

Charity number: 1032433

Charity Name: Friends of Hillside Avenue School
Trustees' Annual Report for the period
1 August 2022 – 31st July 2023

Friends of Hillside Avenue School

Charity Information

Named Trustees during reporting period:

James Hume – Chair *from October 2022*

Rebecca Nunn – Chair *until October 2022*

Victoria Macleod – Treasurer

Susan Buttifant

Lynn Tate

Craig Bailey *from October 2022*

Judith Davison *from October 2022*

Deborah Dakers *from October 2022*

Alexandra Goodson *from October 2022*

Mark Potkins – *from October 22 until March 2023*

Registered Address:

Hillside Avenue Primary School

Hillside Avenue

Norwich

NR7 0QQ

Charity Number:

1032433

Purpose of the charity:

The objects of the Association are to advance the education of the pupils of the School by:

- Providing and assisting in the provision of facilities for education at the School and as an ancillary thereto and in furtherance of this object the Association may engage in activities which support the School and advance the education of the pupils attending it.
- Developing effective relationships between the staff, parents and others associated with the school

Main activities:

The charity has engaged in various fundraising activities during the year, including but not limited to:

- The annual Christmas and Summer fetes
- Running a second-hand uniform shop for the school community
- Organising and distributing branded school uniform
- Running social events – e.g. Bingo and Quiz nights
- Organising school photographs and receiving commissions
- Organising school discos
- Running Mother's day / Father's day shops

As always, whilst the overriding aim is to generate funds that can ultimately be donated to the school, the charity strives to combine fundraising activities with fun wherever possible, to enrich both the children's and parents experience at school.

Financial Review:

Financial donations to School

The charity has had another successful year fundraising, allowing us make a number of donations to Hillside Avenue Primary and Nursery School. The table below summarises these donations.

School Trips	£ 1,470.00
Hatchlings and equipment	£ 530.00
Cooking Club	£ 500.00
Christmas Parties	£ 400.00
Science Week	£ 320.00
Lunch Trolleys	£ 314.48
Pizza Night	£ 206.91
Portable Speaker	£ 190.00
Nusery Mugs	£ 150.00
Sandpit	£ 100.00
Christmas Costume	£ 91.82
Year 4 sleepover	£ 54.25
Easter Eggs	£ 52.00
Hall Lighting	£ 40.00
	£4,419.46

In addition to this, the Committee agreed to invest in a school hall sound upgrade project and new playground equipment. These commitments equate to approximately £7.5k and will be fully realised in 23-24.

As at 31st July 2023 the charity held £24.5k in the bank. £7.5k of this is being held to fund the hall and play equipment projects, as well as approximately £5k to fund regular annual contributions to the school such as school trips. During 23-24 we will need to reassess with the school what additional support the charity can provide in terms of financial contributions – aiming to achieve a mixture of larger investment projects, as well as a range of smaller projects. Our job as a charity is to put the funds to work for the purposes that they were raised – in line with our charitable objects. All donations from the charity to the school are approved via Committee meetings, after discussion about current funding needs informed by the school, and with input from parents.

