

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 For the year ending 31st August 2010

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Independent Examiner's Report on the Accounts for the Year to 31st August 2010

I report on the annual accounts of Knaphill Schools Parent Teacher Association, for the year ended 31st August 2010

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Signed: _____

Date: 21st September 2010

Name: JACQUELINE SPENCER

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

CHARTERED TAX ADVISOR

Address:

146 ALEXANDRA GARDENS

KNAPHILL WOKING SURREY

GU21 2DL

Knaphill Schools Parent Teacher Association

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Receipts & Payments for the Year Ended 31 August 2010

NOTE: Detailed analyses are presented in the Fundraising Analysis & Charitable Payments Reports

	2009/10			2008/09		
	£			£		
	GENERAL FUND	RESTRICTED FUNDS		GENERAL FUND	RESTRICTED FUNDS	
	Knaphill Lower School	Knaphill School		Knaphill Lower School	Knaphill School	
Receipts						
Events						
Autumn Joint Disco	1,096			1,068		
Christmas Fair	5,965			6,791		
Shopping / Pamper Evening	-			-		
KLS Disco, December	-			-		
Valentines Disco	1,144			989		
Mufti Day (Easter)	558			457		
Spring Joint Disco	1,213			1,020		
Summer Fete	5,837			5,776		
Barbeque & Football Tournament	-			1,297		
KLS Leavers's Disco	585			589		
Other Fundraising Activities & Donations						
Football Training	1,257			1,074		
Bag2School	477			551		
Cake Sales	968			754		
Theatre tickets	1,435			1,830		
Silent Auction	-			348		
Football Prizes Auction	-			830		
Organised Meals	95			-		
Easyfundraising	61			120		
Yellow Moon	85			91		
Donations from Local Businesses	-			150		
100 Club - account closure	-			-		
Summer Term Swimming	-			-		
CAF GAYE chqs	250			-		
Other Donations	-			-		
Restricted Fundraising:						
Knaphill Lower School						
Readathon		1,554			2,164	
Nursery & Reception Subs		795			-	
Gift Aid Tax reclaimed		-			406	
Knaphill School						
Sponsored Dance Day			447			-
Gift Aid Tax reclaimed			-			-
Sub-total Fundraising Receipts	21,025	2,349	447	23,735	2,570	-
Miscellaneous Receipts						
Miscellaneous & Prior year event related receipts	-			165		
Bank Account Interest	35			39		
TOTAL RECEIPTS	21,061	2,349	447	23,939	2,570	-
Payments						
Events	3,903			5,115		
Other Fundraising Activities	1,397			1,802		
Overhead Payments:						
Schools - Copying & Meeting Caretaker costs	154			300		
Miscellaneous Payments, incl. prior year events	115			437		
Licences, Membership and Insurance	123			120		
Annual General Meeting, at the start of the year	29			141		
CRB checks - VT admin fees	12			36		
Stock and Asset Purchases:						
Stock Purchases, less issues to Events	(133)			432		
PTA Equipment	-			155		
Charitable Payments (Donations to Schools)						
Knaphill Lower School	6,821	2,359		7,484	2,570	
Knaphill School	5,592		447	9,025		
TOTAL PAYMENTS	18,013	2,359	447	25,047	2,570	-
Net of Receipts/(Payments)	3,048	(10)	-	(1,108)	-	-
Funds Brought Forward 01 Sep	10,132	-	-	11,240	-	-
Funds Carried Forward 31 Aug	13,180	(10)	-	10,132	-	-
Net funds generated (costs exclude stock):	15,327	2,349	447	15,833	2,570	-

Knaphill Schools Parent Teacher Association

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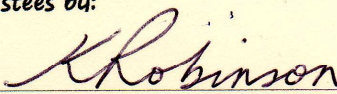
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Statement of Assets and Liabilities for the Year Ended 31 August 2010

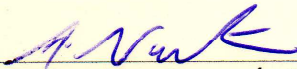
	<u>2009/10</u>	<u>2008/09</u>
	£	£
<u>Monetary Assets</u>		
Current Accounts	9,118	8,609
Deposit Account	4,045	1,516
100 Club Account		-
Petty Cash	7	7
Total Monetary Assets	<u>13,170</u>	<u>10,132</u>
<u>Non-Monetary Assets Retained for PTA use</u>		
Stock	299	432
Metal Expanda-Store Sheds x 2 & Shelving	1,955	1,955
Chest Freezer	211	211
BBQs x 2	160	160
Gazebos x 3	36	36
Gas Burners x 2	26	26
Samba Mini-Soccer Goals x 2	128	128
1 large, 2 small Gazebos (June 09)	116	116
40m Extn Lead (June 09)	39	39
Total Non-Monetary Assets Retained for PTA use	<u>3,074</u>	<u>3,207</u>
<u>Liabilities</u>		
Summer Term Knaphill School Charges - Copying & Caretaker	52	149
Total Liabilities	<u>52</u>	<u>149</u>

