



TREASURER'S REPORT – FY2015
1 September 2014 – 31 August 2015
Prepared by Matt Cooling

1. Presentation of Accounts

The accounts for year ending 31st August 2015 have been finalised and independently examined by Ann Marie Matson. The attached accounts provided a breakdown of the income and costs from fundraising events, and how those funds were spent. These accounts will subsequently be submitted online to the Charities Commission before the 10-month deadline (30 June 2016).

2. Summary of Financial Position

FOSM started the financial year with a balance of **£13,716.43**, of which **£44.04** was allocated to the PAVE building fund (held in a separate account), and **£13,672.39** representing the balance available for general use by FOSM.

During the course of the year a total of **£16,199.22** was raised by FOSM, through a variety of fundraising events detailed below. Expenses for these events amounted to **£4,608.40**, resulting in **£11,590.82** profit from these events.

A total of **£7,909.24** was paid by FOSM for various activities, gifts and contributions. There were no significant headteacher's requests paid during this financial year, although a contribution to the outdoor area for reception children was requested and agreed for payment in FY16.

The year closed with a balance of **£17,398.01**, of which **£44.04** is allocated to the PAVE building fund. The closing balance for general use by FOSM is **£17,353.97**.

3. Fundraising Events

Throughout the year we held 15 fundraising events, including two fairs, three discos, two cinema nights, and a number of other activities.

3a. Fairs

This year's fairs were both hugely successful. **£1,723.62** was raised at the Christmas Fair and **£4,103.39** was raised at the Summer Fair. No match funding was obtained for the Christmas Fair, but match funding of **£1,000.00** was secured for the Summer Fair, resulting in a net total of **£5,103.39**. In addition, match funding of **£500.00** from the 2014 Summer Fair was also recognised in this year's accounts.

3b. Other Events

The three discos held this year raised a total of **£1,130.96**, and the two cinema nights raised a total of **£637.48**.

Additional activities at Christmas raised a further **£673.87** above the Christmas Fair fundraising.

A new fundraising activity was introduced this year, Easter Design Gifts, which raised an additional **£172.90**.

The Leeds 10k in 2015 raised a total of **£586.82** in this year, with additional contributions to be collected in FY16. A further **£522.07** of donations from the 2014 Leeds 10k was also recognised in this financial year.

Two Bags2School days were scheduled this year, which raised a total of **£220.00**, and funds raised from the easyFundraising site totalled **£59.69**.

3c. Match Funding

Two parents were able to apply for Match Funding for events held this financial year, from Barclays (£1,000) and HSBC (£500). Both of these requests were attributed to the Summer Fair, but the contribution from HSBC was not received during this financial year. However, this was offset by a match funding request from FY2014 which was recognised in this financial year, giving a total of **£1,500** in match funding.

4. FOSM Contributions & Donations

A total of **£5,387.83** was spent on school activities, including the science week, coaches to the Christmas Pantomime, and a reindeer visit at Christmas (new for this year).

£1,808.04 was spent on gifts and awards, the majority of which are part of FOSM's annual commitments to the school.

Headteacher's requests this financial year included a sign for the Friends room and Decking & Panels, totalling **£296.00**. A request was made for a contribution to the outdoor area for reception children; although this was agreed, this was scheduled for payment in FY16.

These contributions amounted to **£7,491.87**, with the remaining **£417.37** of payments spent on marketing, administrative, and miscellaneous spending.

5. General Administration

5a. Statements

A number of statements are produced by the Treasurer:

- A **monthly statement** is produced monthly and shared at each FOSM meeting, detailing the income and expenditure for the previous month. This also monitors spending against FOSM's annual commitments.
- A **term statement** is produced at the end of each term and shared via email to all FOSM members, detailing the funds raised and monies spent. This also monitors spending against FOSM's annual commitments.
- An **event statement** is produced after each major event, detailing the income and expenses associated with that event, broken down into individual stalls or activities. This is shared via email to all FOSM members.
- An **annual statement** is produced at the end of each year, detailing all payments and receipts for that year, and used for independent examination prior to submission of the accounts to the Charities Commission.

5b. Account Information

FOSM holds four accounts:

- **CAF Cash Account** – this is the primary FOSM account, and used for the majority of payments and receipts
- **HSBC Current Account** – this account is used for withdrawing cash for float, and as an emergency access fund
- **CAF Gold Account** – this account is no longer used, and all monies have been transferred into CAF Cash account over the course of this year
- **CAF Cash Building Account** – this account is used to hold funds explicitly allocated for the PAVE building funding

As of 14 October 2015 there are three signatories on all accounts: Matt Cooling, Katie Shilleto, and Julie Bettison.

5c. Gift Aid

No specific claims have been made for Gift Aid during FY15, although Gift Aid was collected from some Leeds 10k donations automatically by Virgin Money Giving.

6. FY16 Annual Commitments

The following annual commitments have been agreed for payment during FY16:

School Trips / Workshops	£5,000.00
Pantomime Transport	£800.00
Leavers Presents	£600.00
Christmas Selection Boxes	£300.00
Easter Eggs	£300.00
Winning House Points gifts	£100.00
NCPTA Membership Fees	£100.00
SATS BBQ	£80.00
Communion Cards	£50.00
Sports Day	£50.00
Lottery Licence	£20.00
Total	£7,400.00

7. Stock Management

At the start of FY15 the decision was made to allocate stock to the events they were used against, in contrast to the previous policy of allocating stock to the events they were purchased at. We will continue this policy in FY16, although stallholders at each event will undertake the stock check.

The total stock remaining at the end of this financial year is **£96.00**.

8. FY16 Objectives

The Treasurer's objectives for FY16 are:

- Organise appropriate floats for events, collect cash and cheque payments, and transfer to bank accounts promptly.
- Ensure all payments and receipts are correct, authorised, and recorded accurately.
- Produce statements as detailed in section 5a.
- Ensure accounts are submitted to the Charities Commission in line with their regulations.
- Ensure continued payment of PTA fees for insurance purposes.

9. Independent Examination of the Accounts

I would like to thank Ann Marie Matson for independently examining the FOSM accounts for FY15.

10. Follow up Activities

Following the presentation of this report and associated accounts, I will undertake the following actions:

- Move to have these Accounts formally accepted and approved
- Proposal to have an independent examination of the accounts for FY16