

Knaphill Schools Parent Teacher Association

Registered Charity No. 311983

Working together towards a better future for our children

Annual Financial Statements and Independent Examiner's Report For the year ending 31st August 2022

Contents:

Report of the Independent Examiner

Receipts and Payments Schedule

Statement of Assets and Liabilities

Notes to the Accounts

Appendix 1 - Fundraising Analysis

Appendix 2 - Analysis of Charitable Donations

Knaphill Schools Parent Teacher Association

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Independent Examiner's Report on the Accounts for the Year to 31st August 2022

I report on the accounts of the charity for the year ended 31st August 2022 which consist of the receipts and payments schedule, the statement of assets and liabilities, the notes to the accounts and appendices 1 and 2.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity'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 order to enable a proper understanding of the accounts to be reached.

Signed: _____

D. George

Date: _____

6 OCTOBER 2022

Name: _____

SMRITHY GEORGE

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

SAICA CACSA

Address: _____

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WEST END

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Knaphill Schools Parent Teacher Association

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Receipts & Payments for the Year Ended 31 August 2022

For the year ending 31st August 2022	2021/22			2020/21
	£			£
	GENERAL FUND	RESTRICTED FUNDS		ALL FUNDS
	Knaphill Lower School (KLS)	Knaphill School (KS)		
Receipts				
Events				
Surrey Half Marathon (Just Giving)	3,700			-
Christmas Fair	1,975			2,046
Legoland	6,883			-
Two's Day Mufti	238			255
Valentines Tuck Shop	470			276
Autograph Raffle	-			77
Autumn Joint Disco	-			-
Easter Fun	2,337			1,304
Sponsor 2021	1,796			207
Knaphill Funday	-			2,289
Summer Fun	6,387			182
Sales (Pizza, Sunflowers, Fathers Day)	249			626
Family Camping	1,414			-
Colour Run	1,292			-
Happy's Circus	2,240			-
Fathers Day	-			94
Other Fundraising Activities & Donations				
Business Donations	-			950
Bag2School	104			144
Cake Sales	200			-
Recycling	189			738
Theatre tickets	3,947			-
Your School Lottery	1,042			989
Class Fundraising - Xmas Cards	565			568
Donations - Barclays match funding	-			17
Easyfundraising	32			299
Amazon Smile	324			3
Stamplastic	9			-
Lockdown Class Photos 2020	-			-
Uniform Sale	624			713
Phoenix Trading Fundraiser	-			-
Other Donations	-			-
Restricted Fundraising:				
Knaphill Lower School				
Movie night	-			-
Lower school disco	-			-
Donations Received	-			-
Gift Aid Tax reclaimed	-			-
Knaphill School				
Movie Night	-	-		-
Tuck Shop	-	-		-
Coop Fundraising	-	-		-
Gift Aid Tax reclaimed	-	-		-
Sub-total Fundraising Receipts	36,018	-	-	11,776
Miscellaneous Receipts				
Misc. & Prior year event related receipts	-			3
Parent donations	215			259
Sale of stock	-			-
Swap Shop	-			-
TOTAL RECEIPTS	36,234	-	-	12,038
Payments				
Direct Fundraising Payments				
Events	12,287			2,318
Other Fundraising Activities	2,375			-
Overhead & Asset Payments				
Schools - Copying & Meeting Ctaker costs	-			-
Misc Payments, incl. prior year events	264			56
Licences, Membership and Insurance	250			233
Admin Expenses	252			-
Stock Purchases	-			4
PTA Equipment	1,123			14
Annual General Meeting	-			-
CRB checks	-			-
Prepayments & accrued income 2019/2020	-			-
Charitable Payments (Donations to Schools)				
Knaphill Lower School	-			891
Knaphill School	12,483			7,785
TOTAL PAYMENTS	29,034	-	-	11,301
Net of Receipts/(Payments)	7,200	-	-	736
Funds Brought Forward 01 Sep	43,134			42,308
Funds Carried Forward 31 Aug	50,334			43,134
Net funds generated during the year (costs exclude stock):	19,683	-	-	9,413
Receipts vs Cost Ratio (excludes donations to schools & stock):	2.2			4.6

