



# ST HUGH'S PARENT TEACHER ASSOCIATION

CHARITY NO. 1045500

TREASURY REPORT 2019-2020

FINANCIAL REPORT

## HEADLINES

- **Total income of over £40k during the year**  
39% reduction in Income on previous year - due in the main to Covid-19 pandemic resulting in cancelled events.  
Fireworks and Christmas Fair events, which managed to take place, delivered 15% drop in income
- **Related fundraising costs of just under £26k for the same period**  
A decrease of 47% on previous year - again predominantly related to the Covid-19 pandemic  
Uniform Shop increased surplus due to significant stock holding benefit from previous fiscal year
- **Operating Costs (Website, Card Handling, Audit etc) of around £1,300**  
A decrease of 16% on the previous year  
Card Handling Charges were significantly reduced when compared year-on-year  
£24k of Cash handled through Stripe & Paypal during the year (£31k prior year)  
Stripe Fees increased from 2.1% in 2018/19 up to 2.3% in 2019/20  
Paypal Fees reduced from 3.9% in 2018/19 down to 2.4% in 2019/20
- **Resulting in net c.£14.5k surplus for the year before Disbursements**  
A decrease on the previous year of c.£2.8k (16%)
- **A significant reduction in disbursements during the year**  
Again due to Covid-19 pandemic, uncertainty over future events and cashflow forecasting for uniform store  
Small amounts of funding were released in relation to urgent building overhaul and funding of some key school activities  
Total Disbursements of just under £4.4k during the year.
- **Over £33k of funds on the balance sheet**  
Large cash increment in the year of c. £11k reflecting the caution arising from the Covid-19 pandemic and general uncertainty

## KEY NOTES

- **Fireworks event had reduced ticket sales compared to previous years**  
Adult ticket sales were down 16% and Childrens down 11% compared to prior year event.  
Event costs were broadly in line with prior year event, but revenues were significantly reduced (16%) on previous years' event  
The switch to 3rd party catering had the largest impact on revenue decline
- **Christmas Fair Income down compared to previous year, but costs escalated**  
Christmas Fair revenues down by 17%, but costs increased by 38%  
Lack of Sponsorship and Matched Funding continues to be a challenge to operating costs of these events



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## TREASURY REPORT 2019-2020