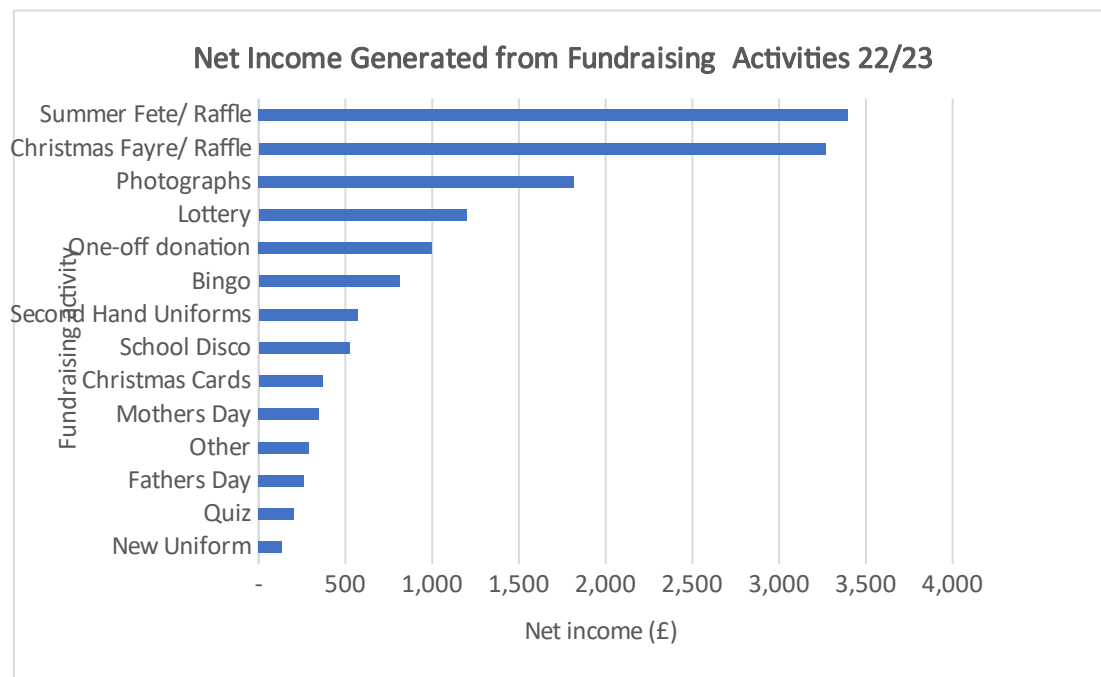
Use of Ring-Fenced Funds

In 19/20 a crowd funding campaign took place to help support the construction and maintenance of a pond area within the school. The raised funds were restricted to use only on this project, and any unspent balances are carried forward each year. During 22-23, the charity donated £1.4k of the residual funds to the school, which were spent on wider landscaping, electrical works for a pump and weed related treatment. As at 31st July 23, £336.11 remains to be spent.

Fundraising

The 22-23 accounts show that fundraising activities during the year have made a large profit, generating £28.9k in income and costing £16k in expenses. Overall this has resulted in total net income of £12.8k. This represented an increase of £3k from the prior year. £1k of the £12.8k net income was the result of an extremely generous donation from a parent. The donation was made without restrictions on where it should be spent.

The graph below shows the relative contributions from the different fundraising activities, highlighting that a large proportion of our net income has come from the Summer Fete, 'Hillfest' and Christmas Fayre.



Charity Costs

During the year the charity incurred some inevitable costs associated with the overall running of the organisation, including ParentKind membership. There were also additional investments made to help with the more efficient running of fundraising events - a notable (and popular) change being the move towards taking online payments, instead of relying on cash donations. Other purchases to help with fundraising activities included a new first-aid kit, replacement gazebos, reusable table cloths and lanyards to assist with volunteer identification. In total, all these additional charity costs totalled £601.89.

In summary it has been another fantastic year, and a special thank-you to everyone who has donated their time volunteering, supported our events or donated financially. We couldn't have had the success we've had without their support.

Friends of Hillside Avenue School
Receipts and Payments to 31st July 2023

Net Income from Functions		Amount	Net 2022/23		Net 2021/22		Net 2020/21	
<i>Christmas Fayre/ Raffle</i>	<i>Income</i>	£ 4,778.57						
	<i>Expense</i>	£ 1,512.02	£ 3,266.55	£ 1,279.13	£ 1,780.15			
<i>Photographs</i>	<i>Income</i>	£ 1,815.88						
	<i>Expense</i>	£ -	£ 1,815.88	£ 3,030.90	£ -			
<i>Christmas Cards</i>	<i>Income</i>	£ 387.75						
	<i>Expense</i>	£ 19.99	£ 367.76	£ 422.50	£ 515.55			
<i>School Disco</i>	<i>Income</i>	£ 1,035.07						
	<i>Expense</i>	£ 512.25	£ 522.82	£ 573.87	£ -			
<i>Summer Fete/ Raffle</i>	<i>Income</i>	£ 6,829.29						
	<i>Expense</i>	£ 3,431.72	£ 3,397.57	£ 2,362.83	£ 1,048.00			
<i>Fathers Day</i>	<i>Income</i>	£ 419.02						
	<i>Expense</i>	£ 155.51	£ 263.51	£ 312.41	£ -			
<i>Mothers Day</i>	<i>Income</i>	£ 547.36						
	<i>Expense</i>	£ 199.24	£ 348.12	£ 380.32	£ -			
<i>Pond Crowdfunding</i>	<i>Income</i>	£ -						
	<i>Expense</i>	£ 1,405.85	-£ 1,405.85	-£ 2,281.44	-£ 775.95			
<i>Lottery</i>	<i>Income</i>	£ 1,197.50						
	<i>Expense</i>	£ -	£ 1,197.50	£ 1,489.50	£ 757.00			
<i>Second Hand Uniforms</i>	<i>Income</i>	£ 571.07						
	<i>Expense</i>	£ -	£ 571.07	£ 325.70	£ -			
<i>Bingo</i>	<i>Income</i>	£ 1,650.75						
	<i>Expense</i>	£ 838.32	£ 812.43	£ -	£ -			
<i>Quiz</i>	<i>Income</i>	£ 395.16						
	<i>Expense</i>	£ 191.92	£ 203.24		£ -			
<i>Sweatshirts, Hats and Bags</i>	<i>Opening Stock</i>	£ 7,651.75						
	<i>Purchases</i>	£ 7,706.96						
	<i>Income</i>	£ 7,962.58						
	<i>Closing Stock*</i>	£ 7,532.46	£ 136.33	£ 1,382.58	£ 1,600.23			
<i>Donations</i>			£ 1,000.00	£ -	£ -			
<i>Other Income</i>			£ 290.21	£ 428.90	£ 476.18			
Total Net Income			£ 12,787.14	£ 9,707.20	£ 5,401.16			