Unrestricted

Knaphill Schools Parent Teacher Association

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Statement of Assets and Liabilities for the Year Ended 31 August 2022

	2021/22 £	2020/21 £
Monetary Assets		
(Unrestricted, although Designated as shown on the Charitable Donations Report)		
Current Accounts	50,334	43,134
Deposit Account	-	-
Petty Cash	-	-
Total Monetary Assets	50,334	43,134
Non-Monetary Assets Retained for PTA use		
Prepayments & accrued income	1,924	2,700
Stock	-	-
Metal Expanda-Store Sheds x 2 & Shelving	1,955	1,955
Disco equipment	646	646
Storage Boxes	306	306
Gas Burners x 4	52	52
Samba Mini-Soccer Goals x 2	128	128
40m Extn Lead (June 09)	-	39
JCB Powermaster Extension Lead (June 11)	33	33
Hot Water Boilers x2 (June 11)	30	60
Hot water Urn (May 16)	47	47
Santa Suit	30	30
Organza	11	11
Football Target Net	40	40
Gazebo Weights	42	42
Gazebo	38	38
LED Lights	-	12
Panini Toaster x 2 (Nov 19)	40	40
Swing Bin for Ink Jet Recycling (In Sainsbury's)	-	4
SumUp Payment Card Reader x 2	46	46
Sum Up Card Machine with Docking Station (Nov 21)	23	-
Alcatel 1066 Mobile for use as First Aid Phone (Nov 21)	14	-
6 Pocket Money Belt (Feb 22)	15	-
Candyfloss Machine (May 22)	165	-
Rounders Set (May 22)	9	-
Badminton Set (May 22)	15	-
Giant 4 in a Row (May 22)	24	-
Giant Draughts and Chess (May 22)	8	-
Tug of War Rope (May 22)	23	-
Giant Tumbling Tower Wooden Blocks (May 22)	54	-
2 x Gazebo Weights 4 Pack (May 22)	64	-
2 x Heavy Duty Pop Up Gazebo 3m x 3m (May 22)	260	-
2 x Double Oil Drum Charcoal Barbecue (May 22)	174	-
Fire Extinguisher and Fire Blanket (May 22)	26	-
City Plumbing - Sum Up Card Machine x 2 (May 22)	100	-
Easel (Jun 22)	10	-
2 x 50m Extension Lead (Jun 22)	119	-
A4 Tabletop Board (Jun 22)	9	-
Frying Pan (Jul 22)	12	-
Total Non-Monetary Assets Retained for PTA use	6,491	6,228
Liabilities		
	-	-
	-	-
Total Liabilities	-	-

These Accounts were presented at the Association's AGM on 7th October 2022, and were signed on behalf of the Trustees by:

Chair - NRB
Date: 06/10/22

Treasurer - EJB
Date: 06/10/22

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NOTES TO THE ACCOUNTS, 2021-22:

- 1 The PTA is a registered charity and as such is governed by the Charities Act 2011 and follows guidance produced by the Charity Commission. As income is under £250,000 this year, the PTA has adopted the concession for small charities to prepare simpler accounts on a "Receipts and Payments" basis, with all revenue and expenses shown on a cash basis. This is consistent with previous years. Non-monetary assets and liabilities are shown at historical cost
- 2 The PTA operates a General Fund for all non-specified receipts and Restricted Funds for each School. The latter are used in instances when funds are received through activities relating to only one of the schools
- 3 The Treasurer has designated £1,500 of the cash balance as a "Float" to ensure the PTA has funds to ensure pre-event and other expenses can be met. The Float would be distributed equally to the schools upon the dissolution of the charity
- 4 All bank interest is allocated to the General Fund
- 5 No remuneration was paid to any trustee. Expenses are paid to trustees and other PTA members for purchases relating to PTA events and other activities. No travel expenses have been paid in the last three financial years as Members have chosen not to submit claims.
- 6 The Treasurer updated the PTA's Finance Procedures in February '09. This was distributed to Committee Members at that time. The Committee adheres to the policies laid down in this document.
- 7 Stock is recorded, as it is purchased, at historical cost. Stock value is reviewed following each event and obsolete items are written off as they are identified. A stock report is available at any time, upon request
- 8 A number of Appendices follow these statements, providing more detailed information regarding the financial performance and activities of the PTA.

