



# Friends of Highfield Shortlands

Charity Number: 1032975

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
31 AUGUST 2024**

**Prepared by:** K. Poltoratskaja, September 2024

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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:** Bhavisha Patel (elected on 29<sup>th</sup> November 2023)  
**Co-Treasurers:** Neha Pandey (re-elected on 29<sup>th</sup> November 2023)  
Karina Poltoratskaja (re-elected on 29<sup>th</sup> November 2023)  
**Co-Vice Chair:** Wendy Young  
**Co-Vice Vice Chair/Class**  
**Rep Lead:** Marguerite Smith (re-elected on 29<sup>th</sup> November 2023)  
**Secretary:** Lia Pavlou (elected on 29<sup>th</sup> November 2023)  
**Class Rep Co-ordinator:** Claire Carmier (elected on 29<sup>th</sup> November 2023)  
**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 2024. 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 2023-24, £14.1k of payments related to Trustee expense claims, which is more than the previous year (£12.6k) due to more 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 school<sup>1</sup> in particular by:

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

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<sup>1</sup> Where "school" refers to Highfield Infants' School and Highfield Junior School collectively.

## 2.4 Achievements and performance 2023-24

### 2.4.1 Overview of income and expenditure

In the financial year ending 31 August 2024, FHS generated total gross income of £48,854, marking an increase of £10,924 compared to the previous year (2022–23: £37,930). The rise is largely attributable to the return of major fundraising events such as Theatre Offers, Quiz Night, and the introduction of new initiatives including Junior Silent Disco, Infants Disc-Glow, Frozen Fridays, and French Day.

*Note:* Included within the total income is a sum of £1,001 received via the school's Equality, Diversity and Inclusion (EDI) department. This amount was not raised through FHS (PTA) fundraising activities but was temporarily held in the FHS account at the school's request, pending allocation to EDI-related initiatives. As this income was not generated through charity-led events, it is excluded from fundraising comparisons. Accordingly, the total gross income generated directly by FHS amounts to £47,853, representing an increase of £9,923 compared to the previous year.

Total expenditure for the year amounted to £74,627, significantly up from £32,151 in the prior year — a difference of £42,476. This rise was primarily driven by a one-off donation of £37,654 towards IT equipment for Highfield Schools, representing a strategic investment in long-term educational infrastructure. Additional new spending supported cultural enrichment activities, including a Lion Dance performance and author visits during Book Week.

As a result, the year closed with a net deficit of £25,773, contrasting with a surplus of £5,779 recorded in 2022–23. Despite the deficit, the trustees consider this a planned and justified outcome due to the charity's strong opening reserves and the exceptional value delivered to both schools through the funded projects.

These financial movements reflect the charity's commitment to delivering direct benefit to the current pupil cohort, while recognising the need to balance reserves and plan future sustainable fundraising.

#### 2.4.1.1 Gross income variances explained

The charity successfully revitalised and diversified its fundraising portfolio in 2023–24, with both the reintroduction of popular initiatives and the launch of several new events. Despite a decline in some traditional passive income streams, overall gross fundraising income rose by nearly £10k compared to 2022–23, reflecting strong community engagement and effective event planning throughout the year.

Reinstated Activities:

- *Theatre Offers* returned after a pause, generating £1,532 in net income.
- *Quiz Night* was reintroduced and proved highly popular, raising £685.
- The *Halloween Detective* event added a further £177 in net income.

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New Events Introduced:

- The Infant Disc- Glow Party achieved strong attendance, generating £2,285 in net receipts.
- The Junior Silent Disco performed well, generating £1,559 in net income.
- Frozen Fridays, a weekly treat initiative during hot weeks, raised £521.
- French Day, a new cultural enrichment event, promoted pupil engagement. While not profit-driven, it was delivered at a modest cost of £143.

Seasonal One-off Initiatives:

- *Doughies Pizza Kit* sales generated £165 in net proceeds.

Recurring Fundraising Events:

- The *Summer Fair & End-of-Year Picnic* continued to perform well, contributing £6,392 in net income — a slight increase on the prior year.
- The *Christmas Fair* saw a modest decline, raising £3,692 compared to £5,339 in 2022–23.
- Contributions from *Amazon Smile* and *EasyFundraising* dropped to £188, down from £607, due to the closure of the Amazon Smile programme.
- Income from *Christmas Card* sales fell by £123 year-on-year.
- *Uniform Sales* and *End-of-Term Treats* underperformed, attributed to reduced stock availability and lower event frequency.

