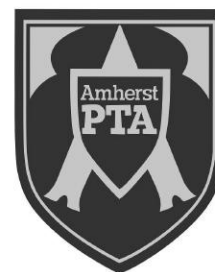


## **Treasurer's End of Year Accounts 2020/21 (1<sup>st</sup> September 2020-31st August 2021)**



Please find enclosed the following documents to make up the Amherst School PTA 2020/21 Year End Accounts (in order):

- Trustees Annual Report
- Independent examiner's report on the accounts
- Receipts and payments accounts
- Expenses forms for reference with Section A3 of "Receipts and payments accounts" document
- Expenses forms relating to Xmas Bazaar for reference with Section A3 of "Receipts and payments accounts" document
- Monthly bank statements for main PTA account with Natwest Bank (Bank Account A)
- Monthly bank statements for PTA savings account with Natwest Bank (Bank Account B)
- Treasurer Active Banking
- Event Payments sheet
- Match Funding totals
- Treasurer handover letter

### ***Expenses Forms***

The Expenses forms that are included for reference largely do not include the receipts relating to the claim. This is in large part due to us accepting Expenses Claims forms via email to ease the burden in the school office and thus pictures of the receipts were emailed with the forms. As I printed these Expenses Forms to include for reference I deemed it unnecessary to also print the many receipts due to it being a large amount of paper being used and rather time consuming, given the formatting of photos required. However these are all available, on request.

### ***Monthly Bank Statements***

The PTA has two bank accounts with Natwest Bank, the main one where we conduct all of our general banking and a second account that was set up prior to 2019 as it provided more interest. The statements for both accounts are included but the second account has not been actively used during this accounting period, with the odd transaction through the year being any interest earned.

### ***Treasurer Active Banking***

This document is a list of all of the actions that I have taken as treasurer with regards to paying money into the PTA bank account or making payments from the account. All other activity is either linked payments (like Stripe), transfer deposits by companies or individuals or automated payments (like parent kind).

### ***Event Payments Sheet***

This spreadsheet details each event that is listed in section A1 of the accounts and directs the reader to where each payment was received from and how each expense was paid. The way that our

payments system is structured is such that an event will be listed on the pta-events website where payment can be made for this event. These payments are facilitated by the company “Stripe” who then transfer the funds to our bank account. As these transfers are made within a day or two of the payment being made on pta-events they do not correlate with the total made in any event as we may have an event available for purchase over several weeks which thus means lots of payments via Stripe to our bank account. Further to this, Stripe do not differentiate between events so when we quite often have multiple events running the bank account will only see general payments and not payments divided by event. The event totals are thus taken from the pta-events website and not via the amount deposited into the PTA bank account as this would be impossible to calculate.

### ***Match Funding Totals***

This spreadsheet simply lists the amount of each individual match funding payment that we have received with the date, largely for corroboration with our bank account. Match funding is generally paid by one of three or four agencies and is thus often paid as a lump sum for a group of match funding claims from various companies, often on a monthly or specific day basis. We have contacted and thanked those parents whose companies were generous enough to support us via match funding but for the sake of these accounts it would be unnecessary to list details of these.

I hope that with the documents included and the notes that I have provided it will ease the navigation of the annual accounts but please do not hesitate to email me (sharrisoncapital@gmail.com) should you require any further explanation or information.

Steven Harrison

2020/21 Amherst School PTA Treasurer

Amherst School PTA  
Annual report for the financial year ending 31<sup>st</sup> August 2020  
Registered charity number 1002301



### **Trustees Annual Report**

Amherst School PTA  
Witches Lane,  
Riverhead,  
Sevenoaks  
TN13 2AX

**Chair:** Suse Goodwin

**Vice Chair:** Jeni Brown  
Caroline Frazer

**Secretary:** Charlotte Lynch

**Treasurer:** Steven Harrison

**Trustees:** Emma Baker  
Karen Palmer  
Kirsty Payne  
Martin Pope  
Andrew Reid

### **Structure, Governance and Management**

Amherst School Parent Teacher Association (PTA) is governed by the Constitution adopted in 1990 and reviewed in 2003. Membership consists of all parents and/or guardians of pupils attending Amherst School and all teachers on the staff of the school. Management of the PTA is vested in a Committee consisting of a Chair, Vice-Chair, Honorary Secretary and Honorary Treasurer, together with a minimum of six other members who serve until the commencement of the next AGM. Temporary vacancies are filled by co-opting existing Committee members to the offices which have been vacated.

