



Friends of Highfield Shortlands

Charity Number: 1032975

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31 AUGUST 2023**

Prepared by: K. Poltoratskaja, September 2023

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1 Legal and administrative information

1.1 Charity details

Registered charity name: Friends of Highfield, Shortlands
(formerly Friends of Highfield Infants' School)
Other names: FHS (also formerly known as FHIS)
Registered charity number: 1032975
Principal address: Highfield Infants' School, Highfield Drive, Bromley, BR2 0RX

1.2 Charity trustees

Chair: Chloe Wong (elected on 9th November 2022 stepped down in May 2023)

Co-Treasurers: Neha Pandey (re-elected on 9th November 2022)
Karina Poltoratskaja (re-elected on 9th November 2022)

Vice Chair (HIS): Marguerite Smith (re-elected on 9th November 2022, acted as temporary chair from May 2023 until next AGM)

Secretary: Bhavisha Patel (re-elected on 9th November 2022)

Class Rep coordinator: Claire Carmier (elected on 9th November 2022)

Accounts Preparation: Karina Poltoratskaja

1.3 Charity advisers

Bankers: HSBC, 184 High St, Bromley, BR1 1HE

2 Trustees' annual report

2.1 Introduction

The trustees present their report and financial statements for the year ended 31 August 2023. The trustees confirm that the annual report and financial statements have been prepared in accordance with the charity's own governing document and the Charities Act 2011. FHS accounts are prepared on a receipts and payments basis.

In preparing the report and accounts, the trustees have had regard to the Charity Commission's guidance as set out in the following publications, relevant to small charities (with gross income less than £250k) and for accounting periods beginning on or after 1 November 2016:

- [Charity reporting and accounting: the essentials November 2016 \(CC15d\)](#)
- [Receipts and payments accounts pack \(CC16\)](#)
 - [Receipts and payments accounts \(CC16a\)](#)
 - [Completion notes for the receipts and payments accounts pack \(CC16b\)](#)
- [Trustees' annual report template \(SORP 2005\)](#)
- [Completion notes for the trustees' annual report template \(SORP 2005\)](#)
- [Public benefit: running a charity \(PB2\)](#)
- [Public benefit: reporting \(PB3\)](#)

2.2 Structure, governance and management

2.2.1 Governing document

FHS is a Friends Association, managed by committee.

The charity's governing document is its Constitution. The Constitution was originally adopted on 13 October 1993. It was amended on 1 May 2018, to change the charity's name, objects and to adopt the latest model constitution issued by Parentkind (February 2018 version). The amendments were approved by the Charity Commission on 16 July 2018.

2.2.2 Restrictions imposed by the charity's governing document

- i) In raising funds the trustees shall not undertake any substantial permanent trading activity and shall conform to any relevant statutory regulations.
- ii) All cheques and orders for the payment of money from the charity bank account shall be signed by at least two trustees.
- iii) The trustees shall not enter into contracts of employment with the charity except with the prior written consent of the Charity Commission.

2.2.3 Trustee selection methods

Trustees are elected by members of the association at the Annual General Meeting, held in the Autumn Term of each academic year, and serve until the commencement of the next Annual General Meeting. Nominations, which are proposed and seconded by members, may be made at any time prior to the commencement of, or during, the Annual General Meeting.

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2.2.4 Trustee remuneration and expenses

All trustees give their time voluntarily and receive no remuneration or other compensation.

Trustees are, however, reimbursed for their 'out-of-pocket' expenses; that is, for costs a trustee has had to meet personally in order to carry out their duties. Such costs include purchases made on behalf of the charity for goods and services required to put on fundraising events. Trustee expense claims (as all expense claims) are supported by invoices or receipts.

During 2022-23, £12.6k of payments related to Trustee expense claims, which is less than the previous year (£14.5k) due to less events taken place.

2.2.5 Risk management

FHS is a member of Parentkind, which provides FHS with public liability insurance (underwritten by Zurich) to cover its activities and events, as well as other member benefits including support, information and advice for running a small charity.

As required for insurance purposes, the charity's trustees undertake risk assessments for each fundraising event, and put in place appropriate risk mitigation measures where appropriate.

The trustees also ensure that the relevant licences required under law are obtained as appropriate. Examples include for the sale of alcohol, running lotteries and raffles and film nights.