Appendix 1 - Detailed Fundraising Analysis

Appendix 2 - Analysis of Charitable Donations

Appendix 1 - Fundraising Analysis

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For the year ending 31st August 2022

	2020/21			2021/22			2019/20		
	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £
Events:									
Autumn Jamb Disco	-	-	-	-	-	-	-	-	-
Christmas Fair / Fundraising	1,975	664	1,311	2,048	545	1,503	6,785	1,708	5,077
Legoland	6,883	4,758	2,125	-	-	-	-	-	-
Year Fireworks	236	-	236	-	-	-	-	-	-
Teacher's Day Muff	470	366	104	-	-	-	-	-	-
Valentines Tuck Shop	-	-	-	-	-	-	-	-	-
Swap shop	-	-	-	-	-	-	-	-	-
1 Place Night / Quiz Nights	-	-	-	-	-	-	-	-	-
Sponsor 2021	1,798	151	1,647	-	-	-	-	-	-
Knaphill Village Show Funday	-	-	-	207	68	139	-	-	-
Burney Hall Marathon (Just Giving)	3,700	-	3,700	-	-	-	1,881	-	1,881
Spring Jamb Disco	-	-	-	-	-	-	-	-	-
Summer Fair / Fun	6,387	2,882	3,505	2,389	915	1,474	-	-	-
Blings night	-	-	-	-	-	-	-	-	-
Spring into Action	-	-	-	255	43	213	-	-	-
Games (Pizza, Sunflowers & Fathers Day)	240	83	157	922	254	668	-	-	-
Easter Fun	2,337	1,226	1,111	1,304	164	1,140	121	171	(25)
Virtual Balloon Race	-	-	-	278	50	228	-	-	-
Autograph Raffle	-	-	-	77	-	77	-	-	-
Family Camping	1,414	1,050	364	-	-	-	-	-	-
Colour Run	1,260	821	439	-	-	-	-	-	-
Happy's Circus	2,240	437	1,803	-	-	-	-	-	-
Sub-Total Events	28,883	12,287	16,596	7,355	2,318	5,037	8,787	1,879	6,908
Other Fundraising:									
Business Donations	-	-	-	590	-	590	-	-	-
Rag2Rag	104	-	104	144	-	144	340	-	340
Cash Sales	203	8	195	-	-	-	759	39	720
Recycling	189	-	189	738	-	738	409	-	409
Theatre tickets	3,947	2,121	1,826	-	-	-	3,648	3,048	599
Your School Lottery	1,042	-	1,042	969	-	969	-	-	-
Class Fundraising - Xmas Cards	565	-	565	508	-	508	554	15	539
Donations - Barneys match funding	-	-	-	-	-	-	-	-	-
Easyfundraising	32	-	32	17	-	17	16	-	16
Amazon Smile	324	-	324	289	-	289	65	-	65
Stampastic	9	-	9	3	-	3	-	-	-
Lockdown Class Photos (2020)	-	-	-	-	-	-	516	-	516
Uniform Sale	624	-	624	713	-	713	880	-	880
Meal and Quiz	-	-	-	-	-	-	-	-	-
Other Donations	-	240	(240)	-	-	-	-	-	-
Sub-Total Other Fundraising	7,855	2,375	5,480	4,431	-	4,431	7,204	3,182	4,182
TOTAL FUNDRAISING	36,738	14,662	22,076	11,786	2,318	9,468	15,991	4,861	11,010

Analysis continues on next page...