### **Objectives and Activities**

The object of the Association is to advance the education of the pupils in the school. In furtherance of the object the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school
- b) Engage in activities which support the school and advance the education of the pupils attending it
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority)
- d) Engage in fund raising activities

## **Achievements and Performance**

Thanks to the continued work of the Committee, the unwavering support of our parents and support from local businesses, the PTA raised a net amount of £66,185 during the year.

The PTA unfortunately had another uncertain year of fundraising due to the Covid-19 pandemic restrictions but almost 40 events made this a record year for both number of events and total money raised. Some of the key events raised the following:

Christmas events	£9272
Team Amherst Merchandise	£4979
Cake and uniform sales	£3071
Online Cooking Classes	£2303
Great Amherst Event	£1465
Scavenger Hunt	£1226
Mothers Day Hamper	£970

Due to the overwhelming success of the PTA's aim of raising the funds to enable the school to completely self-fund the Amherst Grand Design project, any further donations to the school were deemed by the school as unnecessary this year.

The match funding scheme was again really well supported raising a total of £32,427. This total was particularly impressive given the lack of opportunities for the PTA to host in-person events or events involving a high number of volunteers and saw a significant increase over 2019-20 when the regular Xmas Bazaar raised a majority of the match funding total.

Unrestricted Funds of £157,937 were available at the financial year end to be used for future projects and activities.



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: Amherst School PTA

On accounts for the year ended

31<sup>st</sup> August 2021 Charity no (if any): 1002301

Set out on pages

Section 3, Receipts and Payment Accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: [Signature]

Date: 19/5/22

Name: JOANNA RUFF

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

MAAT

Address:

23, Woodfields, Chipstead, Sevenoaks  
Kent TN13 2PA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

[Empty disclosure box]

Amherst School PTA	1002301
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**CC16a**

## Receipts and payments accounts

For the period from	1 <sup>st</sup> Sep 2020	To	31 <sup>st</sup> Aug 2021
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Bangers and Bingo		-	-	-	522
Christmas Bazaar		-	-	11,724	14,598
Summer BBQ/BBQ in a Box		-	-	1,853	4,539
Riverhead Carnival		-	-	-	90
Movie Night		-	-	-	-
Fireworks		-	-	-	567
School Disco (March)		-	-	-	860
Leavers Disco		-	-	396	-
Secrets Room		-	-	1,697	1,330
Cake and Uniform Sales		-	-	3,086	1,019
Photography Competition		-	-	595	416
Artwork4Schools		-	-	2,402	2,432
Spring Ball		-	-	-	-
Advent Calendar		-	-	556	212
Mini Bazaar		-	-	-	279
Quiz Night/Family Bingo		-	-	1,551	2,155
Valentines Raffle		-	-	631	322
Pancake Sale		-	-	-	254
1000M Challenge/Amherst Down Und		-	-	341	2,720
Escape Rooms		-	-	1,126	728
Great Amherst Event		-	-	1,465	-
Scavenger Hunt		-	-	1,260	-
Team Amherst Merchandise		-	-	10,896	-
Cooking Classes x3		-	-	2,400	-
Amherst Cookbook		-	-	818	-
Amherst Camping/ lockdown activities		-	-	170	77
Fathers Day		-	-	1,753	-
Mothers Day		-	-	2,490	-
non non-uniform day		-	-	124	-
Easter Eggs		-	-	1,067	-
Refunds		-	-	3,888	1,794
Total Matchfunding		-	-	32,427	25,219
Other Fundraising		-	-	1,961	438
<b>Sub total(Gross income for AR)</b>	<b>86,677</b>	-	-	<b>86,677</b>	<b>60,571</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	<b>86,677</b>	-	-	<b>86,677</b>	<b>60,571</b>