2.2.6 Relationships with related parties

In the past, FHS (formerly Friends of Highfield Infants' School, also known as "FHIS") worked closely with Highfield Junior School Parent Teacher Association ("HJS PTA", charity number 1021794), partnering to organise a number of joint activities and events for the enjoyment and benefit of pupils of Highfield Infants' School ("HIS") and Highfield Junior School ("HJS"), and the wider community.

Since 1 May 2018, FHS has operated singularly for the benefit of both Highfield Schools, and former associate charity HJS PTA has been wound up. The FHS constitutional changes made to enable this became effective as of 1 May 2018 and were approved by the Charity Commission on 16 July 2018.

2.3 Objectives and activities

2.3.1 Objects of the charity as set out in its governing document

The object of the association (the objects) is to advance the education of the pupils in the school¹ in particular by:

a) Developing effective relationships between the staff, parents and others associated with the school.

¹ Where "school" refers to Highfield Infants' School and Highfield Junior School collectively.

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b) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

2.3.2 Activities undertaken for the public benefit

Prior to 1 May 2018, the purpose of the charity was to raise money in support of Highfield Infants' School, Bromley. Since the constitutional changes effected on 1 May 2018, the primary purpose of the charity is to raise money in support of both Highfield Infants' School and Highfield Junior School (collectively "Highfield Schools"). The benefit of this is to enhance the educational provision and experience of pupils (both current and future) of both Highfield Schools, beyond that which might be possible without FHS funding. Since the vast majority of pupils of HIS go on to further their education at HJS, this means that FHS is able to consider the relative needs of the two schools when allocating funding, to support and enhance the education of the pupil body over a longer period of their education.

FHS runs a variety of fundraising events and other activities throughout the academic year in order to achieve this purpose, and in doing so also aims to put on events that are both fun for the children and their families, and create a sense of community between Highfield Schools, families and the surrounding neighbourhood. As such, FHS plays an integral part in school life, bringing staff, parents and friends together socially in support of Highfield Schools.

In addition, FHS regularly participates in generating support for other charities and social causes, encouraging broader social and community awareness amongst Highfield Schools' pupils and families, and extending the public benefit beyond the pupils of the school.

The trustees confirm that they have considered the Charity Commission's guidance on public benefit in making decisions regarding how FHS funds are spent. In particular, the trustees' aim is to ensure that, on the whole, funds spent benefit the majority (and not a minority) of children in Highfield Schools.

2.4 Achievements and performance 2022-23

2.4.1 Overview of income and expenditure

Total gross income for the year ended 31 August 2023 is £37,930 (prior year: £53,749) and total expenditure is £32,151 (prior year: £51,768), netting an overall surplus generated in the year of £5,779 (prior year surplus: £1,981).

There has been a decrease in gross income during 2022-23 compared to the previous year, primarily due to the absence of some fundraising events that were held in 2021-22 such as the Circus, Two Two Two Challenge, Funraisin, Summer Disco, 100 Club and Theatre Offers. Despite the decrease in gross income, the charity managed to reduce its expenditure significantly, resulting in a higher surplus compared to the previous year.

2.4.1.1 Gross income variances explained

The main drivers for the decrease of £15,819 in gross income are:

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- the suspension of Theatre Offers during the current period led to reduction in revenue
- the loss of gross income from other events which were not repeated this year: Circus, Two Two Two Challenge, Funraisin and summer disco events this year, resulting in a decrease of £11,049;
- gross revenue decreased by £848 due to the discontinuation of 100 Club lottery in the current fiscal year.
- Summer Fair revenue declined due to a last-minute rescheduling, contributing to the overall decrease in event income of £950
- Second-hand uniform sales decreased by £500 following the introduction of a new logo

However, some of the income has been offset by number of positive variances:

- the reintroduction of events, including Firework display ticket sales and the Mr. Marvel Disco, contributed to a £4,221 increase in gross profit
- new events, including the Willy Wonka Sale, Krispy Kreme Sale, and Reception Welcome Disco, generated £1,908 in gross profit
- the current fiscal year's financial results include Christmas card profits from both the current and prior fiscal years

2.4.1.2 Expenditure variances explained

The main drivers for the decrease of £19,617 in expenditure are:

- the absence of costs from other events which were not repeated this year (Circus, Two Two Two Challenge, Funraisin, Summer Disco, 100 Club and Theatre Offers)
- FHS operating expenses increased by £2,045, primarily due to major equipment acquisitions, newly introduced bank fees, and PTA event website subscription costs

2.4.2 Fundraising activities

FHS fundraising activities during the 2022-23 academic year generated gross income of £37,546 netting £18,448 after costs of £19,098. In addition, FHS received net income of £58 in donations from individual contributions and £321 from other income sources. This brings the total net funds raised (before deduction of FHS running costs and payments to Highfield Schools and other charities) to £18,827 (prior year £21,303).