While some traditional income streams declined, the year demonstrated successful event innovation and expanded engagement. The broadening of fundraising efforts contributed to a resilient financial performance and reinforced community involvement across both schools.

#### **2.4.1.2 Expenditure variances explained**

Total expenditure rose by £42,476 compared to the previous financial year, driven primarily by a substantial increase in charitable donations, which expanded from £10,933 in 2022–23 to £46,463 in 2023–24.

The largest single outlay was a £37,654 investment in IT equipment for both Highfield Infants' and Junior Schools, fulfilling a major strategic priority identified in the prior year's planning. This capital expenditure was deliberately front-loaded and reflects a one-off uplift in donations aimed at delivering lasting educational value.

In addition to the IT investment, other notable new costs included:

- Lion Dance cultural experience (£450)
- Book Week 2nd author visit (£183)
- Black History Month Magazine (£115)
- Increased contributions to anti-bullying and heritage workshops, building on previous commitments

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Meanwhile, core operating costs were successfully reduced:

- FHS running costs declined to £1,174 (from £2,115), driven by lower subscription fees and fewer equipment purchases.
- Items such as PTA site subscription, bank charges, and minor event support (e.g., gifts, sundries) were closely managed.

This balance of expanded charitable impact with reduced internal overheads illustrates the trustees' focus on maximising value to the school communities, even in a year of planned reserve drawdown.

#### **2.4.2 Fundraising activities**

FHS delivered a broad programme of fundraising events across the academic year, resulting in a total gross income of £48,854 — an increase of £10,924 compared to the previous year (£37,930). After deducting direct event costs, the net funds raised amounted to £21,864 (2022–23: £18,827), representing an improvement of £3,037.

Of the total funds raised, £20,692 was allocated to support Highfield Schools, while £171 was donated to external charities (see section 2.4.5 for details). An additional £1,001 was held on behalf of the school for Equality, Diversity and Inclusion (EDI) initiatives, at the school's request.

This growth is attributed to a strategic mix of established and newly introduced activities that appealed to a broad segment of the school community:

The Summer Fair & End-of-Year Picnic remained the most lucrative single event, contributing over £6,000 net profit.

The Christmas Fair remained a strong fundraiser despite a modest drop in net income. The change to a later December date, combined with heavy rain, meant stalls had to be moved indoors, resulting in limited space and reduced trading capacity.

Theatre Offers were reintroduced after a multi-year pause and proved to be highly successful, delivering over £1,500 in net profit.

Junior Silent Disco and Infant Glow Party emerged as new favourites, together raising nearly £4,000.

The Quiz Nights also made a successful return, providing both community engagement and valuable income.

Krispy Kreme sales and the Frozen Fridays initiative offered low-effort but effective fundraising with steady returns.

In addition to these, various smaller initiatives — such as Halloween Detective, Doughies Pizza Kits, and cultural enrichment events — rounded out the calendar and ensured a well-balanced fundraising portfolio.

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### **2.4.3 Funding for Highfield Infants' and Junior Schools**

In 2023–24, FHS provided a total of £46,463 in direct charitable donations to the two Highfield schools, more than quadrupling the previous year's amount of £10,933 (see notes 4.2 for details). This increase reflects a strategic focus on long-term educational enhancement, as well as expanded funding for cultural and curriculum enrichment activities.

Donations to Highfield Infants' School (HIS): £15,066 (2022–23: £5,624) ↑ £9,442  
Funding supported Reception welcome gifts, IT infrastructure upgrades (laptops), pantomime school show, author visit during Book Week, anti-bullying workshops, cultural days, contributions to science and heritage week activities, and water coolers for shared use.

Donations to Highfield Junior School (HJS): £31,397 (2022–23: £5,309) ↑ £26,088  
Contributions included major IT infrastructure upgrades (laptops), pantomime school show, Year 6 leavers' gifts, author visit during Book Week, BHM magazine, Lion Dance performance, and water coolers for shared use.

### **2.4.4 Future funding plans**

The trustees are committed to rebuilding the charity's reserves following the significant one-off investment in IT infrastructure during 2023–24. While maintaining a focus on prudent financial management, the charity will continue to prioritise support for curriculum enrichment activities that deliver broad and inclusive benefits to pupils across both schools.

