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** CATCHMENT AREA OF THE SCHOOL
- Bedford
- Central Bedfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£18,114	£22,184	-	-
2023-08-31	£39,913	£33,657	-	-
2022-08-31	£22,336	£14,050	-	-
2021-08-31	£16,474	£10,537	-	-
2020-08-31	£12,752	£13,288	-	-

## Trustees

Name	Role	Appointed
Amanda Mackey		2025-02-11
Emma Williams		2023-09-25
Jemma Blackstaffe		2025-02-11
Laurene Degnan		2025-09-29
Lucinda Hayford		2025-09-29
Thomas Ardern		2026-04-13

**FLITWICK LOWER SCHOOL ASSOCIATION**

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# Accounts

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## FLSA Annual Treasurer's Report

### AGM Summary

### 2022-2023

It has been another very busy and successful year of fundraising for the Flitwick Lower School Association. All Covid restrictions were lifted by the start of the year, meaning all events could be run as planned. The association members, school staff, parents and pupils have worked hard throughout the year to raise funds whilst making each event as enjoyable as possible.

#### ANNUAL SUMMARY OF FLSA ACCOUNT

**Total funds raised = £28,011.84**

We have managed to run a very full schedule of events over the course of the year. The usual events (a Christmas movie night, 3 pop-up shops, Christmas cards, an Easter movie night, two discos, two bingo nights, Fun Run and freeze pop sales) raised a large amount of money. Then some extra opportunities arose over the course of the year allowing us to raise even more funds; a coffee morning at the local village hall, commemorative tote bags for the King's Coronation, collecting with the Ampthill Round Table on their Santa float around Flitwick and the Family Fun Day hosted by Flitwick Town Council.

Funds were raised from other sources throughout the year including School Lottery, Amazon, Gift Aid, Bags 2 School, the Co-Op community help scheme, Tesco Groundwork scheme, a donation from the Flitwick Club and a very generous donation from a parent that was match funded by Apple.

Totals raised include:

Bingo night in Autumn term	£ 276.34
Autumn disco	£ 766.16
Christmas cards	£ 752.80
Christmas Movie Night	£ 667.13
Elfridges pop-up shop	£ 781.47
Christmas concerts	£ 591.17
Santa Float (Ampthill Round Table)	£ 211.20
Wreath workshop	£ 153.12
Mother's Day Pop-up Shop	£ 489.62
Easter Hop	£ 565.42
Spring Disco	£ 680.93
Commemorative tote bags for King's Coronation	£ 210.98

Father's Day pop-up shop	£ 263.22
Bingo Night	£ 336.47
Family Fun Day (FTC event)	£ 417.66
Coffee Morning	£ 259
Fun Run	£ 1455.20 (Gift-Aid in process - approx £250)
Freeze Pop Fridays	£ 244.10
Bags 2 School	£ 237
Break the rules day	£ 129
School Lottery	£ 795.86
Amazon Smile	£ 330.80
Donation from Flitwick Club	£ 250
Community Funding from Co-op (Forest school)	£ 1022.19
Tesco Groundwork scheme (towards courtyard)	£1125
Donation from parent & match funding from Apple	£15,000

**Total funds fed directly back to the school = £ 22,896.75**

Staff, pupils and the school have benefitted directly from the funds raised by the FLSA including:

- Resources for Foundation
- Shortfall for school trips
- Reading books
- Courtyard refurbishment
- Daily Mile track for playground
- Forest School resources
- Replacement screen for Nurture Room
- Faith Tour for KS2 children
- Christmas Gifts for all children and crackers for Christmas lunch
- Virtual pantomime and popcorn for all children
- Contribution to KS2 music lessons by Inspiring Music
- Seating for Busy Bees (to go in book corner purchased last year)
- Coach for Y4 Grafham trip
- Book Bags to welcome new Foundation children to the school
- Leaver's Gifts for all pupils moving to Middle School
- Twinkl & Parentkind subscriptions so staff can provide a range of learning support for the children
- King's Coronation celebrations
- Medals for the Fun Run

## **ANNUAL ACCOUNTS REVIEW**

FLSA is a registered charity with its year end in July. As per the requirements of HMRC and the Charities Commission the annual accounts for the year 2022/23 have now been prepared for submission. An independent review / audit must be carried out before the report can be submitted to HMRC due to the amount raised being over £25,000. This is in the process of being arranged. A trustee annual report also needs to be completed for submission.

