

Charity registration number: 1155274

# Highfield Friends & Parents Association

Annual Report and Financial Statements  
for the Year Ended 31 August 2014

Paul A Hill & Co  
Chartered Accountants  
Suite L22  
South Fens Business Centre  
Fenton Way  
Chatteris  
Cambs  
PE16 6TT

**Highfield Friends & Parents Association**  
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**Highfield Friends & Parents Association**  
**Reference and Administrative Details**

<b>Charity name</b>	Highfield Friends & Parents Association
<b>Charity registration number</b>	1155274
<b>Principal office</b>	Highfield School Downham Road Ely Cambridgeshire CB6 1BD
<b>Registered office</b>	Highfield School Downham Road Ely Cambridgeshire CB6 1BD
<b>Trustees</b>	Rosalind Grooms, Chairperson Rosemary Felton, Secretary Phyllis Gibson, Treasurer Clover Winters Julia Hammond
<b>Accountant</b>	Paul A Hill & Co Suite L22 South Fens Business Centre Fenton Way Chatteris Cams PE16 6TT

# Highfield Friends & Parents Association

## Trustees' Report

### Structure, Governance and Management

#### Structure

The Charity's governing document is Constitution, it is constituted by Association with the trustee selection methods elected by association members.

#### Governance

We now have a Child Protection Policy and Equal Opportunities Policy.

Members and trustees operate under guidance for working with children provided by Cambridgeshire County Council: specifically the 'Keeping Children Safe in Education' document. This document is circulated annually as a refresher.

The charity works closely with staff from Highfield School, whose children we support. Our designated Child Protection Officer is Simon Bainbridge, Head Teacher. We also receive financial guidance from Michelle Robinson, School Business Manager.

The charity is also a member of the Parent Teachers Association UK. We use their insurance policy to cover risks for our fundraising events.

#### Objectivities and Activities

##### Objectives

Developing effective relationships between staff, parents and others associated with the school.

Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

##### Activities

Within the school and wider community, we organise and deliver fundraising events. We raise money for a variety of equipment and activities for the benefit of all children attending Highfield School, which the school is unable to purchase from statutory funds.

##### Organising Events

The events we run include an Easter Egg Bingo, Cake Stalls, on Ely Market, Summer Concert and Evening of Christmas Music and Carols. We encourage members of the local community into the school.

##### Purchase of equipment

We have helped to fund specialist playground equipment, minibuses, school trips, toys, electronic equipment, Christmas presents for all the children, performances and sensory equipment.

##### Support for school, sport and social activities

We give financial assistance for teachers, support staff and outside agencies who request money to enhance the children's experience at school. For example, we provide refreshments and equipment for school sports day and the children's Christmas party.

We also provide funds to support holiday activities for Highfield students, their families and other participants from the wider community.

Although trustees read the Charity Commission's 'Essential Trustees' document, containing information and Public Benefit, we now realise that the trustees should have also read 'Public Benefit: Rules for Charities'. This was circulated and read by trustees in January 2015.

## **Highfield Friends & Parents Association**

### **Trustees' Report**

#### **Achievements and Performance**

Highlights of our fundraising year were:

Bag2school collection in November 2013

Cake stall on Ely Market in November 2013

Evening of Christmas Music and Carols (and Grand Christmas Draw) in December 2013

Easter Egg Bingo in March 2014

Bag2school in March 2014

Food stall at Three Counties Motor Show, Newmarket in June 2014

American Independence Day Celebration at US Feltwell in July 2014

Histon 'Flaming June' Half Marathon in June 2014

Summer Celebration evening of music and dance (and Grand Summer Draw) in July 2014

We had exceptionally generous donations from families of Highfield students. Parents Claire Mumford and Esther Harris supported events with their jewellery-making and culinary skills. They boosted our income and their stalls looked beautiful. Tanya Shenton ran the London Marathon, Jenny Woolner ran the Histon 'Flaming June' Half Marathon and Dave Nielson ran long distance events in support of the school.

Thanks to our school Income Generator, Julia Hammond, we have enjoyed wonderful support from Lloyds Bank (with their match –funding scheme), the Pharma Mix Group (HFGPA is their charity of the year), and service personnel from the American Air Bases of Lakenheath and Mildenhall (supporting dance in school).

We are increasingly successful with the online giving. For sponsored events with many gifts, we set up pages with Virgin Money Giving (£2,578.47). For single gifts we subscribe to British Telecom's My Donate system (£97.92). Highfield Friends and Parents Association is a UK registered charity, so we can claim 25% Gift Aid on donations from UK taxpayers.

We paid the remaining instalment (£5,000) on the specially – adapted school minibus, paid for a Christmas gift for each student, supported Jane Tuck's Christmas party for students and their families, and paid for refreshments at Sports Day.

Julia Hammond and Jane Tuck have been able to apply for grants which give only to UK registered charities. Grants from the Cambridge Community Foundation, Voluntary & Community Action, Ely Community Trust, Children's Links and The Clothworkers have funded ADEC music sessions, summer holiday activities and sibling groups.

Having achieved our goal of paying for the minibus in July 2014, we have set ourselves a new target of buying iPads, tablets, apps and protective covers for all Key Stages.

#### **Financial Review**

Our policy on reserves is that we will not allow our total bank balance to fall below £1,000.

**Highfield Friends & Parents Association**  
**Trustees' Report**

Approved by the Trustee

Approved by the Trustees and signed on their behalf by:

.....

Rosalind Grooms  
Trustee

Date:.....