Key funding priorities for the year ahead include the development of enhanced outdoor learning environments, initiatives promoting internet safety education, and programmes that support pupils' wider learning and wellbeing. The trustees are also exploring opportunities to fund cultural workshops and diversity-focused activities, ensuring ongoing alignment with the schools' strategic development priorities.

### **2.4.5 Other charitable activities**

This year, FHS supported Macmillan Cancer Support (registered charity number 261017) by raising £171 through the annual Macmillan Coffee Morning. These funds will be fully donated to the charity in the upcoming financial year.

## **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.

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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 2024, £19,961 was held in the FHS current account.

### **2.5.2 Ongoing management of funding for HIS and HJS**

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:

- 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](http://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**

	
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**Full name**

Bhavisha Patel	
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**Position**

Chair	
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**Date**

11.07.25	
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### 3 Financial statements

#### 3.1 Receipts and payments summary

	Total funds*, £ For year ended 31.08.2024	Total funds*, £ For year ended 31.08.2023	Notes section ref.
<b><u>Receipts</u></b>			
Fundraising income	47,682	37,125	4.1
Donations received	0	60	4.1 #
EDI Monetary Fund	1,001	0	4.4.1
Income Raised for Other Charities	171	421	4.3
Other Income	0	324	4.1 ##
<b>Total receipts</b>	<b>48,854</b>	<b>37,930</b>	4.1
<b><u>Payments</u></b>			
Fundraising costs	26,990	18,679	4.1
Costs matched with other income	0	3	4.1 ##
FHS running costs	1,174	2,115	4.1 †
Donations to Highfield Infants' School	15,066	5,624	4.2
Donations to Highfield Junior School	31,397	5,309	4.2
Other charitable donations/payments	0	421	4.3
<b>Total payments</b>	<b>74,627</b>	<b>32,151</b>	
<b>NET RECEIPTS</b>	<b>(25,773)</b>	<b>5,779</b>	
OPENING FUND BALANCE B/F	41,626	40,032	
EXPIRED CHEQUE PAYMENTS	(622)	(825)	
OPENING STRIPE BALANCE	5	52	
OPENING CASH IN HAND	4,370		
<b>CLOSING FUNDS CARRIED FORWARD</b>	<b>19,606</b>	<b>45,038</b>	
UNCASHED CHEQUES/DONATED	0	341	
CASH IN HAND (RECEIPTS) C/F			
UNCASHED CHEQUES (PAYMENTS) C/F	355	622	
<b>CLOSING Charity BALANCE</b>	<b>19,961</b>	<b>40,001</b>	

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 2024 are all unrestricted funds

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### 3.2 Net Financial Activity

	Total funds*,£ For year ended 31.08.2024	Total funds*, £ For year ended 31.08.2023	Notes section ref.
OPENING BANK BALANCE	41,626	40,032	1
OPENING STRIPE BALANCE	5	52	2
OPENING CASH IN HAND	4,370	0	3
UNCASHED RECEIPTS AND PAYMENTS	(622)	(825)	4
<b>OPENING CHARITY BALANCE</b>	<b>45,379</b>	<b>39,259</b>	
TOTAL GROSS RECEIPTS	48,854	37,930	
TOTAL PAYMENTS	(74,627)	(32,151)	
EXPIRED CHEQUE PAYMENTS	0	341	
<b>CLOSING CHARITY BALANCE</b>	<b>19,606</b>	<b>45,379</b>	
UNCASHED CHEQUE PAYMENTS	355	622	5
<b>TOTAL CLOSING CASH/BANK BALANCE</b>	<b>19,961</b>	<b>46,001</b>	

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. Cash in hand from previous financial year that has not been banked into the bank account by the end of that financial year's closing
4. Uncashed cheques carried over from prior fiscal year.
5. Total uncashed cheques value for current financial year that is a liability.

