

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 2023

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Independent Examiner's Report on the Accounts for the Year to 31st August 2023

I report on the accounts of the charity for the year ended 31st August 2023 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: Rhian Duckworth

Date: 01/11/2023

Name: Rhian Duckworth

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

ACCA

Address:

72 Brookwood Farm Drive, Knaphill, GU21 2FW

Appendix 1 - Fundraising Analysis

Knaphill Schools Parent Teacher Association

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For the year ending 31st August 2023

	2022/23			2021/22			2020/21		
	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)
	£	£	£	£	£	£	£	£	£
Events:									
School Disco	1,024	662	362	-	-	-	-	-	-
Christmas Fair / Fundraising	4,503	2,953	1,549	1,975	654	1,311	2,046	545	1,501
Legoland	6,212	4,510	1,702	6,883	4,758	2,125	-	-	-
Vyne Fireworks	-	-	-	-	-	-	-	-	-
Two's Day Muff	-	-	-	238	-	238	-	-	-
Valentines Tuck Shop	-	-	-	470	356	114	-	-	-
Swap shop	-	-	-	-	-	-	-	-	-
Race Night / Quiz Nights	-	-	-	-	-	-	-	-	-
Sponsor 2021	-	-	-	1,796	151	1,645	-	-	-
Knaphill Village Show/ Funday	-	-	-	-	-	-	207	68	139
Surrey Half Marathon (Just Giving)	1,067	-	1,067	3,700	-	3,700	-	-	-
Book Fair	359	40	319	-	-	-	-	-	-
Summer Fair / Fun	7,421	4,573	2,848	6,387	2,662	3,725	2,289	915	1,374
Bingo Night	-	46	(46)	-	-	-	-	-	-
Spring Into Action	-	-	-	-	-	-	255	43	213
Sales (Pizza, Sunflowers & Fathers Day)	187	21	166	249	63	186	902	534	368
Easter Fun	401	600	(199)	2,337	1,226	1,112	1,304	164	1,140
Virtual Balloon Race	-	-	-	-	-	-	276	50	226
Autograph Raffle	-	-	-	-	-	-	77	-	77
Family Camping	1,279	953	325	1,414	1,050	364	-	-	-
Colour Run	2,157	1,274	883	1,292	921	371	-	-	-
Happy's Circus	4,398	5,209	(807)	2,240	437	1,804	-	-	-
Laser Light	-	686	(686)	-	-	-	-	-	-
Sub-total Events	28,987	21,524	7,463	28,983	12,287	16,696	7,355	2,318	5,037
Other Fundraising:									
Business Donations	-	-	-	-	-	-	950	-	950
Bag2School	414	-	414	104	-	104	144	-	144
Cake Sales	204	73	131	200	8	192	-	-	-
Recycling	138	-	138	189	-	189	738	-	738
Theatre tickets	2,908	-	2,908	3,947	2,121	1,826	-	-	-
Your School Lottery	597	-	597	1,042	-	1,042	989	-	989
Class Fundraising - Xmas Cards	344	-	344	565	-	565	568	-	568
Donations - Barclays match funding	-	-	-	-	-	-	-	-	-
Easyfundraising	-	-	-	32	-	32	17	-	17
Amazon Smile	390	-	390	324	-	324	299	-	299
Stampastic	-	-	-	9	-	9	3	-	3
Lockdown Class Photos (2020)	-	-	-	-	-	-	-	-	-
Uniform Sale	613	-	613	624	-	624	713	-	713
Sponsorship	250	-	250	-	-	-	-	-	-
Other Donations	-	-	-	-	246	(246)	-	-	-
Sub-total Other Fundraising	5,858	73	5,785	7,035	2,375	4,660	4,421	-	4,421
TOTAL FUNDRAISING	34,845	21,598	13,247	36,018	14,662	21,356	11,776	2,318	9,458

Analysis continues on next page....

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Receipts & Payments for the Year Ended 31 August 2023

For the year ending 31st August 2023

	2022/23		2021/22
	£		£
	GENERAL FUND	RESTRICTED FUNDS	ALL FUNDS
		Knaphill Lower School (PLS)	Knaphill School (KS)
Receipts			
Events			
Surrey Half Marathon (Just Giving)	1,067		3,700
Christmas Fair	4,503		1,975
Legoland	6,212		6,883
Two's Day Muffi	-		238
Valentines Tuck Shop	-		470
Autograph Raffle	-		-
Autumn Joint Disco	-		-
Easter Fun	401		2,337
Disco 2023	1,024		-
Book Fair	359		1,796
Sponsorship	250		-
Bingo / Quiz Night	-		-
Summer Fun	7,421		6,387
Sales (Pizze, Sunflowers, Fathers Day)	167		249
Family Camping	1,279		1,414
Colour Run	2,157		1,292
Happy's Circus	4,398		2,240
Fathers Day	-		-
Other Fundraising Activities & Donations			
Business Donations	-		-
Bag2School	414		104
Cake Sales	204		200
Recycling	138		189
Theatre tickets	2,908		3,947
Your School Lottery	597		1,042
Class Fundraising - Xmas Cards	344		565
Donations - Barclays match funding	-		-
Easyfundraising	-		32
Amazon Smile	390		324
Stampastic	-		9
Lockdown Class Photos 2020	-		-
Uniform Sale	613		624
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	34,845	-	36,018
Miscellaneous Receipts			
Misc. & Prior year event related receipts	-		215
Parent donations	101		-
Sale of stock	-		-
Swap Shop	-		-
TOTAL RECEIPTS	34,946	-	36,234
Payments			
Direct Fundraising Payments			
Events	21,524		12,287
Other Fundraising Activities	73		2,375
Overhead & Asset Payments			
Schools - Copying & Meeting CTaker costs	-		-
Misc Payments, incl. prior year events	204		264
Licences, Membership and Insurance	271		250
Admin Expenses	188		252
Stock Purchases	-		-
PTA Equipment	12		1,123
Annual General Meeting	-		-
CRB checks	-		-
Prepayments & accrued income 2019/2020	-		-
Charitable Payments (Donations to Schools)			
Knaphill Lower School	7,072	1,850	-
Knaphill School	18,956		12,483
TOTAL PAYMENTS	48,301	1,850	29,034
Net of Receipts/(Payments)	(13,355)	(1,850)	7,200
Funds Brought Forward 01 Sep	50,334		43,134
Funds Carried Forward 31 Aug	36,979	(1,850)	50,334
Net funds generated during the year (costs exclude stock):	12,673	-	19,683
Receipts vs Cost Ratio (excludes donations to schools & stock):		1.6	2.2

