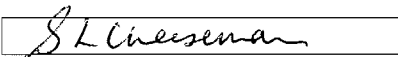


# Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees/members of	Charity Name Honeywell Schools PTFA		
On accounts for the year ended	3 1 0 7 1 4	Charity no (if any)	1 0 8 7 9 5 0
Set out on pages	1-4 (remember to include the page numbers of additional sheets)		
<b>Respective responsibilities of trustees and examiner</b>	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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to: <ul style="list-style-type: none"> <li>• examine the accounts under section 145 of the Charities Act,</li> <li>• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and</li> <li>• to state whether particular matters have come to my attention.</li> </ul>		
<b>Basis of independent examiner's statement</b>	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.		
<b>Independent examiner's statement</b>	In connection with my examination, no matter has come to my attention (other than that disclosed below*): <ol style="list-style-type: none"> <li>(1) which gives me reasonable cause to believe that in, any material respect, the requirements:                             <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 130 of the Charities Act;</li> <li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li> </ul> </li> <li>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol> * Please delete the words in the brackets if they do not apply.		
Signed			Date 20/5/2015
Name	S L CHEESEMAN (NE PRAPWELL)		
Relevant professional qualification(s) or body (if any)	INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES		
Address	52 KYRLE ROAD LONDON SW11 6BA		

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose

Honeywell Schools PTFA Statement of Financial Activity for the years ended respectively 31 July 2014 and 31 July 2013

	Current year to 31 July 2014			Current year to 31 July 2014		
	Unrestricted Funds			Restricted Funds		
	Income	Expenditure	Profit	Income	Expenditure	Profit
	£	£	£	£	£	£
<b>Activities for generating funds</b>						
Summer fete	13,362	5,765	7,597			0
Christmas shopping evening	2,106	597	1,509			0
Christmas bazaar	8,566	2,249	6,317			0
Christmas trees sale	3,816	2,507	1,309			0
Cinema nights	0	0	0			0
Car boot sale	384	0	384			0
Quiz night	3,985	1,318	2,667			0
Years 5 & 6 quiz	100	62	38			0
Promises Auction	0	0	0			0
Children's disco	1,144	707	437			0
Cake sales	3,685	755	2,930			0
Christmas card project	5,912	4,809	1,103			0
Christmas wreaths	0	0	0			0
Online shopping commission	685	0	685			0
Swishing evening	0	0	0			0
Book swapping, sales evenings	1,327	151	1,176			0
Merchandise project	5,149	1,939	3,210			0
Field and Flower	6,403	5,860	543			0
Abel and Cole	7,479	5,718	1,761			0
Cinema afternoon	400	0	400			0
Honeywell gear	2,295	1,431	864			0
Scooter & bike sale	1,309	151	1,158			0
Recycled goods	785	0	785			0
Other	739	184	555			0
<b>Total activities for generating funds</b>	<b>69,631</b>	<b>34,203</b>	<b>35,428</b>			0
<b>Fundraising - Voluntary income</b>						
Gift aid - restricted	0	0	0	0	0	0
School crossing patrol	0	0	0	0	8,071	(8,071)
Sponsorship - restricted	0	0	0	5,000	0	5,000
Sponsorship- unrestricted	3,395	0	3,395	0	0	0
<b>Total voluntary income</b>	<b>3,395</b>	<b>0</b>	<b>3,395</b>	<b>5,000</b>	<b>8,071</b>	<b>(3,071)</b>
<b>PTFA Charitable activities - Other</b>						
Sting	35	0	35			0
Leavers' party and play	1,362	1,525	(163)			0
Leavers' hoodies	1,095	943	152			0
Year 6 year book	0	1,058	(1,058)			0
Life at School	0	407	(407)			0
Friends of Bella	351	0	351			0
UNICEF appeal	349	0	349			0
<b>Total PTFA other charitable activities</b>	<b>3,192</b>	<b>3,933</b>	<b>(741)</b>			0
<b>Total fundraising &amp; charitable activities</b>	<b>76,218</b>	<b>38,136</b>	<b>38,082</b>	<b>5,000</b>	<b>8,071</b>	<b>(3,071)</b>
<b>General expenses</b>						
Stationery	0	211	(211)			0
Depreciation	0	283	(283)			0
Purchases for PTFA events	0	1,237	(1,237)			0
Gifts	0	308	(308)			0
NCPTA membership	0	107	(107)			0
Other	0	0	0			0
<b>Total General Expenses</b>	<b>0</b>	<b>2,146</b>	<b>(2,146)</b>			0
<b>Funds donated to other charities</b>	<b>0</b>	<b>700</b>	<b>(700)</b>			0
<b>Donations to schools</b>						
Funds donated to schools	0	36,000	(36,000)			0
Donations of goods and services	0	0	0			0
<b>Total donations to schools</b>	<b>0</b>	<b>36,000</b>	<b>(36,000)</b>			0
<b>Surplus/Deficit for the year</b>	<b>76,218</b>	<b>76,982</b>	<b>(764)</b>	<b>5,000</b>	<b>8,071</b>	<b>(3,071)</b>