**A3 Payments**

Bangers and Bingo	-	-	-	37
Christmas Bazaar	-	-	2,452	1,019
Summer BBQ	-	-	1,394	3,021
Riverhead Carnival	-	-	-	25
Quiz Night/Family Bingo	-	-	448	-
Movie Night	-	-	-	-
Amherst Camping/ lockdown activities	-	-	8	-
Valentines Raffle	-	-	48	-
Fireworks	-	-	-	494
School Disco	-	-	55	340
Secrets Room	-	-	774	601
Photography Competition	-	-	73	107
Artwork4Schools	-	-	1,895	2,016
Advent Calendar	-	-	-	40
Escape Room	-	-	290	368
Bouncy Castle	-	-	3,548	1,794
Scavenger Hunt	-	-	34	-
Team Amherst Merchandise	-	-	5,917	-
Cooking Classes x3	-	-	97	-
Amherst Cookbook	-	-	505	-
Fathers Day	-	-	1,153	-
Mothers Day	-	-	1,520	-
Easter Eggs	-	-	36	-
Cake and Uniform Sales	-	-	15	-
Misc. Expenses	-	-	230	215
Christmas Lunch	-	-	-	185
ICT	-	-	-	1,500
Staffroom refreshments	-	-	-	300
Internet/Broadband	-	-	-	3,000
Books	-	-	-	1,000
School Council	-	-	-	500
Donation to School	-	-	-	-
Other charitable activities	-	-	-	-
Shed Refurbishment	-	-	-	1,075
Grand Design Evening	-	-	-	1,084
Staff Gifts	-	-	-	145
<b>Sub total</b>	<b>20,493</b>	<b>-</b>	<b>20,493</b>	<b>18,721</b>

**A4 Asset and investment purchases, (see table)**

	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>20,493</b>	<b>-</b>	<b>-</b>	<b>20,493</b>	<b>18,721</b>
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<b>Net of receipts/(payments)</b>	<b>66,185</b>	<b>-</b>	<b>-</b>	<b>66,185</b>	<b>41,850</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>92,639</b>	<b>-</b>	<b>-</b>	<b>92,639</b>	<b>22,359</b>
<b>Cash funds this year end</b>	<b>158,824</b>	<b>-</b>	<b>-</b>	<b>158,824</b>	<b>64,209</b>

## 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 £
<b>B1 Cash funds</b>	Bank Account A	157,253	-	-
	Bank Account B	887	-	-
	PayPal Account	680	-	-
	<b>Total cash funds</b>	<b>158,820</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval


Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Andrew Reid</i>	A. REID	19/5/22

### Treasurer Active Banking

<b>Date</b>	<b>Reason</b>	<b>In/Out</b>	<b>Amount</b>
09/10/20	easy fundraising chq	Income	55.38
09/10/20	summer term '20 uniform sale	Income	147.75
09/10/20	Paypal giving	Income	213.61
09/10/20	Sep '20 uniform sale	Income	163.35
19/10/20	Paypal Confirmation	Income	0.01
30/10/20	Xmas4schools	Outgoings	1,895.49
05/11/20	Lotteries annual payment	Outgoings	20.00
09/11/20	secrets room	Outgoings	629.00
09/11/20	secrets room	Outgoings	145.12
17/11/20	Amherst School (hoodies)	Outgoings	2,611.43
19/11/20	outstanding branding hoodies	Outgoings	2,298.68
24/11/20	outstanding branding tote bags (german n	Outgoings	295.00
02/12/20	German mkt expense	Outgoings	33.92
07/12/20	online shop expense	Outgoings	388.80
07/12/20	online shop expense	Outgoings	169.50
07/12/20	online shop expense	Outgoings	218.40
07/12/20	online shop expense	Outgoings	147.60
10/12/20	German mkt expense	Outgoings	420.04
11/12/20	Xmas raffle tickets	Income	1,357.00
11/12/20	Silent Auction	Income	142.00
11/12/20	online shop	Income	20.00
11/12/20	Silent Auction	Income	27.50
11/12/20	easy fundraising chq	Income	41.77
11/12/20	Xmas4schools	Income	40.00
23/12/20	Paypal giving	Income	7.50
23/12/20	Refund from School	Income	2,611.43
04/01/21	outstanding branding hoodies	Outgoings	101.27
04/01/21	parentkind annual subscription	Outgoings	111.00

05/01/21 suse expenses	Outgoings	598.87
06/01/21 suse expenses	Outgoings	500.00
19/01/21 bingo deposit	Outgoings	100.00
29/01/21 outstanding branding hoodies (in addition	Outgoings	14.75
09/02/21 online shop expense	Outgoings	54.00
10/03/21 bingo expense	Outgoings	250.00
12/03/21 mothers day expense	Outgoings	130.00
29/03/21 suse expenses	Outgoings	677.88
29/03/21 suse expenses	Outgoings	1,000.00
23/04/21 ark trading hoodies	Outgoings	47.74
05/05/21 summer fair bouncy castle	Outgoings	937.00
12/05/21 yr6 disco hall	Outgoings	55.00
07/06/21 caroline expenses	Outgoings	1,000.00
07/06/21 caroline expenses	Outgoings	424.81
30/06/21 jeni expenses	Outgoings	505.28
07/07/21 fathers day expense	Outgoings	104.16
09/07/21 suse expenses	Outgoings	517.70
09/07/21 suse expenses	Outgoings	51.00
09/07/21 suse expenses	Outgoings	1,000.00
20/07/21 suse expenses	Outgoings	33.00
20/07/21 suse expenses	Outgoings	103.00
22/07/21 young photographer expense	Outgoings	73.39
22/07/21 summer bbq	Outgoings	874.65
19/08/21 cloud marketing water bottles	Outgoings	658.38
19/08/21 ark trading hoodies	Outgoings	1,283.52
26/08/21 Yr 3 2 <sup>nd</sup> hand uniform sale	Income	88.60
26/08/21 Term 3 2 <sup>nd</sup> hand uniform	Income	124.40
26/08/21 Term 2 2 <sup>nd</sup> hand uniform	Income	93.30
26/08/21 easy fundraising chq	Income	29.98

