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**THE FRIENDS OF BOWES PTA**

**TRUSTEES REPORT**

**FOR YEAR ENDING 30th SEPTEMBER 2017**

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**REFERENCE AND ADMINISTRATION DETAILS**

**CHARITY NUMBER**

292487

**CORRESPONDENCE ADDRESS**

Bowes New Southgate Primary School, Bowes Rd, London N11 2HL

**COMMITTEE MEMBERS**

The committee members serving during the year, were as follows:

Victoria Woodward	Chair (previously held Vice Chair position until October 2015)
Tina Solari	Vice Chair (since October 2016)
Keeren Shah	Media Officer (previously held Chair position until October 2015)
Rosie Keeling	Media Officer (since June 2017)
Jenni Dodsworth	Treasurer (since October 2016)
Kate Kuechel	Co-Secretary
Grace Jeffes	Co-Secretary
Lucy Kelvie	Publicity & Design Officer (since October 2016)

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Friends of Bowes PTA ("The Friends") is a charitable association.

The Friends' objectives and regulations are set out in its Constitution adopted 3 October 2000. Committee members are elected by the members of The Friends at the Annual General Meeting (AGM) held during October or November every year.

Membership of The Friends consists of any parent of a child currently attending Bowes New Southgate Primary School or any current member of staff of Bowes New Southgate Primary School.

**OBJECTIVES AND ACTIVITIES**

The aim of The Friends is to advance the education of the pupils of Bowes New Southgate Primary School ("The School") by providing and assisting in the provision of facilities for education at The School.

Furthermore, The Friends may help forge relationships between staff, parents & others associated with The School and engage in activities which support The School & advance the education of its pupils.

**ACHIEVEMENTS AND PERFORMANCE**

Through funds raised in 2015/16, The Friends donated £13,000 to The School in 2016/17 which helped to fund a new projector, music box, shed, new books for each classroom, science day workshop and various projects. Through funds raised in 2016/17 it is planned to make £21,000 available for donating to the school in order to fund a specific item or items that the school proposes.

Cake sales held by each year group raised a total of £1,203. The money from each sale was given directly to the classes in that year group to help fund resources such as class trips. The book fairs in November 2016 and May 2017 enabled The School to buy £738 worth of new books.

Fund raising events held in year 2016/17 included: Musical Bingo, Christmas Hamper, Christmas Cards, School Calendar, Adult Quiz night, Easter Egg Raffle, clothes recycling scheme (Phil a Bag), second hand uniform sales, Winter Singalong and the biggest fundraiser the Summer Fair.

As well as each event making profit for The School, they brought the Bowes community together and provided joy for both adults and children.

The Friends organised a Welcome Evening in the first term for new reception parents to introduce and welcome them to The School and The Friends. The Friends have also directly funded and laid on extra-curricular activities for the children such as: Mr Marvel at the Welcome Evening, the Christmas disco, a visit from Father Christmas to give out class and nursery gifts, and a children's school quiz.

## **FINANCIAL REVIEW**

The statement of financial activities shows total cash funds of £24,918 as held on the 30th September 2017 either in The Friends' current account, savings account or cash floats.

In total £500 was raised through voluntary donations, £23,284 was raised through charitable events, £1,203 raised through cake sales and £23 raised through savings interest which provided a total income of £25,010.

Expenditure for the year included administration costs of £607 and fundraising expenditure of £7,827 which totalled £8,433 and when deducted from the Income of £25,018 provided a surplus profit of £16,577.

With respect to donations to the school, a total of £7,819 was donated as follows: a lump sum of £13,000 was made available but only £5,887 was used for purchases, £730 was used to fund extra-curricular children's activities and £1,203 was donated directly to The School's classes.

## **RESERVES POLICY**

The Committee decided during the AGM, held in October 2016, that the level of reserves that the Friends required throughout the year of 2016/17 to fund events and any planned purchases, would be £3200. The Autumn term leading to Christmas, is generally a busy fundraising period and cash reserves are required to pay for various upfront costs relating to, for example, the Christmas cards, Christmas raffle, Calendar, Disco & Christmas gifts.