### INCOME & EXPENDITURE

#### INCOME & EXPENDITURE STATEMENT

	2019-2020				2018-2019			2017-2018			2016-2017		
	Income £	Expenditure £	Surplus £	+/- Prior Year £	Inc £	Exp £	Surplus £	Inc £	Exp £	Surplus £	Inc £	Exp £	Surplus £
<b>SUMMARY</b>													
Fundraising Events	18,794	(12,472)	6,322	(10,507)	38,909	(22,079)	16,830	33,504	(16,966)	16,537	45,658	(23,194)	22,464
Uniform Shop	18,298	(8,081)	10,217	13,637	18,715	(22,135)	(3,420)	15,708	(10,720)	4,988	17,045	(16,743)	301
Lottery (Bonus Ball)	1,466	(695)	771	(197)	1,606	(638)	968	1,492	(754)	738	1,710	(769)	941
Other Funding	887		887	(6,197)	7,083		7,083	2,581		2,581	569		(906)
Operating Costs	24	(1,293)	(1,269)	292		(1,561)	(1,561)		(1,238)	(1,238)		(463)	(906)
Other Expenses	1,006	(3,463)	(2,457)	118	1	(2,576)	(2,575)	108	(1,942)	(1,834)	23	(2,241)	(1,206)
Disbursements		(4,379)	(4,379)	25,486		(29,865)	(29,865)		(6,875)	(6,875)		(18,862)	(18,862)
<b>TOTALS</b>	<b>40,474</b>	<b>(30,382)</b>	<b>10,092</b>	<b>22,632</b>	<b>66,315</b>	<b>(78,855)</b>	<b>(12,540)</b>	<b>53,394</b>	<b>(38,496)</b>	<b>14,898</b>	<b>65,005</b>	<b>(62,273)</b>	<b>2,732</b>
<b>Main Events</b>													
Fireworks	6,942	(4,328)	2,614	(1,066)	8,222	(4,542)	3,680	8,255	(3,710)	4,545	8,972	(3,776)	5,196
Christmas Fair	6,760	(3,573)	3,187	(2,334)	8,106	(2,585)	5,521	9,022	(2,863)	6,158	7,709	(2,645)	5,064
Summer Fair		(750)	(750)	(4,795)	8,168	(4,122)	4,045	10,084	(5,071)	5,013	11,223	(5,542)	5,681
Summer Ball				(3,257)	10,435	(7,178)	3,257				13,339	(7,751)	5,588
Quiz Night				0							809	(436)	372
Christmas Market	1,062	(597)	465	465									
<b>Uniform Store</b>													
Uniform	18,298	(8,081)	10,217	13,637	18,715	(22,135)	(3,420)	15,708	(10,720)	4,988	17,045	(16,743)	301
<b>Discos</b>													
Reception	450		450	134	316		316	228		228	235		235
Year 1	335		335	(2)	337		337	208		208	317		317
Year 2	400		400	50	350		350	142		142	258		258
Year 3	460		460	120	340		340	318		318	340		340
Year 4	422		422	29	393		393	352		352	361		361
Year 5				(374)	374		374	250		250	322		322
Disco Costs		(507)	(507)	269		(776)	(776)		(316)	(316)		(367)	(367)
<b>Year 6 Parties</b>													
Christmas Party	380	(80)	300	(46)	405	(59)	346	328	(101)	227	365	(118)	247
Leavers Party	1,584	(2,638)	(1,055)	300	1,464	(2,818)	(1,354)	1,401	(2,511)	(1,110)	1,410	(2,560)	(1,150)
<b>Other Events / Fundraisers</b>													
Wine Tasting				0				793	(1,003)	(210)			
Afternoon Tea				0				52		52			
Tea Towels				0				2,072	(1,391)	681			
<b>Other Business Income &amp; Expenditure</b>													
Lottery (Bonus Ball Scheme)	1,466	(695)	771	(197)	1,606	(638)	968	1,492	(754)	738	1,710	(769)	941
<b>Operating Costs</b>													
ParentKind Membership & Insurance		(122)	(122)	(5)		(117)	(117)		(117)	(117)			
Website Running Costs (wix.com and domain)		(383)	(383)	(37)		(346)	(346)		(178)	(178)			
Payment Card Handling Fees	24	(588)	(564)	346		(910)	(910)		(743)	(743)		(463)	(463)
QFlow (Ticketing System)		(20)	(20)	(11)		(9)	(9)		(20)	(20)			
Audit Fees		(180)	(180)	0		(180)	(180)		(180)	(180)			
<b>Funding</b>													
Co-op Community	579		579	(6,109)	6,688		6,688	2,169		2,169			
Easy Fundraising	153		153	(92)	244		244	288		288	357		357
Amazon Smile	155		155	54	101		101	15		15			
Antz in Your Pantz				(50)	50		50	110		110	212		212
<b>Other</b>													
Other Income	1,006		1,006	1,006									
General Expenses		(3,463)	(3,463)	(1,138)	1	(2,326)	(2,325)	108	(1,942)	(1,834)	23	(2,241)	(2,218)
Summer Ball 2021 (deposit)				250		(250)	(250)						
<b>Disbursements / Investments</b>													
Year 5 Music Programme		(1,350)	(1,350)	(1,350)									
Shower Room Renovation		(1,614)	(1,614)	(1,614)									
Key Stage 2 Food		(665)	(665)	(665)									
Plays and Concerts		(750)	(750)	(750)									
Previous Years' Disbursements				29,865		(29,865)	(29,865)		(6,875)	(6,875)		(18,862)	(18,862)



# ST HUGH'S PARENT TEACHER ASSOCIATION

CHARITY NO. 1045500

## TREASURY REPORT 2019-2020

### BALANCE SHEET

#### FUNDING / BANK / DEBTORS

	Barclays	Lottery	Stripe	Paypal	Debtors	Creditors	Petty Cash	TOTAL FUNDS
<b>Opening Balance</b>	21,578	709	49	150	1,723	(858)		23,351
<b>Stripe</b>								
Paid In	14,862		15,444					30,306
Fees			(355)					(355)
Paid Out			(14,908)					(14,908)
<b>Paypal</b>								
Paid In	3,200			9,048				12,248
Fees				(233)				(233)
Withdrawn/Paid Out				(3,225)				(3,225)
<b>Bonus Ball</b>								
Paid In		1,466						1,466
Paid Out		(695)						(695)
Withdrawn								
<b>Cash</b>								
Paid In	17,451							17,451
Transferred								
Debtors (Prior Year)	610				(1,473)			(863)
Debtors					1,047			1,047
Creditors (Prior Year)						346		346
Creditors						(553)		(553)
Paid Out	(31,940)							(31,940)
<b>Closing Balance</b>	25,761	1,479	231	5,740	1,297	(1,066)	-	33,442
Bank Statements	25,761	1,479	231	5,740	1,297	(1,066)	-	33,442
Difference	-	-	-	-	-	-	-	0
Cash Movement	4,182	771	181	5,590	(425)	(207)	-	10,092

from Income & Expenditure (Surplus) 10,092

Reconciliation Difference -

#### Closing Debtors / Creditors being

Stripe Bank Settlement (5-10 days) after capture	231		
Fireworks - Deposit (prepayment) for 2020		1,000	
Summer Ball Sponsor - Daly's Driveways (c/fwd from 18/19 accounts*)		250	should write
Easyfundraising Cheque not received		47	
Uniform - Goodies Inv 115209 (c/fwd from 18/19 accounts*)		(263)	write off as r
Summer Ball 2021 - Bowdon Rugby Club Deposit		(250)	should a) rev
Duplicate Payment taken on Stripe (owed to Nicola Gough)		(16)	
Fireworks Event License not claimed (owed to Karen)		(21)	
Xmas Fair Singer has not banked cheque		(150)	
Operating Costs - Wix Website Premium Annual Fee		(150)	
Operating Costs - Wix Tickets Monthly Costs		(183)	
Operating Costs - sthughspta.org Web Domain Renewal		(33)	