*Archie*  
21.5.15

Honeywell Schools PTFA Statement of Financial Activity for the years ended respectively 31 July 2014 and 31 July 2013

	Current year to 31 July 2014			Prior year to 31 July 2013		
	Income £	Expenditure £	Profit £	Income £	Expenditure £	Profit £
<b>Activities for generating funds</b>						
Summer fete	13,362	5,765	7,597	14,622	7,179	7,443
Christmas shopping evening	2,106	597	1,509	2,151	951	1,200
Christmas bazaar	8,566	2,249	6,317	9,339	2,883	6,456
Christmas trees sale	3,816	2,507	1,309	4,378	2,866	1,512
Cinema nights	0	0	0	850	579	271
Car boot sale	384	0	384	583	32	551
Quiz night	3,985	1,318	2,667	4,626	1,592	3,034
Years 5 & 6 quiz	100	62	38	117	64	53
Promises Auction	0	0	0	25,575	5,553	20,022
Children's disco	1,144	707	437	1,135	569	566
Cake sales	3,685	755	2,930	1,878	324	1,554
Christmas card project	5,912	4,809	1,103	5,922	4,880	1,042
Christmas wreaths	0	0	0	1,387	640	747
Online shopping commission	685	0	685	1,013	0	1,013
Swishing evening	0	0	0	340	21	319
Book swapping, sales evenings	1,327	151	1,176	460	0	460
Merchandise project	5,149	1,939	3,210	2,565	1,376	1,189
Field and Flower	6,403	5,860	543	7,093	6,647	446
Abel and Cole	7,479	5,718	1,761	9,278	6,889	2,389
Cinema afternoon	400	0	400	710	105	605
Honeywell gear	2,295	1,431	864	2,224	1,807	417
Scooter & bike sale	1,309	151	1,158	0	0	0
Recycled goods	785	0	785	0	0	0
Other	739	184	555	2,012	106	1,906
<b>Total activities for generating funds</b>	<b>69,631</b>	<b>34,203</b>	<b>35,428</b>	<b>98,258</b>	<b>45,063</b>	<b>53,195</b>
<b>Fundraising - Voluntary Income</b>						
Gift aid - unrestricted	0	0	0	0	180	(180)
School crossing patrol	0	8,071	(8,071)	9,767	1,043	8,724
Sponsorship - restricted	5,000	0	5,000	0	0	0
Sponsorship- unrestricted	3,395	0	3,395	3,035	0	3,035
<b>Total voluntary income</b>	<b>8,395</b>	<b>8,071</b>	<b>324</b>	<b>12,802</b>	<b>1,223</b>	<b>11,579</b>
<b>PTFA Charitable activities - Other</b>						
Sting	35	0	35	90	400	(310)
Leavers' party and play	1,362	1,525	(163)	999	919	80
Leavers' hoodies	1,095	943	152	997	943	54
Year 6 year book	0	1,058	(1,058)	0	900	(900)
Life at School	0	407	(407)	0	128	(128)
Friends of Bella and Elsie	351	0	351	260	0	260
UNICEF appeal	349	0	349	0	0	0
<b>Total PTFA other charitable activities</b>	<b>3,192</b>	<b>3,933</b>	<b>(741)</b>	<b>2,346</b>	<b>3,290</b>	<b>(944)</b>
<b>Total fundraising &amp; charitable activities</b>	<b>81,218</b>	<b>46,207</b>	<b>35,011</b>	<b>113,406</b>	<b>49,576</b>	<b>63,830</b>
<b>General expenses</b>						
Stationery	0	211	(211)	0	369	(369)
Depreciation	0	283	(283)	0	463	(463)
Purchases for PTFA events	0	1,237	(1,237)	0	1,062	(1,062)
Gifts	0	308	(308)	0	613	(613)
NCPTA membership	0	107	(107)	0	107	(107)
Other	0	0	0	0	20	(20)
<b>Total General Expenses</b>	<b>0</b>	<b>2,146</b>	<b>(2,146)</b>	<b>0</b>	<b>2,634</b>	<b>(2,634)</b>
<b>Funds donated to other charities</b>	<b>0</b>	<b>700</b>	<b>(700)</b>	<b>0</b>	<b>310</b>	<b>(310)</b>
<b>Donations to schools</b>						
Funds donated to schools	0	36,000	(36,000)	0	55,312	(55,312)
Donations of goods and services	0	0	0	0	135	(135)
<b>Total donations to schools</b>	<b>0</b>	<b>36,000</b>	<b>(36,000)</b>	<b>0</b>	<b>55,447</b>	<b>(55,447)</b>
<b>Surplus/Deficit for the year</b>	<b>81,218</b>	<b>85,053</b>	<b>(3,835)</b>	<b>113,406</b>	<b>107,967</b>	<b>5,439</b>