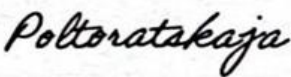
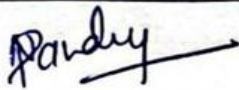
### 3.3 Statement of assets and liabilities

	As at 31.08.2024	As at 31.08.2023	Notes ref.
<b><u>Non-monetary assets</u></b>			
Stock in hand	97	615	
FilmBankMedia Membership	150	150	
<b>Total non-monetary assets</b>	<b>247</b>	<b>765</b>	
<b><u>Cash assets</u></b>			
Cash at bank	19,961	41,626	
Cash at Stripe	0	5	
Cash in hand	0	4370	
<b>Total cash assets</b>	<b>19,961</b>	<b>46,001</b>	
<b><u>Current liabilities</u></b>			
Uncashed cheque payments	355	622	
<b>Total current liabilities</b>	<b>355</b>	<b>622</b>	
<b>TOTAL NET CASH FUNDS</b>	<b>19,606</b>	<b>45,379</b>	
<b>TOTAL NET ASSETS</b>	<b>19,853</b>	<b>46,144</b>	

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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**

<b>Signature</b>		
<b>Full name</b>	Karina Poltoratskaja	Neha Pandey
<b>Position</b>	Co-Treasurer	Co-Treasurer
<b>Date</b>	17 Jun 2023	17 Jun 2023

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### 4 Notes to the accounts

#### 4.1 Receipts and payments detail by activity / event

<b><u>FUNDRAISING</u></b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>2023-24</b>	<b>2022-23</b>	
<b><u>RECEIPTS/COSTS</u></b>	<b>£</b>	<b>£</b>	<b>NET</b>	<b>NET</b>	
			<b>RECEIPTS £</b>	<b>RECEIPTS £</b>	
SUMMER FAIR & EOY PICNIC	£12,405	£6,013	£6,392	£6,270	1
XMAS	£6,915	£3,223	£3,692	£5,339	2
XMAS TREES	£4,314	£2,839	£1,475	£1,173	3
FIREWORKS	£ 1,938	£1,424	£514	£636	4
YEAR 6 LEAVERS' PROM	£ 2,143	£1,999	£144	-£124	5
* MR MARVEL MAGIC & DISCO	£0	£0	£0	£1,090	7
OWN CLOTHES DAY	£1,682	£0	£1,682	£1,600	8
* RECEPTION WELCOME DISCO	£0	£0	£0	£294	7
SPORTS AWARDS	£843	£1,086	-£243	£314	9
* DINNER & MOVIE NIGHT	£0	£0	£0	£267	7
AMAZON SMILE / EASY FUNDRAISING	£188	£0	£188	£607	10
XMAS CARDS	£430	£0	£430	£553	11
KRISPY KREME	£519	£289	£230	£294	12
‡ MACMILLAN COFFEE MORNING	£171	£0	£171	£0	§4.3
EDI (SCHOOL MONEY)	£1,001	£	£1,001	£0	§4.4.1
## OTHER INCOME/COSTS	£0	£0	£0	£321	13
WILLY WONKA SALE	£199	£96	£103	£109	14
SCHOOL UNIFORM SALES	£87	£6	£81	£133	15
* END OF TERM TREAT SALES	£0	£0	£0	£124	7
# DONATIONS RECEIVED	£0	£0	£0	£58	16
** CIRCUS	£0	£306	-£306	£0	6
** INFANT DIS/GLOW	£2,908	£623	£2,285	£0	6
2023 YEAR PAYMENTS/RECIEPTS	£0	£573	-£573	£0	17
*** THEATRE OFFERS	£7,391	£5,859	£1,532	£0	6
** DOUGHIES	£165	£0	£165	£0	6
SPORTS DAY	£0	£105	-£105	£0	18
** FRENCH DAY	£0	£143	-£143	-£399	6
*** EASTER	£367	£160	£207	£0	6
** FROZEN FRIDAYS	£525	£4	£521	£0	6
*** QUIZ NIGHT	£1,597	£912	£685	£0	6
** JUNIORS SILENT DISCO	£2,820	£1,261	£1,559	£0	6
** HALLOWEEN DETECTIVE	£246	£69	£177	£0	6
	48,854	26,990	21,864	18,827	

## FRIENDS OF HIGHFIELD, SHORTLANDS

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ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