Of this, £18,406 was raised for the benefit of Highfield Schools, whilst £421 was raised for the benefit of other charities (refer to section 2.4.5 below).

The key fundraising events for Highfield Schools during 2022-23 were the Summer & Christmas Fairs, Christmas Tree Sales, Fireworks night, Mr Marvel Magic & Disco.

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Together, these events generated over two-thirds (around £14.5k) of the funds raised this year for Highfield Schools.

The remaining funds were raised through a variety of smaller events and initiatives, including Own Clothes Days, Sports Awards, Dinner & Movie Night, Amazon Smile / Easy Fundraising, Christmas Cards, Krispy Kreme sales, School Uniform Sales, and End of Term Treat Sales.

2.4.3 Funding for Highfield Infants' and Junior Schools

FHS made donations of £5,624 to Highfield Infants' School during 2022-23 (prior year: £5,176), and £5,309 to Highfield Junior School (prior year: £11,439).

In both schools this provided for:

- The supply and maintenance of water coolers in the classrooms (£2,119)
- Anti-bullying workshops (£695)
- Black History Month workshops (£1,155)
- Science Week activities (£1,296)

Specifically, for the Infants' School:

- Pantomime visits (£1,458)
- A book bag for every new starter in Reception (part of £504)

Specifically, for the Junior School:

- South Asian Heritage Week workshop (£1,275)
- A USB memory stick to every Year 6 leaver (part of £380)

2.4.4 Future funding plans

The main funding priority for at least the coming year is provision of new IT equipment for both schools. Both schools need new laptops/iPads for working in classrooms and new whiteboards for some classrooms.

Beyond this, other funding opportunities include:

- Upgrade of outside play area in both schools
- Gifts for all children for King's coronation

The trustees continue to work closely with both Highfield Schools to identify areas where FHS funding can enhance the educational experience of pupils. Priorities for the coming year include supporting curriculum enrichment activities, investing in outdoor learning spaces, and contributing to the schools' technology resources.

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2.4.5 Other charitable activities

This year, FHS supported Macmillan Cancer Support (registered charity number 261017) by raising £421 through the annual Macmillan Coffee Morning, which was paid out in full to the charity.

2.5 Financial review

2.5.1 Policy on reserves

In determining the level of reserves policy of the charity, the trustees have considered the level of the ongoing running costs of the charity and the level of recurring funding commitments to Highfield Infants' School and Highfield Junior School that school budgets would be unable to cover without FHS funding.

The minimum level of reserves that the trustees therefore believe to be adequate is £10k-£15k. That is, to be broadly sufficient to cover one year of running costs and recurring contributions to the schools in the event that, for whatever reason, FHS is unable to conduct any fundraising for an extended period.

The trustees consider that a reasonable upper level of reserves should have regard to:

- the amount that could feasibly be raised by one academic year of activities/events (reflecting the possibility that even if the prior year's closing balance was entirely eroded during the current year, FHS could still be left with a substantial sum in hand at the end of the current year);
- ensuring that funds are spent within a reasonable timeframe of being raised so that the benefits of the fundraising are realised sooner rather than later, and may be of some benefit to the current pupil cohort;
- recognising that the current cohort already benefits from the fundraising of past generations, and that it is also important to leave a legacy of benefit to future generations; and
- allowing for the possibility that it may be appropriate for funds to be held back in anticipation of a large outlay on a significant project on the horizon.

However, the level of reserves policy should be treated as a guide only, and the trustees are able to exercise discretion as to the appropriate level of reserves for the specific circumstances of the time.

At the year ended 31 August 2023, £41,626 was held in the FHS current account, £5 in Stripe account and £4,370 was held as cash in hand. This leaves FHS well positioned to contribute to significant and costly projects on the horizon.

2.5.2 Ongoing management of funding for HIS and HJS

Upon closure of its bank account, HJS PTA transferred its remaining balance of funds to FHS to manage. This balance is designated by the trustees for the benefit of pupils of Highfield Junior School ("HJS"). Similarly, the funds raised by FHIS prior to the constitutional changes effected on 1 May 2018 are designated for the benefit of pupils of Highfield Infants' School ("HIS").