Full bank reconciliations have been completed for both bank accounts (FLSA and Football).

### **FINANCIAL CONSIDERATIONS GOING FORWARD**

- Anticipated expenses at the start of the new year are:
  - Shortfall for coach hire for school trips £ 1,000
  - KS1 & KS2 music lessons for 2022 – 2023 £ 2,500
  - Remaining courtyard refurbishments £ 5,000
  - Rugs for classrooms £ 1,500
  - Replacement signs for playground £ 500
  - Resources for KS1 £ 1,000
  - Virtual pantomime £ 100
  - Annual accounts audit £ 300
  - Christmas crackers and class gifts £ 400
  - KS1 & KS2 music lessons contribution 2023 - 2024 £ 2,500
  - Co-Op funding to spend on Forest School £ 240
  - Funds raised by Busy Bees £125

TOTAL                    £ 15,165

- The following forms and systems that will be continued over the next year include:
  - Submitted expense forms within 4 weeks of the costs incurred
  - Including receipt/invoice/proof of purchase with ALL expense claims
  - Completing and submitting a pre-requisition to the Committee prior to any large purchase
  - Ensuring at least 3 quotes are obtained for large purchases



Flitwick Lower School Association  
Registered Charity No. 290331

## FLSA Account

YTD: 01 Sept 2022 to 31 August 2023

**Available Balance**      £      **10,470.27**

As of:      01 September 2023

<b>Opening Balance (As of 01/09/22)</b>	£	<b>24,504.65</b>
Banked Income	£	39,912.74
Banked Expenses	£	33,657.12
<b>Closing Balance (BANK)</b>	£	<b>30,760.27</b>
Add Pending Income	£	-
Less Pending Expenses	£	15,165.00
Funds raised by Busy Bees	£	125.00
Minimum reserve to remain in account	£	5,000.00

**Date of Last Bank Reconciliation**      11 July 2023

*Current liabilities not included*



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## Events

YTD: 01 Sept 202 to 31 August 2022

Event	Incomings	Outgoings	PROFIT /LOSS
Bingo Night (Autumn)	£307.60	£31.26	£276.34
Autumn discos	£836.90	£70.74	£766.16
Christmas Fun Night	£1,864.30	£1,197.17	£667.13
Elfridges	£2,428.80	£1,647.33	£781.47
Christmas cards	£752.80	£0.00	£752.80
Christmas Concerts	£591.17	£0.00	£591.17
Santa Float	£211.20	£0.00	£211.20
Wreath Workshop	£270.00	£116.88	£153.12
Mother's Day Pop-Up Shop	£1,144.50	£654.88	£489.62
Easter Hop	£1,225.01	£659.59	£565.42
Tote Bags	£836.76	£625.78	£210.98
Bingo Night (Summer)	£379.94	£43.47	£336.47
Father's Day Pop-Up Shop	£844.27	£581.05	£263.22
Coffee morning	£259.00	£0.00	£259.00
Family Fun Day	£475.16	£57.50	£417.66
Spring Discos	£719.68	£38.75	£680.93
Fun Run	£1,877.70	£422.50	£1,455.20
Freeze Pop Fridays	£395.60	£151.50	£244.10
Bags 2 School	£237.00	£0.00	£237.00
Break the Rules Day	£129.00	£0.00	£129.00
Donations / Grants	£17,397.19	£0.00	£17,397.19

<i>Floats Balance Check</i>			
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Ongoing commissions:

Company	Incomings	Outgoings	PROFIT /LOSS
Lottery	£821.30	£25.44	£795.86
Amazon Smile	£330.80	£ -	£330.80

# Harmony Book-Keeping Services

Michael Brown & Deborah Kolek  
18 Lychmead,  
Clifton,  
Beds. SG17 5EZ

Tel: 01462 811662  
Mobiles: (M) 07800 733857 (D) 07791 014267  
Email: mbrown.harmony@ntlworld.com

28<sup>th</sup> August 2024

Flitwick Lower School Association Audit


To whom it may concern,

*I have completed an audit of the finances of Flitwick Lower School Association, which comprises all invoices, receipts, bank statements and excel ledgers, which were provided to me.*

*I am satisfied that the finances are being treated correctly.*

*In my opinion, the financial statements give a true and fair view, in all material aspects.*

Yours sincerely



Deb Kolek MAAT  
Partner