### FHS EXPENSES

DONATIONS TO HIS & HJS	-	46,463	<b>(46,463)</b>	<b>(10,933)</b>	§4.2
† ANNUAL LICENCES/SUBSCRIPTIONS	-	533	<b>(533)</b>	<b>(163)</b>	19
† GIFTS TO HIS/HJS STAFF/HELPERS	-	33	<b>(33)</b>	<b>(163)</b>	20
† STOCK IN HAND ADJUSTMENT	-	(97)	<b>97</b>	<b>(220)</b>	21
† SUNDRIES	-	460	<b>(460)</b>	<b>(163)</b>	22
† FILMBANKMEDIA MEMBERSHIP	-	-	-	-	
† PTA EQUIPMENT PURCHASES	-	44	<b>(44)</b>	<b>(220)</b>	23
† BANK CHARGES/COMPENSATION	-	198	<b>(198)</b>	<b>(157)</b>	23
† CURRENCY LOSS/CASH DISCREPENCY	-	3	<b>(3)</b>	<b>(0)</b>	23
	-	<b>1,174</b>	<b>(1,174)</b>	<b>(13,048)</b>	
	<b>48,854</b>	<b>74,627</b>	<b>(25,773)</b>	<b>5,779</b>	

### 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 2023-2024
- \*\*\* Denotes activities that have been restarted

### EXPLANATORY NOTES ON 2023-24 RECEIPTS & PAYMENTS AND VARIANCES WITH PRIOR YEAR:

1. **SUMMER FAIR & EOY PICNIC** continued to be the highest-earning event with net receipts of £6,392 (2022–23: £6,270).
2. **The XMAS Fair** generated £3,692 (down from £5,339), due to the change to a later December date, combined with heavy rain, meant stalls had to be moved indoors, resulting in limited space and reduced trading capacity
3. **XMAS TREES'** sales rose sharply resulted in a net profit of £1,173, however net profit remained unchanged due to the price rise.
4. **FIREWORKS** event generated £514 in net profit, compared to £636 in 2022–23 — a small reduction of £122. This slight dip could be attributed to increased event costs.
5. The **YEAR 6 LEAVERS' PROM** achieved a positive net balance of £144. To ensure inclusivity, costs are subsidized for children from financially disadvantaged families,

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as this marks their final event at our school. Traditionally it is run on a break-even basis, prioritising inclusivity and celebration over profit.

6. FHS organized the following new or reintroduced events during the current fiscal year:
  - **INFANT DIS/GLOW** raised £2,285. Was introduced instead Mr Marvel Disco and Reception Welcome Disco
  - The **CIRCUS** was not run in 2023–24 and £306 payment recorded this year reflects prepaid costs for planned event in Sep 2025. Historically, this event is held biennially due to its larger organisational footprint and to maintain its appeal. The trustees consider this expenditure acceptable as part of a multi-year events strategy.
  - **DOUGHIES** pizza kits generated £165 in profit.
  - **JUNIORS SILENT DISCO** has been introduced this year instead of Movie Night, and generated net profit of £1,559.
  - **THEATRE OFFERS** were successfully reinstated and generated £1,532 in net income.
  - **FRENCH DAY** was a new cultural initiative in 2023–24, designed to enhance language learning and global awareness. While not a fundraising event, it was well received by pupils and staff. The total cost was £143, considered a valuable investment in educational enrichment.
  - **EASTER** event also reintroduced this year and delivered £207 in net profit.
  - **FROZEN FRIDAYS** was a new weekly initiative launched during warmer months in 2023–24. Offering ice treats after school, it generated £521 in net income with minimal overhead. Its simplicity and steady returns made it an effective low-effort fundraiser.
  - **QUIZ NIGHT** returned to the events calendar in 2023–24, generating £685 in net income and offering both fundraising value and strong community engagement.
  - **HALLOWEEN DETECTIVE** was reintroduced in 2023–24 after being paused the previous year. While it generated a modest £176 in net income, engagement levels were lower than expected, and the event will be retired from future fundraising calendars.
7. Following four events that were held last fiscal year were cancelled in 2022-23:
  - **MR MARVEL MAGIC & DISCO** (replaced with Infants Disc-Glow party)
  - **RECEPTION WELCOME DISCO**
  - **DINNER & MOVIE NIGHT** (replaced by Juniors Silent Disco)
  - **END OF TERM TREAT SALES**
8. **OWN CLOTHES DAY** remained a popular and easy-to-run initiative, raising £1,682 in net income. With no associated costs, it delivered excellent fundraising efficiency and strong pupil participation.

