

**Report by the Independent Examiner to the Trustees of Honeywell Schools PTFA
Registered Charity Number 1087950**

I report on the accounts of the Honeywell Schools PTFA for the year ended 31 July 2009 which are set out in the attached pages.

Respective responsibilities of the 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), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

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 I do not express an audit opinion on the accounts.

Independent examiners statement


In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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:

Sara Cheeseman ACA

52 Kyrle Road
London
SW11 6BA



28/5/2010.

**Honeywell PTFA Report
August 2008 – July 2009**

SWF 2015

Charity Number – 1087950

Registered address:

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

Trustees:

Rosemarie Quinn (Co-chair)
Fiona White (Co-Chair)
Mark Horley (Treasurer)
Liz Whiteside (Secretary)

Aims/Functions

The two key functions of the PTFA are as follows:

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

Governance

The Charity operates according to a Constitution. Each September an AGM is held where new officers and trustees are sworn in. If there is more than one candidate for any post, an election will take place at the AGM. Twice a term (i.e. 6 times per year) a PTFA meeting is held to discuss and agree the activities of the Charity. This is primarily intended for Class Reps and the Heads, but any member of the PTFA is welcome to join.

Reserves

Generally the Charity aims to transfer all funds raised to the Schools. Minimal reserves are needed for the running of the charity

Events / Activities during 0809

The PTFA members worked hard this year to put on some fantastic social and fundraising events with some impressive amounts raised. The associated accounts give the detail on revenue and profit for each event – a description of each is included here:

- **Christmas Shopping Evening** – this was the first time the event was run. Aimed at parents, it involved local retailers taking stalls in the school. Profits were generated from entrance fee, by charging the stall-holders and from a bar run by the PTFA. The PTFA also sold its own merchandise at this event.
- **Christmas Card Project** – Parents were offered the opportunity of having their children design their Christmas cards. Orders and card designs were collected by the PTFA and sent to printers. As part of this project, 10% of profits raised are donated to the charity "Kids Company"
- **Christmas Trees and Wine Sales** – Another new event. Members of the PTFA took orders from parents for Xmas trees and wine and organised delivery with a local wholesaler.
- **Christmas Bazaar** – The Christmas bazaar is an annual fund raising event where each class is responsible for running a stall. The stalls include a Father Christmas grotto, Christmas cakes & sweets, seasonal plants, lucky dip, Geo rocks and a school merchandise stall. There were about 25 stalls in total. The emphasis is on the children having fun.
- **Children's Discos** – Each year 3 discos are held for 3 different age groups, years 1&2, years 3&4 and years 5&6. These discos are held for fun rather than to raise money and are always very popular with the children.

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- **Parents Quiz Night** – This event is one of the most popular social evenings of the PTFA calendar. Approximately 20 teams of adults took part in the fun evening quiz.
- **Childrens Quiz Night** – The Year 5 and 6 Quiz. Very popular and well attended. The £1 entry fee was given out in prizes to winning teams, so non-profit-making.
- **Burns Night** - A fun night out for parents, friends and teachers involving a Ceilidh and a bar!
- **Promises Auction** – Taking place every other year, this is always the big fund raiser for the charity. Parents, Teachers and Friends donated various "promises" and around 240 attendees bid for lots on the night as well a silent auction and an "e-auction".
- **Bug Busting Fortnight** – Throughout the school year, periods are earmarked where parents and carers are asked to "bug-bust" their children regularly over a period of a fortnight. Bug-busting combs (paid for by the PTFA) are given to children in Nursery & Reception and an information leaflet is distributed to all parents explaining how bug-busting fortnights can help to reduce the incidence of head lice throughout the school. (Recorded as "Better Life at School" in Accounts)
- **Car Boot Sale** – This is another fund raising event that is held annually. Individuals bring a car or small table to the school and sell unwanted goods.
- **Walk to School Week** – This is an annual non- profit making event that is part of an initiative by Wandsworth Council. Children, parents and carers are encouraged to walk to school rather than drive. They are rewarded with a sticker and a length of ribbon which they tie to the school gates. Each day the ribbon is a different colour and the gates look lovely and colourful by the end of the week. No costs or revenue are recorded in the accounts for this event.
- **Summer Fete** – This very popular fund-raising event is held annually and follows the same format as the Christmas Bazaar where each class runs a stall. These are very varied, ranging from food stalls (popcorn, hot dogs, etc) to lucky dip, bouncy castle and spaceball activities. We also attract sponsorship mainly from local businesses at this event. The event made less profit this year vs. prior year. Although it was just as busy, people seemed to spend less on the stalls. We also spent more on decorations and theming of the event.
- **Abel & Cole** – This scheme has continued to be supported by the parents & carers of the school. The organic produce wholesalers donated a percentage of sales to the school as in previous years.
- **Cake Sales** – This year proved to be another very successful year for cake sales which are held a various stages through the year.
- **Publication of Sting** – The school magazine is called Sting & is published each term. This is a very popular publication, with articles of interest to pupils & parents alike. Everyone is welcome to contribute to the magazine and the pupils get great pleasure out of seeing their contributions published.
- **Cookbook** – We continued to sell copies of the cookbook that was put together the previous year. However, we still had a considerable stock of cookbooks which were written off in this year.
- **Merchandise** - We sold various items (aprons, umbrellas, shopping bags, tea towels) with the school logo, at the Bazaar and Fete as well as other suitable occasions. All stock except for the umbrellas was written off in this financial year. Going forward, we will be focussing on tea towels only which always sell well.
- **Optional School Clothing** – the school does not have a compulsory uniform, however the PTFA has provided comfortable /easy-to-wear Honeywell branded clothing for parents that wish to buy them. There have been very few sales this year: in light of this the remaining stock has been written off and the PTFA is revising its approach to providing this service.
- **Year 6 Leavers Party** – the PTFA organised this event with the aim to break even and give the Year 6 children a good send off!
- **Other fundraising events** - Penny for the Guy, Halloween Fancy Dress, Easter Egg hunt