*See notes to the accounts referencing a change to how stock is valued in 22/23 leading to a one-off accounting adjustment of £808.

Friends of Hillside Avenue School
Receipts and Payments to 31st July 2023

Total Net income from Page 1 £ 12,787.14

Less Overhead

<i>Parentkind</i>	£	145.00
<i>Lottery Licence</i>	£	20.00
<i>Event Table Cloths</i>	£	96.00
<i>Gazebos</i>	£	49.60
<i>Sum Up Device</i>	£	94.80
<i>Lanyards</i>	£	78.12
<i>Other</i>	£	118.37

£ 601.89

Less Provided for School

School Trips	£	1,470.00
Hatchlings and equipment	£	530.00
Cooking Club	£	500.00
Christmas Parties	£	400.00
Science Week	£	320.00
Lunch Trolleys	£	314.48
Pizza Night	£	206.91
Portable Speaker	£	190.00
Nusery Mugs	£	150.00
Sandpit	£	100.00
Christmas Costume	£	91.82
Year 4 sleepover	£	54.25
Easer Eggs	£	52.00
Hall Lighting	£	40.00

£ 4,419.46

Surplus / Deficit to General Fund	£	7,765.79
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General Fund	Balance 1st August 2022	£	24,286.51
	Surplus for Year	£	7,765.79
	Balance 31st July 2023	£	32,052.30
Represented by:-	Stock in Hand - Uniforms	£	7,532.46
	Petty Cash	£	-
	Debtors	£	-
	Current account	£	24,519.84
	Total	£	32,052.30

The above receipts and payments account is in accordance with the Books of the Association

P M O'Gallagher (Auditor)

Notes on the Friends of Hillside School Accounts - 2022/23

Completion of Receipts and Payments Book

The entries in the receipts and payments book have been replaced by the spreadsheets prepared by Victoria Macleod marked up by the auditor. In future the spreadsheet receipts and payments can be used as a replacement for the handwritten record.

The receipts and payments appear to have been prepared from when transactions appear in the bank statements. In itself this is not an issue as it is a cash accounting method. Care should be taken that all cheques are cross referenced to avoid missing unpresented cheques in the payments section.

The School uniform stock has been revalued at July 2023 by Victoria at current cost where there have been purchases in 2023 or held at the same unit value as at July 2022 if there were no purchases in 2023. I have added VAT to the cost price of the book bags as these purchases are vatable at 20% (this will also apply to PE bags when there is a next purchase.) The impact of this revaluation to cost has reduced the surplus in 2023 by £808 as a one-off adjustment; from an accounting perspective the use of cost is an acceptable method of valuation (FIFO). However, care should be taken because on smaller deliveries a delivery cost is added by Polestar and this is not reflected in the unit cost.

Once again all of the receipts and payments were straightforward to match and the statements easy to prepare as the Treasurer had provided clear summaries and reconciliations. The use of a spreadsheet presentation and online receipts and payments have modernised the activities of the Friends activities.

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