## FRIENDS OF HIGHFIELD, SHORTLANDS

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9. The **SPORTS AWARDS** generated a net loss of £243 (2022–23: £314 profit). The increased costs were due to higher catering expenses. While not a core fundraising event, it remains a valued celebration of pupil achievement.
10. The **AMAZON SMILE / EASY FUNDRAISING** initiative decreased significantly from £607 to £188, following the discontinuation of Amazon Smile in 2023-24.
11. **XMAS CARDS** brought in £430 in net income, down £123 from the previous year. The decline reflects reduced participation and order volume, despite maintaining the same supplier as last year.
12. The **KRISPY KREME** sale yielded a profit of £230.
13. No **OTHER INCOME/COSTS** has been received this year.
14. The **WILLY WONKA SALE** generated a net profit of £103 (2022–23: £109), maintaining its position as a reliable small-scale fundraiser with minimal costs and strong appeal among pupils.
15. **SCHOOL UNIFORM SALES** generated a modest £81 in net income, down from **£133** in 2022–23. The decrease reflects reduced availability of second-hand items following the recent school logo change.
16. No direct **DONATIONS RECEIVED** were received this year (2022–23: £58).
17. **2023 YEAR PAYMENTS/RECIEPTS** reflects a net cost of £573, relating to expenses from the previous academic year that were processed in the 2023–24 reporting period. This timing adjustment ensures accurate allocation of costs between financial years.
18. **SPORTS DAY** incurred a net cost of £105 in 2023–24. Though not intended as a fundraiser, the expense covered refreshments and healthy snack to support pupil participation and school spirit.
19. **ANNUAL LICENCES / SUBSCRIPTIONS** paid by FHS are identified below:

<b>ANNUAL LICENCES / SUBSCRIPTIONS</b>	<b>2023-24 £</b>	<b>2022-23 £</b>	
PTA Events Site Subscription	360	360	Online Platform Subscription
Parentkind Membership	153	140	Insurance cover and member support.
Lottery Licence Renewal	20	124	New Licence application
<b>Total subscriptions costs</b>	<b>624</b>	<b>624</b>	

20. **GIFTS TO HIS/HJS STAFF/HELPERS** totalled £33 (2022–23: £336). The significant reduction in cost was achieved by using existing stock from previous years to prepare the appreciation gifts.
21. The cost value of stock purchased during 2023-24 that remains in hand at 31 August 2024 is £97. This adjustment has been reflected in **STOCK IN HAND ADJUSTMENT**.
22. **SUNDRIES** include costs incurred for purchasing disposable plates, cups for events, and stationery supplies.

## FRIENDS OF HIGHFIELD, SHORTLANDS

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### 23. 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.
- **CURRENCY LOSS/CASH DISCREPENCY** – a discrepancy arose when banking previous year's cash in hand, due to foreign coins not accepted by the bank.
- **PTA EQUIPMENT PURCHASES** – 3 more SumUp machines have been purchased to replace broken ones.

## 4.2 Donations/Payments to Highfield Infants' and Junior Schools

Donations made to Highfield Infants' School (HIS) and Highfield Junior School (HJS) during 2023-24 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.

	<b>TOTAL</b>	<b>HIS</b>	<b>HJS</b>	<b>NOTES</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
ANTI-BULLYING WORKSHOPS	775	332	443	
WATER COOLERS	2,380	1,034	1,346	
PANTO VISITS	1,458	0	1,458	
RECEPTION WELCOME GIFTS	630	630	0	
BHM Workshop	1,198	515	683	
BOOK WEEK AUTHOR VISIT	183	79	104	
BHM MAGAZINE	115	49	66	
YEAR 6 LEAVERS GIFT	380	0	380	
LION DANCE	450	193	257	
IT EQUIPMENT	37,654	11,701	25,953	
SCIENCE WEEK ACTIVITIES	1,240	533	707	
<b>TOTAL DONATIONS</b>	<b>46,463</b>	<b>15,066</b>	<b>31,397</b>	

### 4.3 Other charitable donations/payments

This year, FHS supported Macmillan Cancer Support (registered charity number 261017) by raising £171 through the annual Macmillan Coffee Morning. These funds will be fully donated to the charity in the upcoming financial year.

### 4.4 Restricted / designated funds

#### 4.4.1 EDI fund

The £1,001 held in our account for the Equality, Diversity, and Inclusion (EDI) Fund was raised through a fundraising event organised by the school. At the school's request, these funds were temporarily held in the FHS account and are designated specifically for EDI-related activities. As a result, the £1,001 is excluded from our net receipts allocation and will be allocated to the school for EDI purposes in the next financial period.