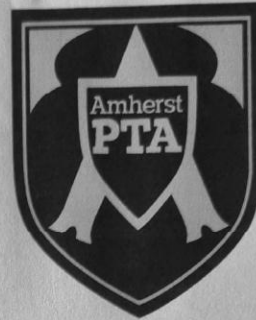
<u>Event</u>	<u>Income</u>	<u>Expenses</u>	<u>Profit</u>
Xmas 4 Schools	2402	1895.49	506.51
Cookie Sale	866.16	14.98	851.18
Great Amherst Event	1465	0	1465
Scavenger hunt	1260	33.85	1226.15
CSI challenge (escape room)	631	290	341
Xmas market	2425	1352.65	1072.35
Xmas Shop	3269.5	991.36	2278.14
Xmas Raffle	3994	108	3886
Advent calendar raffle	556	0	556
Yr 6 games	474	0	474
Silent auction	1561.5	0	1561.5
Secrets Room	1697	774.12	922.88
Festive sweet bags	502	0	502
Additional Team Amherst bags	70	0	70
Team Amherst Hoodies	7520	3731.2	3788.8
Family bingo	1551	448.49	1102.51
school uniform day	124	0	124
Den building	118	7.5	110.5
Jan '21 escape room	495	0	495
Amherst down under	341	0	341
Best dressed cress	11	0	11
Family curry cooking class	510	0	510
Toilet roll competition	41	0	41
Valentines hamper	631	48.34	582.66
Mothers day hamper	2490	1520.29	969.71
Easter cupcakes class	735	97.36	637.64
Easter eggs	1067	35.9	1031.1

Young photographer	595	73.39	521.61
Pizza making class	1155	0	1155
Pick n mix sweets	519	0	519
Team Amherst water bottles	3290	2083.19	1206.81
Amherst Cook Book	817.5	505.28	312.22
Fathers day fun bucket	1752.5	1153.45	599.05
Dinners and winners bbq	1852.5	1394.06	458.44
July ice cream sale	464	0	464
Yr 6 disco	396	55	341
Online uniform donations	117		117
Parent Donations	1408.25		1408.25
Sports Day Ice Pops		33	-33
Car window sticker	16	103	-87
Various PTA Expenses		230	-230
Amazon smile	204.87		204.87
Easyfundraising	127.13		127.13
PayPal Giving	221.12		221.12
Uniform Sales	617.4		617.4
Payments later refunded		3548.43	-3548.43
Refunds	3888.43		3888.43
Fees		146.78	-146.78
Match Funding	32427.46		32427.46
Totals	86676.32	20675.11	66001.21
Bank A/C profit	66181.16		

### Match Funding

30/09/20	10
20/10/21	2000
22/10/21	500
30/10/21	10
11/11/21	30
18/11/21	505
30/11/21	10
18/12/21	495
21/12/21	1000
23/12/21	500
23/12/21	2765
29/12/21	10
11/01/21	2878.34
29/01/21	5100
29/01/21	10
05/02/21	12.5
15/02/21	510
26/02/21	304.37
17/03/21	889
07/04/21	808
07/04/21	2545
16/04/21	1354
29/04/21	500
10/05/21	350
28/05/21	5446
01/06/21	1195
29/06/21	529
05/07/21	1752.5
12/07/21	408.75

32427.46



To whom it may concern,

I confirm that as of 15<sup>th</sup> September 2021 I no longer have any access to bank accounts, email addresses, website log ins or any other information regarding Amherst PTA that I was entrusted with as Treasurer of the PTA. These were all handed over to the new PTA Treasurer on this day.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Steven Harrison". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steven Harrison

2019-2021 Amherst PTA Treasurer