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Funds raised by FHS since 1 May 2018 are for the benefit of both Highfield Schools, and are allocated to notional sub-funds from which each school can draw down. In general terms, funds are allocated as follows:

- for individual school events and activities, funds are allocated to the school sub-fund for which the event or activity was run (e.g. funds raised by an Infants' school disco will be allocated to the Infants' school sub fund, and funds raised by a Junior school disco to the Junior school sub-fund);
- for joint, "whole school" events and activities, the funds are allocated to each school sub-fund in one of two ways:
 - i) either by the relative take-up by pupils of the two schools (e.g. for theatre ticket or fireworks ticket sales); or, where this take up cannot easily be determined,
 - ii) in the ratio 3:4 (HIS:HJS) to approximate the relative sizes of the two schools (e.g. for Christmas and Summer Fairs).

The purpose of this notional allocation is to monitor the overall "fairness" of the distribution of funding between the two schools. However, the allocation and subsequent draw down is at the discretion of the trustees. Since the majority of pupils of HIS go on to further their education at HJS, this gives FHS trustees the flexibility to better consider the relative needs of the two schools when allocating funding, to support and enhance the education of the pupil body throughout their primary education.

2.5.3 Details of any funds materially in deficit

Not applicable to FHS at this time as FHS accounts are prepared on a receipts and payments basis.

2.6 Governance and risk management review

2.6.1 Pricing policy

The EU Payment Services Directive 2 (PDS2) came into force on 13 January 2018, and prohibits the charging of additional fees on credit/debit card purchases, unless it is a universal fee (such as a booking fee) that would apply equally to all payment methods including cash and cheques.

FHS policy with regard to the use of booking fees (to recoup payment processor transaction fees on online sales of tickets to FHS events) ensures compliance with this directive as follows:

- Pricing on higher value ticket sales is set so as to absorb the cost of payment processor transaction fees;
- Where a booking fee is applied on the online sales for some lower value ticket sales, this is on a voluntary "opt-in" basis;
- Compulsory booking fees are used only for tickets/products which are sold exclusively online.

2.6.2 Privacy policy

The EU General Data Protection Regulation (GDPR) came into force on 25 May 2018. This impacted FHS, which, as an organisation, collects and processes personal information for a variety of purposes, the main ones being:

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- to comply with legal requirements in relation to its status as a registered charity;
- to fulfil contractual obligations when parents, carers and friends purchase tickets to FHS events, or other products or services (both online and offline) from FHS;
- to keep parents, carers and friends informed about FHS events and activities.


In light of this, the trustees undertook to develop a Privacy Policy which was published during the Summer Term of 2017-18. It is available on our events site, at www.pta-events.co.uk/highfield.

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2.7 Trustees' declaration

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

Signed on behalf of the charity's trustees.

Signature		
Full name	Marguerite Smith	
Position	Vice Chair	
Date	17 Jun 2023	

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3 Financial statements

3.1 Receipts and payments summary

	Total funds*, £ For year ended 31.08.2023	Total funds*, £ For year ended 31.08.2022	Notes section ref.
<u>Receipts</u>			
Fundraising income	37,546	53,391	4.1
Donations received	60	332	4.1 #
Other income	324	26	4.1 ##
Total receipts	37,930	53,749	4.1
<u>Payments</u>			
Fundraising costs	18,679	30,805	4.1
Costs matched with other income	3	0	4.1 ##
FHS running costs	2,115	2,707	4.1 †
Donations to Highfield Infants' School	5,624	5,176	4.2
Donations to Highfield Junior School	5,309	11,439	4.2
Other charitable donations/payments	421	1,641	4.3
Total payments	32,151	51,768	
NET RECEIPTS	5,779	1,981	
OPENING FUND BALANCE B/F	40,032	37,399	
EXPIRED CHEQUE PAYMENTS	(825)	(387)	
OPENING STRIPE BALANCE	52	141	
CLOSING FUNDS CARRIED FORWARD	45,038	39,134	
UNCASHED CHEQUES/DONATED	341	125	
CASH IN HAND (RECEIPTS) C/F			
UNCASHED CHEQUES (PAYMENTS) C/F	622	825	
CLOSING Charity BALANCE	40,001	40,084	

Further detail on the receipts and payments (including a breakdown of net receipts by fundraising activity/event) is provided in the notes to the accounts in section 4.

