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To: Maddie Pritchard, Nikki Lea-Garside, Ayesha Green, Nayna Ahmed, Heidi Hollobon, Lisa Mansfield and other PSA Committee members
Monday 6th March 2017

Re: PSA Accounts year end 31st August 2016

REPORT ON MATTERS ARISING FROM A REVIEW OF THE 2016 ACCOUNTS:
1 Income and Expenditure Account

(a) Fund raising Events £13,354 (2015 - 8,749)

It has been another exceptional year for fund-raising.
As reported in previous years, however, there is frequently an inadequate financial record of some of the events put on in the year.

Heidi prepares spreadsheets for the Summer and Christmas Fayres showing floats, takings, expenses and profit and for the most part, there are receipts to back up the expenses.
The Committee should ensure that there is someone with Heidi when she counts the cash at these large events and signs it off with her. The net profit should be reconciled to the amounts banked.

THE FOLLOWING PARAGRAPH IS IDENTICAL TO THE ONE IN LAST YEAR'S REPORT – I find this disappointing yet again:
There are inadequate records for several fund-raising events. For an event such as the Folk Music evening or the Hallowe'en Disco, the organisers should present to Heidi a record of numbers of tickets sold, expenses backed by receipts and a schedule of bar income and expenditure, also backed by receipts. Heidi should be able to reconcile the profits to the bank.
This should apply to all events.
I know that organisers are volunteers but it important they should keep reasonable paperwork for Heidi. This is only fair on the Treasurer who is expected to report on the figures and take responsibility for the Accounts.

I reported in 2013 and in 2015 and do so again now:
"This is important information for the Treasurer but can also be a useful guide for future organisers."
I am pleased to see the enthusiasm with which the current committee is running the PSA so I do expect to see an improvement in event recording in the coming year.

(b) Gift Aid

I hope that the Treasurer is now collecting non-specific Gift Aid forms, completed by all parents so that new forms do not need to be done every year. Parents can sign to say that they are prepared to have all future donations treated for Gift Aid (unless and until their Tax situation changes).
Substantial amounts of Gift Aid have been successfully claimed by Heidi during the year.

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2 Balance Sheet

(a) Current Account

I am pleased to see that the bank account is now being regularly checked to the bank statements and that there are no apparent errors in the cash book in the year.

An original bank statement (or one printed from the internet), with bank reconciliation, should be produced at every PSA meeting and signed off by one of the other cheque signatories – this is to provide reassurance to the committee and authority to the Treasurer herself.

As there is the ability to use an internet bank account requiring only one "signature" I note that the Treasurer gets one of the other cheque signatories to sign payments slips to evidence that the payments have been seen by a second authority. These controls are important to safeguard the finances of the Charity.

The Charities Commission requires that the Trustees put in place, and monitor, adequate systems of financial control.

(b) PSA 100 Club Bank Account £104

I am delighted to see that Heidi has managed to persuade Santander that this money should be transferred to the main account of the PSA. Congratulations on the persistence needed!

(c) Swimming Pool Fund - £5,000

During the year £1,865 was spent on maintenance items for the Pool. There was no major expenditure on equipment but painting and other necessary work was carried out. The Committee and members should decide whether further reserves should be transferred to the Swimming Pool Fund.

After a review in 2016 it was decided that the Pool is a useful Asset and should be kept. As noted in my report last year and is still relevant today:

The Committee should further consider:
Is there likely to be any other major items of expenditure over the next few years?

Will it need a new liner or other expensive repair in the near future? Will a reserve of £5,000 be sufficient?
During the swimming season further consideration could be given as to whether another transfer to the Reserve should be made at the end of the current financial year.

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3 Other items arising from the Examination of the Books and Records

During the last year, PSA meetings have been held regularly and Minutes have been promptly produced, authorised and filed. The committee, teachers and parents have had an excellent and productive year.

Minutes should continue to record events and provide a summary of the Financial plans of the Association. In turn they should also refer to all major expenditure after it has been expensed as this represents the authority to the Treasurer and Officers to make payments. A copy of the Treasurer's Report should be attached to the Minutes.

Please don't hesitate to contact me if you wish to discuss any of these or other points with regards to the Accounts.

Marian Hemsted
External Examiner