#### 4.4.2 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":

<b>Method</b>	<b>Description of approach</b>
<b>HIS</b>	For activities only run for HIS (e.g. Infants' School only disco), the funds are allocated to the HIS sub-fund.
<b>HJS</b>	For activities only run for HJS (e.g. Year 6 leavers' prom), the funds are allocated to the HJS sub-fund.
<b>3:4</b>	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 2023-24 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

## FRIENDS OF HIGHFIELD, SHORTLANDS

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distributing funds, to support and enhance the education of the pupil body throughout their primary education.

	HIS SUB-FUND £	HJS SUB-FUND £	2022-23 NET RECEIPTS £	Sub-fund Allocation method
<b><u>FUNDRAISING RECEIPTS/COSTS</u></b>				
SUMMER FAIR & EOY PICNIC	2748	3644	<b>6392</b>	3:4
XMAS	1582	2110	<b>3692</b>	3:4
XMAS TREES	632	843	<b>1475</b>	3:4
FIREWORKS	220	294	<b>514</b>	3:4
YEAR 6 LEAVERS' PROM	0	144	<b>144</b>	HJS
OWN CLOTHES DAY	722	960	<b>1682</b>	3:4
SPORTS AWARDS	(105)	(138)	<b>(243)</b>	3:4
AMAZON SMILE / EASY FUNDRAISING	81	107	<b>188</b>	3:4
XMAS CARDS	184	246	<b>430</b>	3:4
KRISPY KREME	99	131	<b>230</b>	3:4
‡ MACMILLAN COFFEE MORNING	73	98	<b>171</b>	3:4
WILLY WONKA SALE	44	59	<b>103</b>	3:4
SCHOOL UNIFORM SALES	35	46	<b>81</b>	3:4
** CIRCUS	(131)	(175)	<b>(306)</b>	3:4
** INFANT DIS/GLOW	2285	0	<b>2285</b>	HIS
2023 YEAR PAYMENTS/RECIEPTS	(246)	(327)	<b>(573)</b>	3:4
*** THEATRE OFFERS	659	873	<b>1532</b>	3:4
** DOUGHIES	71	94	<b>165</b>	3:4
SPORTS DAY	(45)	(60)	<b>(105)</b>	3:4
** FRENCH DAY	(62)	(81)	<b>(143)</b>	3:4
*** EASTER	89	118	<b>207</b>	3:4
** FROZEN FRIDAYS	223	298	<b>521</b>	3:4
*** QUIZ NIGHT	294	391	<b>685</b>	3:4
** JUNIORS SILENT DISCO	0	1559	<b>1559</b>	HJS
** HALLOWEEN DETECTIVE	76	101	<b>177</b>	3:4
	<b>9,528</b>	<b>11,335</b>	<b>20,863</b>	
<b><u>FHS EXPENSES (EXCL DONATIONS)</u></b>				
† ANNUAL LICENCES/SUBSCRIPTIONS	(228)	(305)	<b>(533)</b>	3:4
† GIFTS TO HIS/HJS STAFF/HELPERS	(14)	(19)	<b>(33)</b>	3:4
† STOCK IN HAND ADJUSTMENT	42	55	<b>97</b>	3:4
† SUNDRIES	(197)	(263)	<b>(460)</b>	3:4
† PTA EQUIPMENT PURCHASES	(19)	(25)	<b>(44)</b>	3:4
† BANK CHARGES/COMPENSATION	(85)	(113)	<b>(198)</b>	3:4
† CURRENCY LOSS/CASH DISCREPENY	(1)	(2)	<b>(3)</b>	3:4
	<b>(502)</b>	<b>(672)</b>	<b>(1,174)</b>	

**FRIENDS OF HIGHFIELD, SHORTLANDS**  
Registered Charity Number: 1032975  
ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Independent examiner's report on the  
accounts**

**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	Friends of Highfield, Shortlands		
<b>On accounts for the year ended</b>	<b>31<sup>st</sup> August 2024</b>	<b>Charity no (if any)</b>	<b>1032975</b>
	<b>Set out on pages</b> 1 - 22		

(remember 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 **31<sup>st</sup> August 2024**.

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:** 10<sup>th</sup> July 2025

**Name:** Angelina Stephens

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

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

**FRIENDS OF HIGHFIELD, SHORTLANDS**

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ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

**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.**