Signed on behalf of the Committee

Jenni Dodsworth, Treasurer

THE FRIENDS OF BOWES PTA

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

FOR YEAR ENDING 30th SEPTEMBER 2017

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	Notes	Total Funds 2017	Total Funds 2016
<b>INCOMING RESOURCES FROM GENERATED FUNDS</b>			
Voluntary Income: Donations	4	£500	£300
Activities for generating funds	5	£24,315	£23,149
Other income		£695	
<b>TOTAL INCOMING RESOURCES</b>		<b>£25,510</b>	<b>£23,449</b>
<b>RESOURCES EXPENDED</b>			
Costs of Generating Funds	5&6	£8,433	£8,054
Donations	7	£7,819	£11,407
<b>TOTAL RESOURCES EXPENDED</b>		<b>£16,252</b>	<b>£19,462</b>
<b>NET MOVEMENT OF FUNDS IN YEAR</b>		<b>£8,758</b>	<b>£3,987</b>
TOTAL FUNDS BROUGHT FORWARD		£16,160	£12,173
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>£24,918</b>	<b>£16,160</b>

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**THE FRIENDS OF BOWES PTA**  
**BALANCE SHEET**  
**FOR YEAR ENDING 30th SEPTEMBER 2017**

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<b>CURRENT ASSETS</b>	<b>Note</b>	<b>2017</b>	<b>2016</b>
Cash in current account		21,172	12,407
Cash in savings account		3,716	3,693
Cash floats		30	60
<b>TOTAL CURRENT ASSETS</b>		<b>24,918</b>	<b>16,160</b>

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<b>THE FRIENDS of the CHARITY</b>			
<b>UNRESTRICTED FUNDS</b>		<b>24,918</b>	<b>16,160</b>

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**THE FRIENDS OF BOWES PTA**  
**NOTES ON THE ACCOUNTS**  
**FOR YEAR ENDING 30th SEPTEMBER 2017**

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The Committee of The Friends of Bowes PTA presents its annual report and audited accounts for the year ending 30<sup>th</sup> September.

**1 Accounting Policies**

**1.1 Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting by Charities" (SORP 2005).

**1.2 Incoming resources**

Income from fund raising activities is recognised as earned when the related goods and services are provided.

**1.3 Resources expended**

Expenditure is recognised when a liability is incurred.

Costs of generating comprise the direct costs of the fundraising activities and any allocated support costs.

**1.4 Allocation of costs**

Costs are allocated between direct charitable and other expenditure according to the nature of the cost. Where items invoice more than one category they are apportioned between the categories according to the nature of the cost.

**2 Related Party Transactions**

The charity trustees were not paid during the year and no charity trustee received any emolument or payment for professional or other services.

**3 Investment income**

All of the investment income arises from an interest-bearing bank account.

**THE FRIENDS OF BOWES PTA**  
**NOTES ON THE ACCOUNTS**  
**FOR YEAR ENDING 30th SEPTEMBER 2017**

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4

**DONATIONS**

LLOYDS MATCHING SCHEME	<u>£500</u>
<b>TOTAL VOLUNTARY INCOME</b>	<u>£500</u>

5

<b>FUNDRAISING ACTIVITIES</b>	<b>INCOME</b>	<b>COSTS</b>	<b>SURPLUS (PROFIT)</b>
Accrual	£0	£10	-£10
Book Fair	£1,430	£692	£738
Cake Sales	£1,203	£1,029	£174
Calendar	£875	£432	£443
Easter Egg Raffle	£376	£2	£374
Easy Fundraising	£215	£0	£215
Musical Bingo	£1,561	£498	£1,063
Quiz (Adult)	£1,460	£1,002	£458
Quiz (Kids)	£181	£117	£64
Recycling	£549	£0	£549
SH Uniform sale	£67	£0	£67
Summer Fair	£11,672	£1,654	£10,017
Winter Singalong	£1,017	£294	£723
Xmas Cards	£1,077	£756	£321
Xmas Raffle	£796	£55	£741
Xmas Trees	£1,827	£1,286	£541
Yel. Moon	£10	£0	£10
<b>TOTALS</b>	<u><b>£24,315</b></u>	<u><b>£7,827</b></u>	<u><b>£16,488</b></u>

**THE FRIENDS OF BOWES PTA**  
**NOTES ON THE ACCOUNTS**  
**FOR YEAR ENDING 30th SEPTEMBER 2017**

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6

**ADMINISTRATION COSTS**

Cake sale bags	£10
Lottery Licence	£40
Stationery	£79
PTA Insurance	£113
Raffle Tickets	£71
Thank you gifts	£86
Welcome evening	£208

**TOTAL ADMINISTRATION COSTS** £607

7

**CHARITABLE ACTIVITIES**

Annual School Donation	5,887
Cake Sale donations to classes	1,203
Xmas Class Gifts	262
Xmas School Disco	468

**TOTAL DONATIONS** £7,819