Clubs

The PTFA handed over management of the clubs to the school this year with a permanent member of the admin staff being given this responsibility. Therefore these are not included in PTFA accounts from this year.

How the money was spent

The money raised by the PTFA is split evenly between the Infant and Junior schools and goes to fund various big and small items. Ideas for how to allocate funds can come from any member of the PTFA and are debated at the PTFA meetings and agreed with the Heads.

The major fundraising drive for this year was carpets for the Junior School and a new ICT suite for the Infants for which the PTFA. Each school received £13,000 to contribute towards these improvements. In addition, the PTFA also funded library books, supplies for the school garden (the majority of the work being undertaken by parents), and a Year 6 Leavers Book.

Each term, the PTFA also contributed £500 to a "School Fund" for each school (£3000 in total). This goes towards the cost of school trips, presentations and subsidies and is spent at the Heads' discretion.

The PTFA carried £13.1k surplus into 0910. It was agreed at the AGM in September 2009 (i.e. after year end) that an additional £7.5k will be donated to fund additional ICT equipment and laptops in class rooms (Infant School) and an additional £7.5k to fund ICT equipment (Junior School).

Honeywell PTFA - Statement of Financial Activity
For the years ended respectively 31 July 2009 and 31 July 2008

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	Current Year Year to 31 July 09			Prior Year Year to 31 July 08		
	Income £	Expenditure £	Profit £	Income £	Expenditure £	Profit £
Activities for generating funds						
Summer Fete	10,063	(8,826)	3,236	12,284	(9,327)	5,387
Christmas Shopping night	2,681	(730)	1,351	0	0	0
Christmas Bazaar	6,856	(2,385)	4,471	8,189	(2,397)	3,772
Christmas trees and wine sale	6,862	(4,808)	2,254	0	0	0
Christmas Concert (incl CD's)	0	0	0	274	(61)	213
Car Boot Sale	1,080	(184)	896	888	(96)	792
Quiz Night	3,794	(1,063)	2,731	3,780	(1,020)	2,760
Quiz Night Years 5 & 6	98	(90)	9	0	0	0
Burns Night	1,828	(1,027)	801	0	0	0
Jazz Night	0	0	0	1,711	(851)	860
Promises Auction	16,920	(1,031)	15,889	0	0	0
Children's Disco	1,048	(820)	428	803	(585)	218
Cake Sales	2,113	(294)	1,909	1,497	0	1,497
Christmas card project	8,051	(5,274)	777	0	0	0
Merchandise project	2,616	(2,789)	(773)	3,146	(1,904)	1,184
Booklet project	308	(1,231)	(743)	3,398	(831)	2,567
Able & Cole	5,530	(4,367)	1,483	6,011	(4,582)	1,448
Other	759	(48)	729	1,896	(212)	1,683
Activities for generating funds	67,938	(32,488)	35,478	41,866	(19,586)	22,280
Fundraising - Voluntary income						
Gift Aid- Unrestricted	7,708	0	7,708	4,513	0	4,513
Gift Aid- Restricted	0	0	0	1,870	(1,870)	0
Sponsorship-Unrestricted	300	0	300	2,715	0	2,715
Gift Aid- tax relief portion included	628	0	628	0	0	0
Garden Project	0	0	0	95	(49)	46
Total Voluntary Income	8,637	0	8,637	9,193	(1,819)	7,274
PTFA Charitable Activities: Clubs						
Piano Club	0	(0)	(0)	11,805	(11,803)	(298)
Drama Year 2 & 3	0	0	0	2,854	(2,584)	270
Drama Year 4 & 5	0	0	0	2,935	(2,860)	65
Potters club	0	0	0	0	(25)	(25)
Football club	0	0	0	6,319	(6,000)	319
Netball Club	0	0	0	3,377	(3,903)	(526)
Total PTFA Charitable Activities: Clubs	0	(0)	(0)	27,890	(27,288)	(178)
PTFA Charitable Activities: Other						
Publication of Sing	372	0	372	537	0	537
Optional School Uniform	158	(905)	(747)	958	(796)	162
Leavers Party & Play	444	(609)	(165)	503	(852)	(349)
Y8 Yearbook	759	(1,090)	(331)	0	0	0
Life at School	389	(98)	301	0	(1,216)	(1,216)
Total Other PTFA Charitable Activities	2,132	(2,702)	(570)	1,998	(2,864)	(866)
Total Fundraising & PTFA Activities	78,708	(35,171)	43,537	80,147	(51,554)	28,593
General Expenses						
Stationery	0	(81)	(81)	0	(41)	(41)
Depreciation	0	(384)	(384)	0	(78)	(78)
Gifts	0	(38)	(38)	0	(43)	(43)
NCPTA membership & licences	0	0	0	0	(90)	(90)
Refreshments at Open Days & AGM	0	(514)	(514)	0	(287)	(287)
Other	0	0	0	0	(95)	(95)
Total General Expenses	0	(997)	(997)	0	(634)	(634)
Funds donated to other charities	0	(78)	(78)	0	(70)	(70)
Donations to other charities	0	(78)	(78)	0	(70)	(70)
Funds donated to schools	0	(29,000)	(29,000)	0	(24,100)	(24,100)
Donations of goods and services	0	(327)	(327)	0	(1,485)	(1,485)
Donations to schools	0	(29,327)	(29,327)	0	(25,585)	(25,585)
Surplus for the year	78,708	(85,573)	13,135	80,147	(77,843)	2,304