*Note: FHS funds as at 31 August 2023 are all unrestricted funds

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3.2 Net Financial Activity

	Total funds*,£ For year ended 31.08.2023	Total funds*, £ For year ended 31.08.2022	Notes section ref.
OPENING BANK BALANCE	40,032	37,399	1
OPENING STRIPE BALANCE	52	141	2
UNCASHED RECEIPTS AND PAYMENTS	(825)	(387)	3
OPENING CHARITY BALANCE	39,259	37,153	
TOTAL GROSS RECEIPTS	37,930	53,749	
TOTAL PAYMENTS	(32,151)	(51,768)	
EXPIRED CHEQUE PAYMENTS	341	125	
CLOSING CHARITY BALANCE	45,379	39,259	
UNCASHED CHEQUE PAYMENTS	622	825	4
TOTAL CLOSING CASH/BANK BALANCE	46,001	40,084	

1. Opening Bank Balance from bank Statement
2. Outstanding balance in Stripe account from the previous financial year that has not been deposited into the bank account by the end of that financial year's closing.
3. Uncashed checks carried over from prior fiscal year.
4. Total uncashed cheques value for current financial year that is a liability.

3.3 Statement of assets and liabilities


	As at 31.08.2023	As at 31.08.2022	Notes ref.
<u>Non-monetary assets</u>			
Stock in hand	615	0	
FilmBankMedia Membership	150	150	
Total non-monetary assets	765	150	
<u>Cash assets</u>			
Cash at bank	41,626	40,032	
Cash at Stripe	5	52	
Cash in hand	4370	0	
Total cash assets	46,001	40,084	
<u>Current liabilities</u>			
Uncashed cheque payments	622	825	
Total current liabilities	622	825	
TOTAL NET CASH FUNDS	45,379	39,259	
TOTAL NET ASSETS	46,144	39,409	

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3.4 Trustees' declaration

The trustees declare that they have approved the financial statements above.

Signed on behalf of the charity's trustees

Signature		
Full name	Karina Poltoratskaja	Neha Pandey
Position	Co-Treasurer	Co-Treasurer
Date	17 Jun 2023	17 Jun 2023

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4 Notes to the accounts

4.1 Receipts and payments detail by activity / event

FUNDRAISING RECEIPTS/COSTS	RECEIPTS £	PAYMENTS £	2022-23 NET RECEIPTS £	2021-22 NET RECEIPTS £	
SUMMER FAIR & EOY PICNIC	£12,345	£6,075	£6,270	£7,130	1
XMAS	£7,042	£1,703	£5,339	£3,651	2
XMAS TREES	£4,185	£3,012	£1,173	£1,724	3
*** FIREWORKS	£2,279	£1,643	£636	£0	5
YEAR 6 LEAVERS' PROM	£1,987	£2,111	-£124	£527	4
*** MR MARVEL MAGIC & DISCO	£1,942	£852	£1,090	£0	5
OWN CLOTHES DAY	£1,623	£23	£1,600	£1,546	6
** RECEPTION WELCOME DISCO	£1,142	£848	£294	£0	5
SPORTS AWARDS	£919	£605	£314	-£111	7
DINNER & MOVIE NIGHT	£748	£481	£267	£343	8
AMAZON SMILE / EASY FUNDRAISING	£623	£16	£607	£552	9
XMAS CARDS	£553	£0	£553	£0	10
** KRISPY KREME	£547	£253	£294	£0	5
‡ MACMILLAN COFFEE MORNING	£421	£421	£0	£0	
** CORONATION PICNIC	£343	£470	-£127	£0	5
## OTHER INCOME/COSTS	£324	£3	£321	£26	11
XMAS CARDS 2021	£295	£0	£295	£0	10
** WILLY WONKA SALE	£219	£110	£109	£0	5
SCHOOL UNIFORM SALES	£167	£34	£133	£636	12
END OF TERM TREAT SALES	£166	£42	£124	£333	13
# DONATIONS RECEIVED	£60	£2	£58	£19	14
* CIRCUS	£0	£0	£0	£1,803	17
* FUNRAISIN	£0	£0	£0	£1,481	17
* SUMMER DISCO	£0	£0	£0	£1,149	17
* THEATRE OFFERS	£0	£0	£0	£514	17
* 100 CLUB	£0	£0	£0	£421	17
* SECOND HAND BOOK SALES	£0	£0	£0	£20	17
** CORONATION BOOKMARKS	£0	£399	-£399	£0	5
* SPORTS DAY	£0	£0	£0	-£21	17
* EASTER	£0	£0	£0	-£113	17
* LOLLIES GIVEAWAY	£0	£0	£0	-£260	17
PATH TO EXCELLENCE / RISE	£0	£0	£0	-£480	15
* TwoTwoTwo Challenge	£0	£0	£0	£901	17
* HALLOWEEN DETECTIVE	£0	£0	£0	£238	17
	37,930	19,103	18,827	21,303	