*Ante*  
21.5.15.

## Honeywell schools PTFA Balance Sheet as at 31 July 2014

	31.7.14 £	31.7.13 £
Fixed Assets	293	576
Stock	198	275
	<u>491</u>	<u>851</u>
Receivables	584	355
Cash	6,682	51,437
Receivables SCP restricted	0	1,187
Cash SCP restricted	10,013	8,581
<b>Total current assets</b>	<u>17,279</u>	<u>61,560</u>
Liabilities	200	44,319
Liabilities -SCP restricted	4,357	1,044
<b>Total current liabilities</b>	<u>4,557</u>	<u>45,363</u>
<b>TOTAL NET ASSETS</b>	<u>13,213</u>	<u>17,048</u>
 <b>FUNDS</b>		
<b>Unrestricted</b>		
Prior years	8,324	11,609
Current year	(764)	(3,285)
	<u>7,560</u>	<u>8,324</u>
<b>Restricted</b>		
Prior years	8,724	0
Current year	(3,071)	8,724
	<u>5,653</u>	<u>8,724</u>
<b>TOTAL FUNDS</b>	<u>13,213</u>	<u>17,048</u>

**Honeywell Schools PTFA Notes to the Financial Statements for the year ended 31 July 2014**

**Note 1: Accounting Policies**

**Basis of Accounting**

The financial statements have been prepared in accordance with applicable UK Accounting Standards. The Statement of Recommended Practice "Accounting and Reporting by Charities", issued in March 2005 (SORP 2005) and the Companies Act 2006. There has been no change in accounting policies since last year.

**Cash Flow Statement**

The Trustees have taken advantage of the exemption in Financial Reporting Standard no 1(revised) from including a cash flow statement in the financial statements as the charity is small.

**Fixed Assets and Depreciation**

Fixed assets are recorded at cost. Items over £50 are capitalised. Depreciation for computer and electronics and furniture and fittings is calculated on a linear basis over 5 years.

**Stocks**

Stocks are valued at the lower of cost and realisable value. Profits on the sale of merchandise are calculated and recorded under the FIFO method.

**Fund Accounting**

**Unrestricted Funds:** The Charity's Unrestricted Fund consists of funds which the charity will use to fulfil its general charitable objectives.

**Restricted Funds:** These are funds that can only be used for particular restricted purposes within the objectives of the Charity. Restrictions arise when specified by the donor.

**Income and Expenditure**

All income and expenditure are accounted for on an accrual basis.