Knaphill Schools Parent Teacher Association

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Statement of Assets and Liabilities for the Year Ended 31 August 2023

	2022/23	2021/22
	£	£
Monetary Assets		
(Unrestricted, although Designated as shown on the Charitable Donations Report)		
Current Accounts	35,129	50,334
Deposit Account	-	-
Petty Cash	-	-
	35,129	50,334
Total Monetary Assets		
Non-Monetary Assets Retained for PTA use		
Prepayments & accrued income	-	1,924
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)	-	-
JCB Powermaster Extension Lead (June 11)	33	33
Hot Water Boilers x2 (June 11)	30	30
Hot water Um (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	-	-
Panini Toaster x 2 (Nov 19)	40	40
Swing Bin for Ink Jet Recycling (In Sainsbury's)	-	-
SumUp Payment Card Reader x 2	46	46
Sum Up Card Machine with Docking Station (Nov 21)	23	23
Alcatel 1066 Mobile for use as First Aid Phone (Nov 21)	14	14
6 Pocket Money Belt (Feb 22)	15	15
Candyfloss Machine (May 22)	165	165
Rounders Set (May 22)	9	9
Badminton Set (May 22)	15	15
Giant 4 in a Row (May 22)	24	24
Giant Draughts and Chess (May 22)	8	8
Tug of War Rope (May 22)	23	23
Giant Tumbling Tower Wooden Blocks (May 22)	54	54
2 x Gazebo Weights 4 Pack (May 22)	64	64
2 x Heavy Duty Pop Up Gazebo 3m x 3m (May 22)	260	260
2 x Double Oil Drum Charcoal Barbecue (May 22)	174	174
Fire Extinguisher and Fire Blanket (May 22)	26	26
City Plumbing - Sum Up Card Machine x 2 (May 22)	100	100
Easel (Jun 22)	10	10
2 x 50m Extension Lead (Jun 22)	119	119
A4 Tabletop Board (Jun 22)	9	9
Frying Pan (Jul 22)	12	12
Hostess Trolley	-	-
Texas Nimbus 6 burner gas BBQ	150	-
Butane 13kg gas for BBQ	54	-
	4,771	6,491
Total Non-Monetary Assets Retained for PTA use		
Liabilities		
	-	-
	-	-
	-	-
Total Liabilities	-	-

6 November

These Accounts were presented at the Association's AGM on ~~19 October~~ 2023, and were signed on behalf of the Trustees by:

Chair - NATALIE BLACK
Date: 09/10/23

Treasurer - ELIZABETH BROWN
Date: 09/10/23

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NOTES TO THE ACCOUNTS, 2022-23:

- 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 2 - Analysis of Charitable Donations

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For the year ending 31st August 2023

Funds Available 2021-22

Comments

	£ KLS	£ KS	£ Operating Float	£ Total	
Brought Forward from last year	19,951	21,683	1,500	43,134	
Income / (deficit) from current year activities	9,841	9,841		19,683	
Sub-total available funds	29,793	31,524	1,500	62,817	
Donated to schools during the year	-	12,483		12,483	
Funds carried forward at period end	29,793	19,041	1,500	50,334	Total = Bank & Cash Balances

Funds Available 2022-23

Comments

	£ KLS	£ KS	£ Operating Float	£ Total	
Brought Forward from last year	29,793	19,041	1,500	50,334	
Income / (deficit) from current year activities	6,337	6,337		12,673	
Sub-total available funds	36,129	25,378	1,500	63,007	
Donated to schools during the current year	8,922	18,956		27,878	
Funds carried forward at period end	27,207	6,422	1,500	35,129	Total = Bank & Cash Balances

Analysis of Donations:

Donations made during 2022-23

£

Lower School

Christmas Crackers	168
Desk Fans	250
Chrome Books	6,241
Christmas Books	308
Fullness Rugs - Year 1	1,035
Books	920

Junior School

Christmas Crackers	90
Chrome Books	7,106
PE Shed	2,675
Desk Fans	250
Directional Signs	1,149
Destination Reader	2,665
Water Fountains	1,740
Year 6 SATS Pizzas	731
Books	2,287
Year 3 Parent Event	264

27,878