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FHS EXPENSES

DONATIONS TO HIS & HJS	-	10,933	(10,933)	(16,615)	\$4.2
† ANNUAL LICENCES/ SUBSCRIPTIONS	-	624	(624)	(594)	16
† GIFTS TO HIS/HJS STAFF/HELPERS	-	336	(336)	(748)	
† STOCK IN HAND ADJUSTMENT	-	615	(615)	(75)	18
† SUNDRIES	-	163	(163)	(353)	
† PTA EQUIPMENT PURCHASES	-	220	(220)	(616)	19
† BANK CHARGES/COMPENSATION	-	157	(157)	(145)	19
† BANKED CHARGES (PTA-EVENTS SITE)	-	0	(0)	(176)	19
† FILMBANKMEDIA MEMBERSHIP	-	-	-	-	19
	-	13,048	(13,048)	(19,322)	
	37,930	32,151	5,779	1,981	

KEY TO SYMBOLS USED ABOVE

- # Denotes sources of "donations received" income (individual donations, matched funding and parental contributions (including gift aid) for the path to excellence/rise to the challenge initiative.
- ## Denotes sources of "other income" (non-fundraising) and associated expenditure.
- † Denotes sources of FHS running expenses.
- ‡ Denotes activities run for the benefit of other charities and consequently for which net receipts is zero (i.e. all "profits" made on these activities were paid out to other charities).
- * Denotes activities run previous years but not repeated this year
- ** Denotes new activities for 2022-2023
- *** Denotes activities that have been restarted

EXPLANATORY NOTES ON 2022-23 RECEIPTS & PAYMENTS AND VARIANCES WITH PRIOR YEAR:

1. **SUMMER FAIR & EOY PICNIC** resulted in £6,270 net profit, slightly less than last year, due to last minute change of date.
2. The **XMAS** event generated £5,339 in net profit, representing over £1.5k increase over the previous fiscal year, as the removal of COVID-19 restrictions allowed for normal operations.
3. Net revenue from **XMAS TREES'** sales declined by £551 compared to the prior fiscal year, attributable to a lower volume of trees sold.
4. The **YEAR 6 LEAVERS' PROM** incurred a £124 deficit, which is typical for this event. To ensure inclusivity, costs are subsidized for children from financially disadvantaged families, as this marks their final event at our school. The prior fiscal year's surplus is attributable to event deposits received during the COVID-19 period when events were suspended, with those deposits being carried forward to subsequent fiscal years.

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5. FHS organized the following new or reintroduced events during the current fiscal year:

- The **FIREWORKS** event ticket sales generated a net profit of £636.
- The **MR MARVEL MAGIC & DISCO** event generated a net profit of £1,090.
- Revenue from the **RECEPTION WELCOME DISCO** totalled £294.
- The **KRISPY KREME** sale yielded a profit of £294.
- The **CORONATION PICNIC** incurred in a net loss of £127 This event was organized to benefit all Highfield students.
- The **WILLY WONKA SALE** chocolate sale resulted in net profit of £109.
- **CORONATION BOOKMARKS** were provided to all Highfield students as a commemorative gift, resulting in an expense of £399.

6. Revenue from the **OWN CLOTHES DAY** totalled £1,600

7. The **SPORTS AWARDS** generated profit of £314, a significant improvement from the previous year's loss of £111, due to the introduction of hot food sales.

8. The **DINNER & MOVIE NIGHT** generated revenue of £267.

9. The **AMAZON SMILE / EASY FUNDRAISING** initiative showed a modest improvement, with net receipts increasing from £552 in 2021-22 to £607 in 2022-23, demonstrating consistent performance and slight growth.

10. **XMAS CARDS** generated £553 in net receipts in 2022-23, whereas previous year only £295 was generated (it is represented in this year's accounts under **XMAS CARDS 2021**, due to delayed payment). Significant increase in profit is due to changing Christmas card supplier.

11. **OTHER INCOME/COSTS** saw a significant increase, rising from £26 in 2021-22 to £321 in 2022-23, due to extra income from advertising on our website.

12. **SCHOOL UNIFORM SALES** experienced a notable decrease, with net receipts falling from £636 in 2021-22 to £133 in 2022-23, due to school logo change and not much 2nd hand uniform with new logo being available.