<b>Note 2: Fixed Assets</b>	Computers, electronics £	Furniture, fittings £	Total £
Opening balance			
1.8.13	1325	990	2315
Additions	0	0	0
Disposals	0	0	0
Closing balance 31.7.14	<u>1325</u>	<u>990</u>	<u>2315</u>
Depreciation at 1.8.13	767	972	1739
Current year depreciation	265	18	283
Accumulated depreciation 31.7.14	<u>1032</u>	<u>990</u>	<u>2022</u>
Net book value at 31.7.14	<u>293</u>	<u>0</u>	<u>293</u>
Net book value at 1.8.13	<u>558</u>	<u>18</u>	<u>576</u>

**Note 3: Stock:** £198 stock held at 31.7.14 relates to Honeywell Gear (optional school clothing)

**Note 4: Receivables:** Receivables of £584 at 31.7.14 are trade debtors.

**Note 5: Liabilities:** Liabilities at 31.7.14 are as follows:

	2014 £	2013 £
Trade creditors	200	5,319
Honeywell schools	-	39,000
Wandsworth council for SCP	<u>4,357</u>	<u>1,044</u>
	<u>4,557</u>	<u>45,363</u>

**Note 6: Funds donated to school**

During the year ended 31 July 2014, the PTFA donated £36,000 to the school, split equally between the Infant and Junior Schools.

**Note 7: Trustees expenses**

No expenses were paid to the Trustees during the year ended 31 July 2014.

**Note 8: Related parties**


Amounts to related parties were £63 for the year ended 31 July 2014 (£43 for the year ended 31 July 2013) and are included in 'Gifts' under the General Expenses Heading.

**Note 9: Restricted funds**

In 2013, the schools advised the PTFA that as a result of local government cuts it would no longer be possible to fund the two School Crossing Patrols. The PTFA undertook a fundraising campaign to raise funds specifically for the funding of two School Crossing Patrols. In the year ended 31 July 2013, £8,581 was raised in donations from parents and a further £1,186 was claimed in Gift Aid on qualifying donations. During the year ended 31 July 2014, a local estate agent donated £5000 to part sponsor the School Crossing Patrol. The expenditure of £8,071 relates to the funding for the year of the two Crossing Patrols.

**Note 10: Trustees' Annual Report**

The Trustees' Annual report gives additional information on the donations made by the Charity and can be viewed on the Charity's website [www.honeywell-ptfa.org.uk](http://www.honeywell-ptfa.org.uk).

  
21.5.15.

**Honeywell Schools Parent Teacher and Friends Association Trustees Annual Report  
Year ended 31<sup>st</sup> July 2014**

**Registered Charity Number – 1087950**

**Registered address:**

Honeywell Schools PTFA  
Honeywell Junior & Infant School  
Honeywell Road  
London  
SW11 6EF

**Trustees**

*During 2014/2015*

**Jennie Appleby** (Co-Chair)

*Appointed at AGM on 24<sup>th</sup> September 2014*

**Mary Max** (Co-Chair)

*Appointed at AGM on 1<sup>st</sup> October 2013*

**Susi Dunn** (Treasurer)

*Appointed at PTFA Meeting on 1<sup>st</sup> May 2013*

**Fiona Stockings** (Secretary)

*Appointed at AGM on 24<sup>th</sup> September 2014*

*Resigned at PTFA Meeting on 29<sup>th</sup> April 2015*

*During 2013/14:*

**Mary Max** (Co-Chair)

*Appointed at AGM on 1<sup>st</sup> October 2013*

**Justine Aspey-Gay** (Co-Chair)

*Resigned at AGM on 24<sup>th</sup> September 2014*

**Susi Dunn** (Treasurer)

*Appointed at PTFA meeting on 1<sup>st</sup> May 2013*

**Sharon Careless** (Secretary)

*Resigned at AGM on 24<sup>th</sup> September 2014*

**Aims**

The two main aims of the PTFA are as follows:

- To raise funds to enhance the facilities of Honeywell Infant School and Honeywell Junior School ("the Schools").
- To encourage and facilitate social activity between parents, carers, friends, teachers and pupils.

**Governance**

The PTFA operates according to a Constitution. Each September an AGM is held where new officers and trustees are appointed. If there is more than one candidate for any given post, an election will take place at the AGM. Twice each term (i.e. 6 times per year) a meeting is held to discuss and agree the activities of the PTFA. This is primarily intended for Class Representatives and the Head Teachers of the Schools, but any member of the PTFA is welcome to attend. All parents automatically become members of the PTFA when their children join either of the Schools.

**Reserves**

The PTFA aims to transfer all profits to the Schools. According to its reserves policy, £5,000 is retained at the end of the year to finance the running of the PTFA during the first term of the following academic year. The PTFA also have monies held in a Special Projects Account, which has been specifically designated to fund the School Crossing Patrol. For this, it aims to keep a reserve of approximately £1,500 to allow for any shortfalls.