OTHER RECEIPTS & OVERHEAD / ASSET PAYMENTS									
	2020/21			2021/22			2019/20		
	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £
Miscellaneous Receipts									
Misc & Prior yr event related receipts	-	-	-	3	-	3	258	-	258
Parent donations	215	-	215	259	-	259	401	-	401
Sale of stock	-	-	-	-	-	-	-	-	-
Dynamic Cassette Recycling	-	-	-	-	-	-	-	-	-
Sub-Total Misc. Receipts	215	-	215	262	-	262	659	-	659
Overhead & Asset Payments									
Schools, Copying & Meeting Other costs	-	-	-	-	-	-	-	-	-
Misc Payments, incl. prior year events	264	-	(264)	58	-	(58)	233	-	(233)
Licences, Membership and Insurance	250	-	(250)	233	-	(233)	227	-	(227)
Admin Expenses	252	-	(252)	-	-	-	-	-	-
Stock Purchases, less income to Events	-	-	-	-	-	-	-	-	-
PFA Equipment	1,123	-	(1,123)	4	-	(4)	238	-	(238)
Annual General Meeting	-	-	-	14	-	(14)	37	-	(27)
Assets Written Off	-	-	-	-	-	-	-	-	-
Prepayments & accrued income	-	-	-	-	-	-	(300)	-	300
Sub-Total Overhead & Asset Payments	-	1,889	(1,889)	-	387	(387)	-	434	(434)
TOTAL OTHER	215	1,889	(1,674)	262	387	(125)	659	434	226

	2020/21			2021/22			2019/20		
	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £
GRAND TOTALS - Before Donations	38,234	16,551	21,683	12,838	2,625	10,213	16,650	5,414	11,236

Unrestricted

ANALYSIS OF CHARITABLE DONATIONS						
	2021/22		2020/21		2019/20	
	Payments	Surplus / (Deficit)	Payments	Surplus / (Deficit)	Payments	Surplus / (Deficit)
	£	£	£	£	£	£
EMMELL LOWER SCHOOL						
Oxford Reading Books	-	-	-	-	1,000	(1,000)
Recycling Bin	-	-	-	-	400	(400)
Distributer	-	-	-	-	300	(300)
First Aid Training Equipment	-	-	834	(834)	-	-
Play equipment	-	-	-	-	-	-
School Trip coach contributions	-	-	-	-	-	-
Christmas Crackers	-	-	57	(57)	-	-
Math and English outdoor sets	-	-	-	-	6,000	(6,000)
Literary	-	-	-	-	-	-
Wooden enclosure refurb	-	-	-	-	-	-
Sub-total KLS			891	(891)	7,549	(7,549)
EMMELL SCHOOL						
Spots	-	-	-	-	-	-
Outdoor games, equipment and furniture	-	-	-	-	5,820	(5,820)
Recycling bin	-	-	-	-	400	(400)
Distributer	-	-	-	-	300	(300)
Photo/Chrome books	-	-	7,810	(7,810)	-	-
Christmas Crackers	-	-	57	(57)	-	-
Fund Waste Cardium for classrooms	-	-	58	(58)	-	-
Shade + Planning	12,483	(12,483)	-	-	-	-
Sub-total KS	12,483	(12,483)	7,925	(7,925)	6,519	(6,519)
TOTAL DONATIONS	12,483	(12,483)	8,816	(8,816)	14,068	(14,068)

FUNDS CARRIED FORWARD	2021/22	2020/21	2019/20
		£56,334	£43,134

Designation:	2021/22	2020/21	2019/20
KS2	£28,793	£18,871	£18,135
KS3	£19,941	£21,802	£24,762
Fund	£7,599	£1,500	£1,500
Total	£56,334	£43,134	£44,397

LETTON HILLS PRIMARY PARTNERSHIP TRUST 2021/22

Financial Year

Unrestricted