13. **END OF TERM TREAT SALES** saw a decrease, with net receipts dropping from £333 in 2021-22 to £124 in 2022-23.

14. **DONATIONS RECEIVED** showed an increase, rising from £19 in 2021-22 to £58 in 2022-23.

15. The **PATH TO EXCELLENCE (HIS)** and **RISE TO THE CHALLENGE (HIS)** initiatives relate to the sale of engraved bricks to parents/carers for a reasonable donation (suggested £15), which are then laid in the school grounds as a memento of their child's time at the school. This initiative was not conducted current fiscal year.

16. **ANNUAL LICENCES / SUBSCRIPTIONS** paid by FHS are identified below:

ANNUAL LICENCES / SUBSCRIPTIONS	2022-23 £	2021-22 £	
PTA Events Site Subscription	360	300	Online Platform Subscription

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Parentkind Membership	140	128	Insurance cover and member support.
Lottery Licence Renewal & TENS	124	167	New Licence application, TENS licence applications throughout the year
Total subscriptions costs	624	594	

17. Following twelve events that were held last fiscal year were cancelled in 2022-23:

- **CIRCUS** – only run it every other year
- **FUNRAISIN**
- **SUMMER DISCO** – has been cancelled this year due to feedback indicating it is too hot during the summer months
- **100 CLUB** – loss of interest year on year so decided to cancel this initiative
- **SECOND HAND BOOK SALES**
- **THEATRE OFFERS** – did not have enough volunteers to organise this initiative
- **SPORTS DAY**
- **EASTER**
- **LOLLIES GIVEAWAY** – one off initiative, due to extremely hot weather
- **TwoTwoTwo Challenge**
- **HALLOWEEN DETECTIVE** - cancelled this year due to declining interest over the year

Combined, the cancellation of these events resulted in an unfavourable loss of approx. £6k in net receipts year on year.

18. The cost value of stock purchased during 2022-23 that remains in hand at 31 August 2023 is £615. This adjustment has been reflected in **STOCK IN HAND ADJUSTMENT**.

19. Memberships, equipment purchases, charges:

- **FILMBANKMEDIA MEMBERSHIP** – A membership fee to a film distributor to obtain screening licences was paid in 2018-19. This is a one-off fee (returnable to FHS should membership be ceased in the future) and so did not recur in 2022-23.
- **BANK CHARGES** – from November 2021 HSBC has introduced monthly charges to the account.
- **BANKED CHARGES (Online Platform)** – Online Transaction Fees: These charges, associated with a new payment system, were not automatically deducted at the time of purchase. The system was trialled in the previous fiscal year but was discontinued in the current fiscal year.
- **PTA EQUIPMENT PURCHASES** – FHS invested in Candy Floss Machine for summer fair and Christmas fair.

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4.2 Donations/Payments to Highfield Infants' and Junior Schools

Donations made to Highfield Infants' School (HIS) and Highfield Junior School (HJS) during 2022-23 are listed below. In addition, FHS donated two Christmas trees – one to each school – the cost of which is captured in the XMAS TREES fundraising activity.

	TOTAL	HIS	HJS	NOTES
	£	£	£	
ANTI-BULLYING WORKSHOPS	695	298	397	
WATER COOLERS	2,119	1,380	739	
PANTO VISITS	1,458	627	831	
RECEPTION & YEAR 3 WELCOME GIFTS	504	504	0	
YEAR 2 & YEAR 6 LEAVERS GIFTS	380	0	380	
SOUTH ASIAN HERITAGE WEEK WORKSHOP	1,275	548	727	
BHM Workshop	1,155	497	658	
2021-22 YEAR DONATIONS TO SCHOOLS	2,051	1,215	836	1
SCIENCE WEEK ACTIVITIES	1,296	555	741	
TOTAL DONATIONS	10,933	5,624	5,309	

NOTES:

1. The £1,421 cost of Jubilee towels for Queens Jubilee incurred in 2021-22 fiscal year were paid by FHS to HIS and HJS this year, and £630 were paid to HIS for reception children joining gift.

4.3 Other charitable donations/payments

4.3.1 Macmillan Cancer Support

The MACMILLAN COFFEE MORNING raises money in aid of Macmillan Cancer Support (registered charity no. 261017). Zero costs were allocated to this event and hence gross income £421 was paid out in full to Macmillan Cancer Support.