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TREASURY REPORT 2019-2020

FINANCIAL REPORT

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Again due to Covid-19 pandemic , uncertainty over future events and cashflow forecasting for uniform store  
Small amounts of funding were released in relation to urgent building overhaul and funding of some key school activities  
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Disbursements		(4,379)	(4,379)	25,486		(29,865)	(29,865)		(6,875)	(6,875)		(18,862)	(18,862)
<b>TOTALS</b>	<b>40,474</b>	<b>(30,382)</b>	<b>10,092</b>	<b>22,632</b>	<b>66,315</b>	<b>(78,855)</b>	<b>(12,540)</b>	<b>53,394</b>	<b>(38,496)</b>	<b>14,898</b>	<b>65,005</b>	<b>(62,273)</b>	<b>2,732</b>
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Previous Years' Disbursements				29,865		(29,865)	(29,865)		(6,875)	(6,875)		(18,862)	(18,862)



# ST HUGH'S PARENT TEACHER ASSOCIATION

CHARITY NO. 1045500

## TREASURY REPORT 2019-2020

### BALANCE SHEET

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Paid Out		(695)						(695)
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Debtors					1,047			1,047
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Operating Costs - Wix Tickets Monthly Costs		(183)	
Operating Costs - sthughspta.org Web Domain Renewal		(33)	

**ST HUGH'S RC SCHOOL PARENTS ASSOCIATION**

**REGISTERED CHARITY NO. 1045500**

**INDEX TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2020**

	<b><u>Pages</u></b>
<b>Independent Examiners Report</b>	<b>1</b>
<b>Income &amp; Expenditure Account</b>	<b>2</b>
<b>Statement of Assets and Liabilities</b>	<b>3</b>

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF ST HUGH'S RC PARENTS ASSOCIATION**

I report on the accounts of St Hugh's RC School Parents Association, Charity Number 1045500, for the year ended 31 August 2020, which are set out on pages 2 to 3.

**Respective responsibilities of trustees and examiner**

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.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the charity's trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Marsden AFA FFTA  
Member of the Institute of Financial Accountants  
226a Stockport Road  
Timperley  
Altrincham  
WA15 7UA

24 June 2022

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

<b><u>Events &amp; Schemes</u></b>	<b><u>2020</u></b>			<b><u>2019</u></b>
	<b><u>Income</u></b> £	<b><u>Expenditure</u></b> £	<b><u>Surplus</u></b> £	<b><u>Surplus</u></b> £
Uniforms	18298	7981	10317	(3537)
Disco's	2448	586	1862	1274
Leavers & Xmas Parties	1584	2638	(1054)	(1683)
Summer Ball	0	0	0	3142
Fireworks Night	6942	4328	2614	3571
Summer Fayre	0	750	(750)	3384
Christmas Fayre	6760	3573	3187	5427
Christmas Market Night	1062	597	465	50
Smile Donation	155	0	155	0
Easy Fundraising	253	0	253	244
Stampastic	5	0	5	0
Groundwork UK	1000	0	1000	0
Lottery	1468	695	773	985
Co-op Funding	579	0	579	7787
	<u>40554</u>	<u>21148</u>	<u>19406</u>	<u>20644</u>
<b><u>Less : Other Payments</u></b>				
Donations to School		4931		30173
Miscellaneous		<u>3763</u>		<u>1898</u>
			8694	<u>32071</u>
<b><u>Net Surplus/(Deficit)</u></b>			<u>10712</u>	<u>(11427)</u>
<b><u>Bank and cash balances at beginning of year</u></b>			22499	33926
<b><u>Bank and cash balances at end of year</u></b>			<u>33211</u>	<u>22499</u>

**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31ST AUGUST 2020**

	<u>2020</u>	<u>2019</u>
	£	£
<b><u>MONETARY ASSETS</u></b>		
Bank and Cash Balances :-		
Current Bank Account	25761	21578
Lottery Bank Account	1479	722
Stripe Account	231	49
Paypal Account	5740	150
Petty Cash	0	0
	<u>33211</u>	<u>22499</u>
<b>Total Cash Funds</b>	<b><u><u>33211</u></u></b>	<b><u><u>22499</u></u></b>
 <b><u>DEFERRED ASSETS</u></b>		
Summer Ball	0	860
Prepayment for 2020 Fireworks	1000	863
	<u>1000</u>	<u>1723</u>
<b>Total Deferred Assets</b>	<b><u><u>1000</u></u></b>	<b><u><u>1723</u></u></b>
 <b><u>LIABILITIES</u></b>		
Accountancy Fees	180	180
Uniforms	0	263
Summer Ball	250	250
Wix	366	346
	<u>796</u>	<u>1039</u>
<b>Total Liabilities</b>	<b><u><u>796</u></u></b>	<b><u><u>1039</u></u></b>

Approved on behalf of the Executive Committee on 24 June 2022

Signed.....

Signed.....

Signed.....