## **Independent Examiner's Report to the Trustees of Highfield Friends & Parents Association**

I report on the accounts of the Trust for the year ended 31 August 2014, which are set out on pages 6 to 11.

### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

.....  
Mrs Kim Clayden  
Paul A Hill & Co  
Chartered Accountants  
Date:.....

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**Highfield Friends & Parents Association**  
**Statement of Financial Activities for the Year Ended 31 August 2014**

		Unrestricted Funds	Restricted Funds	Total Funds 2014
	Note	£	£	£
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	2	3,930	16,360	20,290
Incoming resources from charitable activities	4	5,162	-	5,162
Other incoming resources	5	1	-	1
Total incoming resources		<u>9,093</u>	<u>16,360</u>	<u>25,453</u>
<b>Resources expended</b>				
Costs of generating funds				
Costs of generating voluntary income	6	-	15,460	15,460
Charitable activities	6	1,575	-	1,575
Governance costs	6	180	-	180
Total resources expended		<u>1,755</u>	<u>15,460</u>	<u>17,215</u>
Net movements in funds		7,338	900	8,238
<b>Reconciliation of funds</b>				
Total funds brought forward		4,478	-	4,478
Total funds carried forward		<u>11,816</u>	<u>900</u>	<u>12,716</u>

The notes on pages 8 to 11 form an integral part of these financial statements.

**Highfield Friends & Parents Association**  
**Balance Sheet as at 31 August 2014**

	Note	£	2014 £
<b>Current assets</b>			
Cash at bank and in hand			12,896
<b>Creditors: Amounts falling due within one year</b>	8		<u>(180)</u>
<b>Net current assets</b>			<u>12,716</u>
<b>Net assets</b>			<u><u>12,716</u></u>
<b>The funds of the charity:</b>			
<b>Restricted funds</b>			900
<b>Unrestricted funds</b>			
Other reserves		4,478	
Unrestricted income funds		<u>7,338</u>	
<b>Total unrestricted funds</b>			<u>11,816</u>
<b>Total charity funds</b>			<u><u>12,716</u></u>

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on ..... and signed on its behalf by:

.....

Rosalind Grooms  
Trustee

The notes on pages 8 to 11 form an integral part of these financial statements.

## **Highfield Friends & Parents Association**

### **Notes to the Financial Statements for the Year Ended 31 August 2014**

#### **1 Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Act 2011.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 10.

##### **Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

**Highfield Friends & Parents Association**  
**Notes to the Financial Statements for the Year Ended 31 August 2014**

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**2 Voluntary income**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2014 £</b>
<b>Donations and legacies</b>			
Appeals and donations	3,580	-	3,580
Gift Aid tax reclaimed	350	-	350
	<u>3,930</u>	<u>-</u>	<u>3,930</u>
<b>Grants</b>			
Trusts and foundations	-	16,360	16,360
	<u>3,930</u>	<u>16,360</u>	<u>20,290</u>

**3 Grants receivable**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2014 £</b>
Trusts and foundations	-	16,360	16,360
	<u>-</u>	<u>16,360</u>	<u>16,360</u>

**4 Incoming resources from charitable activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2014 £</b>
<b>Charitable activity</b>			
Donated services	570	-	570
Concerts	4,592	-	4,592
	<u>5,162</u>	<u>-</u>	<u>5,162</u>

**Highfield Friends & Parents Association**  
**Notes to the Financial Statements for the Year Ended 31 August 2014**

..... continued

**5 Other incoming resources**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £
<b>Other income</b>			
Other income	1	-	1

**6 Total resources expended**

	Grants £	Charitable activity £	Governance £	Total £
<b>Direct costs</b>				
Fundraising costs	-	575	-	575
Subscriptions and donations	10,000	96	-	10,096
Sundry and other costs	4,000	904	-	4,904
Auditors' remuneration	-	-	180	180
Legal and professional costs	1,460	-	-	1,460
	15,460	1,575	180	17,215

**7 Trustees' remuneration and expenses**

No trustees received any remuneration during the year.

**8 Creditors: Amounts falling due within one year**

	<b>2014</b> £
Accruals and deferred income	180

**Highfield Friends & Parents Association**  
**Notes to the Financial Statements for the Year Ended 31 August 2014**

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**9 Related parties**

**Controlling entity**

The charity is controlled by the trustees.

**10 Analysis of funds**

	At 1 September 2013	Incoming resources	Resources expended	At 31 August 2014
	£	£	£	£
<b>General Funds</b>				
Unrestricted income fund	4,478	3,931	(1,180)	7,229
Summer Music Evening	-	1,032	(133)	899
Bags2School	-	570	-	570
Easter Bingo	-	1,124	(105)	1,019
Christmas Concert	-	2,436	(337)	2,099
	<u>4,478</u>	<u>9,093</u>	<u>(1,755)</u>	<u>11,816</u>
<b>Restricted Funds</b>				
Eye Gaze Equipment	-	4,000	(4,000)	-
Voluntary and Community Action	-	400	-	400
Ely Community Trust	-	4,500	(4,500)	-
Children's Links	-	1,960	(1,460)	500
The Clothworkers	-	5,500	(5,500)	-
	<u>-</u>	<u>16,360</u>	<u>(15,460)</u>	<u>900</u>
	<u>4,478</u>	<u>25,453</u>	<u>(17,215)</u>	<u>12,716</u>

**11 Net assets by fund**

	Unrestricted Funds	Total Funds 2014
	£	£
Current assets	12,896	12,896
Creditors: Amounts falling due within one year	(180)	(180)
Net assets	<u>12,716</u>	<u>12,716</u>