4.4 Restricted / designated funds

4.4.1 Allocation of 2022-23 net receipts / general funds between HIS and HJS sub-funds

Funds raised by FHS since the merger of FHS and HJS PTA on 1 May 2018 are referred to as "General Funds". These general funds are allocated to notional sub-funds separately for HIS and HJS from which each school can draw down as required.

The approach to allocating the net receipts to the sub-funds depends on the particular activity in question, and uses one of the following "Allocation methods":

Method	Description of approach
HIS	For activities only run for HIS (e.g. Infants' School only disco), the funds are allocated to the HIS sub-fund.
HJS	For activities only run for HJS (e.g. Year 6 leavers' prom), the funds are allocated to the HJS sub-fund.
3:4	For "whole school" activities (e.g. Summer Fair), the funds are apportioned between HIS and HJS sub-funds in the ratio 3:4 (HIS:HJS) to approximate the relative sizes of the two schools.

The allocation of net receipts by activity for 2022-23 is shown in the table below, indicating which method is used for each activity.

It should be noted that the purpose of this notional allocation is to monitor the overall "fairness" of the distribution of funding between the two schools. However, the allocation and subsequent draw down is at the discretion of the trustees.

Since the majority of pupils of HIS go on to further their education at HJS, this gives FHS trustees the flexibility to better consider the relative needs of the two schools when distributing funds, to support and enhance the education of the pupil body throughout their primary education.

Actual sales For activities relevant to both schools, but where the actual sales can be easily attributed to each school (e.g. Sports Day – held separately for each school), the net receipts are allocated according to the actual sales generated by each school.

Actual costs For costs that can be directly attributed to each school, they are allocated to the sub-fund of the school in question.

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	HIS SUB- FUND £	HJS SUB-FUND £	2022-23 NET RECEIPTS £	Sub-fund Allocation method
<u>FUNDRAISING RECEIPTS/COSTS</u>				
SUMMER FAIR & EOY PICNIC	2,695	3,575	6,270	3:4
XMAS	2,288	3,051	5,339	3:4
XMAS TREES	503	670	1,173	3:4
*** FIREWORKS	273	363	636	3:4
YEAR 6 LEAVERS' PROM	-	(124)	(124)	HJS
*** MR MARVEL MAGIC & DISCO	1,090	-	1,090	HIS
OWN CLOTHES DAY	686	914	1,600	3:4
** RECEPTION WELCOME DISCO	294	-	294	HIS
SPORTS AWARDS	135	179	314	3:4
DINNER & MOVIE NIGHT	-	267	267	HJS
AMAZON SMILE / EASY FUNDRAISING	260	347	607	3:4
XMAS CARDS	237	316	553	3:4
** KRISPY KREME	126	168	294	3:4
‡ MACMILLAN COFFEE MORNING	-	-	-	3:4
** CORONATION PICNIC	(54)	(73)	(127)	3:4
## OTHER INCOME/COSTS	138	183	321	3:4
XMAS CARDS 2021	167	128	295	3:4
** SCHOOL UNIFORM SALES	57	76	133	3:4
WILLY WONKA SALE	47	62	109	3:4
END OF TERM TREAT SALES	53	71	124	3:4
# DONATIONS RECEIVED	25	33	58	3:4
* CORONATION BOOKMARKS	(171)	(228)	(399)	3:4
	8,849	9,978	18,827	
<u>FHS EXPENSES (EXCL DONATIONS)</u>				
† ANNUAL LICENCES/SUBSCRIPTIONS	(267)	(357)	(624)	3:4
† GIFTS TO HIS/HJS STAFF/HELPERS	(144)	(192)	(336)	3:4
† PTA EQUIPMENT	(94)	(126)	(220)	3:4
† STOCK IN HAND ADJUSTMENT	(264)	(351)	(615)	3:4
† SUNDRIES	(70)	(93)	(163)	3:4
† BANK CHARGES / COMPENSATION	(67)	(90)	(157)	3:4
	(906)	(1,209)	(2,115)	
	7,943	8,769	16,712	

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Section A

Independent Examiner's Report

Report to the trustees	Friends of Highfield, Shortlands		
On accounts for the year ended	31st August 2023	Charity no (if any)	1032975
	1 - 22		

(if number, to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31st August 2023**.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed: *A Stephens* **Date:** **17th March 2025**

Name: **Angelina Stephens**

Relevant professional qualification(s) or body (if any): **ACMA, CGMA, FCMA from CIMA**

Address: **5 Stamford Drive**
Bromley
BR2 0XF

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.