**Events / Activities during the year ended 31<sup>st</sup> July 2014**

The PTFA continued to thrive again this year, working hard to produce an amazing selection of fantastic social and fundraising events. The associated accounts detail the revenue and profit of these.

As in previous years the main annual school fundraisers in 2013/14 were again the Christmas Bazaar, the Summer Fete and the School Quiz.

The PTFA encourages each class to organise a fundraising event during the academic year and a number of new fundraisers have been introduced this year. One class held a very successful Bike and Scooter Sale, as well as providing bike maintenance and guidance on road safety. Another two new events were Bags to School, a recycling scheme for unwanted clothing, and Recycled, a recycling scheme for old electronic goods; these appear under Recycled goods in the accounts.



21.5.15.

Merchandise sales have increased in 2013/14 with the inclusion of two new fundraisers, the Honeywell Tote Bag and the Honeywell Calendar. These are in addition to the already successful Honeywell Tea Towels which all appear under the Merchandise Project in the accounts.

Book swapping and sales evenings profits have also increased, with the addition of successful class fundraisers such as a Stella and Dot Jewellery Evening, a Cocktail Evening, a Class Social Evening and a Curry Night. "Other" fundraisers included a class photo-book and a mother's homemade crafts and t-shirt stall.

Cake Sale revenues increased in 2013/14 because it includes other class food fundraising events such as the Year 6's Krispy Kreme sales, a playground pancake sale, an ice cream sale, with all ice cream being donated by a local retailer, and the home-made refreshments sold at the Car Boot sale.

Other successful annual fundraisers continue to be the Christmas Shopping Evening, the Christmas Card Project, the Christmas Tree Sale, the Children's Christmas Discos, the Car Boot sale, the Honeywell Gear sales, the weekly fruit and vegetable scheme with Abel and Cole and the fortnightly meat scheme with Field and Flower. The PTFA also receives an on-line shopping commission for purchases made by parents via "The Giving Machine" website.

The PTFA organise a bi-annual Promises Auction with the last one being held in the academic year 2012/13, therefore no revenue is shown for this event in 2013/14 significantly reducing the overall profit for the year.

#### **Additional Items**

One of the key aims of the PTFA is to make a broader contribution to "Life at School" and this is done by supporting such events as the Bug Busting fortnight, Walk to School week, providing crackers for the children's Christmas lunch and ice-lollies after the SATs. It assists with the publication of the school magazine "Sting" and ensures that all Year 6 children leaving the school have a happy send off, marked by a Leavers BBQ and a yearbook to remember their time at Honeywell. All these events are supported by the PTFA's fundraising efforts and are shown under PTFA charitable activities in the accounts.

The PTFA supported two charities this year with funds being raised through cake sales. All the takings were donated directly to Unicef's Haiyan Typhoon Appeal in The Philippines and Children with Cancer UK in memory of a former Honeywell pupil.

The PTFA is fortunate to have had the support of a number of local businesses who generously supported events such as the Christmas Bazaar, the Summer Fete and the printing costs of "Sting" magazine. These funds are shown as Sponsorship-Unrestricted in the accounts.

#### **The School Crossing Patrol (SCP)**

The SCP continues to run smoothly and is fully funded up to the end of the Summer Term 2015. The current income to pay for this service is held in our Special Projects Account. It is treated as designated funds and is assigned solely to pay for the SCP. These are not part of the distributable profits to the Schools. Should this service cease to run, all monies will be transferred to the Honeywell Schools PTFA main account.

#### **How the funds raised are distributed**

Each term the PTFA contributes to a School Fund by donating £1,000 to both the Infant and Junior Schools. This money goes towards the cost of school trips, class and year group workshops, gifts and rewards, refreshments, curriculum and club improvements and is spent at the discretion of the Head Teachers in each of the Schools.

The remaining funds raised by the PTFA were split evenly between both Schools. Ideas for how funds should be spent are welcomed from any member of the PTFA. They are debated at the PTFA meetings and agreed with the Head Teachers of the Schools during the year.

The PTFA was able to release a further £30,000 in 2013/214. This year the Junior School choose to use the funds to continue with its on-going improvement of its IT facilities, with the purchase of additional ipads. The Infant School undertook a major refurbishment of the Infant playground and the PTFA funds were an integral part of purchasing the new equipment needed in this project.



21.5.15