Total Funds Raised

2003	78,467
2004	82,486
2005	80,439
2006	83,899
2007	100,236
2008	80,147
2009	78,708

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Honeywell PTFA - Balance Sheet
At 31 July 2008 and 2008

	2008	2008
	£	£
Fixed assets	1,978	511
Stock	282	3,898
Total Assets	1,637	4,289
Receivables	1,258	380
Cash	61,290	20,451
Total Current Assets	62,548	20,831
Deposits	50	50
Liabilities	21,183	2,183
Total Current liabilities	31,233	2,233
Total NET ASSETS	32,952	19,817
Funds		
Prior Years	19,817	19,817
CY	13,135	2,304
TOTAL FUNDS	32,952	19,817

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NOTE 1: ACCOUNTING POLICIES

Basis of Accounting

The Financial Statements have been prepared in accordance with applicable United Kingdom 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 to the 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 on the grounds that the charity is small.

Fixed Assets and depreciation

All Fixed Assets are initially recorded at cost. Items over £50 are capitalized. Depreciation for computer and electronic items and for furniture and fixture is calculated on a linear basis over 5 years.

Stocks

Stocks are valued at the lower of cost and net realizable value. Profits on the selling 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 objects of the Charity. Restrictions arise when specified by the donor.

Income and expenditure

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

NOTE 2: FIXED ASSETS

	Computer and electronics Items	Furniture and Fixture	Total
Carrying balance 01/08/2008	£ 389	£ -	£ 389
CV Additions	£ 927	£ 901	£ 1,428
CV Deletions	£ -	£ -	£ -
Cost Ending balance 31/07/2009	£ 316	£ 901	£ 1,217
Accumulated depreciation charge at 01/08/2008	£ 78	£ -	£ 78
CV Depreciation charge	£ 183	£ 181	£ 364
Accumulated depreciation charge at 31/07/2009	£ 261	£ 181	£ 442
Net Book Value at 31/07/2009	£ 65	£ 720	£ 785
Net Book Value at 01/08/2008	£ 311	£ -	£ 311

NOTE 3: STOCK

An inventory was held on July 25th 2009.

	2009	2008
Optional School Clothing	£ 0	£ 832
Merchandise	£ 262	£ 1,815
Cookbook	£ 0	£ 1,251
	£ 262	£ 3,898

Income generated from the Optional School Clothing activity is based on an estimated calculated value. Impairment was recognised at July 31, 2009 for £944 on Merchandise, for £1,136 on Cookbook and for £885 on Optional School Clothing as Trustees decided that the net realisable value of items bought was zero. No impairment was recognised on any stock item at July 31, 2008.

NOTE 4: RECEIVABLES

Receivables at July 31 are as follows:

	2009	2008
Trade debtors	£ 240	£ -
Tax reclaimable on gift aid	£ 1,018	£ 390
	£ 1,258	£ 390

NOTE 5: LIABILITIES

Liabilities at July 31 are as follows:

	2009	2008
Trade creditors	£ 4,183	£ 4,183
Honeywell Schools	£ 27,000	£ 1,000
	£ 31,183	£ 5,183

NOTE 6: FUNDS

No restricted income was generated for the year ended July 31, 2009. Restricted income for the year ended 31 July 2008 is £1,870 and associated restricted expenses amounted to £1,870.

NOTE 7: TRUSTEES' EXPENSES

No expenses were paid to the Trustees for the year ended 31 July 2009 and 2008.

NOTE 8: RELATED PARTIES

Amounts to related parties were £38 for the year ended July 31, 2009 (£43 for the year ended July 31, 2008) and are included in the gift expenses under the General Expenses heading.

NOTE 9: TRUSTEES' ANNUAL REPORT

The Trustees' annual report, which gives additional information on the donations made by the Charity can be obtained on the Charity website www.honeywell-pfe.org.uk.