These Accounts were presented at the Association's AGM on 21st September 2010, and were signed on behalf of the

Trustees by:


Chair - Mrs Katy Robinson

Date: 21st September 2010


Treasurer - Mrs Amanda Newton

Date: 21st September 2010

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NOTES TO THE ACCOUNTS, 2009-10:

- 1 The PTA is a registered charity and as such is governed by the Charities Act 1993 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 Two 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

Knaphill Schools Parent Teacher Association

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DETAILED FUNDRAISING ANALYSIS, Year Ended 31 August 2010

	2009/10			2008/09		
	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £
<u>Events, in Chronological Order:</u>						
Autumn Joint Disco	1,096	203	893	1,068	288	780
Christmas Fair	5,965	1,282	4,683	6,791	1,644	5,147
KLS Disco, December	-	-	-	-	-	-
Valentines Disco	1,144	232	912	989	266	723
Mufti Day (Easter)	558	558	-	457	-	457
Spring Joint Disco	1,213	226	987	1,020	269	750
Summer Fete	5,837	1,218	4,619	5,776	1,523	4,253
Barbeque & Football Tournament	-	-	-	1,297	929	368
KLS Leaver's Disco	585	185	400	589	195	394
Sub-total Events	16,397	3,903	12,494	17,987	5,115	12,872
<u>Other Fundraising:</u>						
Football Training	1,257	60	1,197	1,074	136	938
Bag2School	477	-	477	551	-	551
Cake Sales	968	-	968	754	-	754
Theatre tickets	1,435	1,338	98	1,830	1,666	164
Silent Auction	-	-	-	348	-	348
Football Prizes Auction	-	-	-	830	-	830
Organised Meals	95	-	95	-	-	-
Easyfundraising	61	-	61	120	-	120
Yellow Moon	85	-	85	91	-	91
Local Businesses	-	-	-	150	-	150
CAF GAYE cheques	250	-	250	-	-	-
Other Donations	-	-	-	-	-	-
<u>Restricted Fundraising:</u>						
<u>Knaphill Lower School</u>						
Readathon	1,554	-	1,554	2,164	-	2,164
Nursery & Reception Subs	795	-	795	-	-	-
Gift Aid on Readathon proceeds	-	-	-	406	-	406
Gift Aid on Nursery & Reception Subs	-	-	-	-	-	-
<u>Knaphill School</u>						
Sponsored Dance Day	447	-	447	-	-	-
Gift Aid on Spons Dance Proceeds	-	-	-	-	-	-
Sub-total Other & Restricted Fraising	7,424	1,397	6,027	8,318	1,802	6,516
TOTAL FUNDRAISING	23,821	5,301	18,520	26,305	6,917	19,388

Appendix 2 - Analysis of Charitable Donations

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ANALYSIS OF CHARITABLE DONATIONS DURING THE YEAR ENDED 31st AUGUST 2010

	2009/10	2008/09
	£	£
<u>KNAPHILL LOWER SCHOOL (KLS)</u>		
Resources for classes at Christmas	660	660
Astro Turf		
Year 2 Canopy	6,161	
Reception play area and equipment		6,824
Nursery / Reception voluntary donations	795	
Readathon proceeds purchases	1,564	2,570
Sub-total KLS	9,180	10,054
<u>KNAPHILL SCHOOL (KS)</u>		
Swimming Pool:		
Pool WC conversion		4,298
Replacement of damaged dosing pump & heating elements		671
Pool electricity costs, one year in arrears	5,367	3,505
Repairs to pool	224	542
Mini-bus		9
Sponsored Event	447	
Sub-total KS	6,038	9,025
TOTAL DONATIONS	15,218	19,079

FUNDS CARRIED FORWARD

2009/10

£13,170

Designation:

KLS	£7,060
KS	£4,609
Float	£1,500
Total	£13,170

2008/09

£10,132

Designation:

KLS	£6,161
KS	£2,471
Float	£1,500
Total	£10,132