



Trustees' Annual Report and Accounts

Fleetville Junior School Parent Teachers Association (PTA)

For the year ended 31st August 2022

Registered Charity No 1023670

Principal address 228 Hatfield Road, St Albans, Hertfordshire, AL1 4LW

Objectives and activities

The object of the PTA is to advance the education of the pupils in the school. In furtherance of this object the Association may:-

- Develop more extended relationships between staff, parents and other associates of the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.

The broad strategy to meet this objective is to organise various social and fundraising events at the school for the children, teachers and parents over the course of the year.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit in setting this strategy.

Achievements and performance

I'm pleased to report the PTA had a net income of £14,732 for the school year 2021/22. Many thanks to the committee, teachers, parent volunteers and donors for their hard work to help us to achieve this.

We were pleased to be able to get back to a more usual fundraising year following the COVID-19 impact over the past 2 years. It wasn't without its challenges, with fireworks almost being cancelled at the last minute, a music COVID-19 crisis for our Fleetville Arms event and the continued struggle to increase the committee to make sure we can run more events.

The use of the Plan Social web portal for selling tickets (not just tracking volunteers) and our Zettle machines for taking payments at events has greatly increased the ease of payments and administering them in a post COVID-19 world.

Fireworks was, as in previous non-pandemic years, our biggest fundraising event. It raised £9,612 of net income. This was a record year of fundraising for fireworks and feedback from those involved in helping at the event and those who attended was very positive. Fireworks continues to be the biggest challenge to execute from planning and volunteers needed but it's critically important to the fundraising. It's also a well-loved community event and would be sorely missed.

We held two children's discos raising £880 and £842. Disco events are much loved by the children. They are easy to execute, with minimal organisational requirements.

Christmas saw the sale of trees, wreaths and cards raising £913 net income, another successful year. Like the discos, these sales are simple to execute.

At the end of the summer term we held a new event - a drinks evening on the school field for parents, carers and teachers. We had live music and a gin bar and it was a huge success. A net income of £514 was generated. This is definitely an event we will look to run again on a larger scale next year. It was simpler to execute and accessible to more people than the camp night held in previous years.

This year included the Jubilee of Queen Elizabeth II and we ran a street party with the Infant School where a net income for FJS PTA was £997. This event replaced the usual summer term fair that was run pre-COVID-19. Next year we have the opportunity to take advantage of the Coronation of King Charles III in the summer term by having a similar event using our learnings from this year.

The pumpkin trail in October half term, ice lolly sales in the last half of the summer term and sales of refreshments at sports day, year 6 performances and the girls' football tournament, all contributed to a very successful year.

As a result of our fundraising this year the PTA has provided the school with £8,649. This was made up of £8,000 to fund the new projector and associated equipment in the main hall. The school was very grateful for our funding of this as it has made a huge difference and looked fantastic at the year 5 end of year performance.

We also funded Christmas crackers and bought every child a commemorative pin badge for the Jubilee.

We look forward to updating our plans for 2022/23 in due course.

All the PTA funds will continue to contribute to various ongoing projects planned by the school and will be utilised promptly in order to improve the daily education and enjoyment of your children whilst they are at the school.

Name Change

Before the end of the financial year, we consulted and held a vote at an EGM to change the name of the charity to Friends of Fleetville Junior School.

The decision to propose the name change was to make the organisation all-encompassing to ensure everyone from the school and the wider local community and school families can be members of the organisation and to engage everyone. It was to strengthen the links between the school and the organisation. An exciting opportunity to see what we can achieve together. Although the school children can't be members (over 18 years only), involving the children of Fleetville Junior School in the events we hold, and in inspiring us as to how the money raised is spent, lie at the heart of this proposal.

The vote was in favour of the change and going forward the organisation is now known as Friends of Fleetville Junior School (FoFJS). Over the coming months, the Trustees will be updating the official records to reflect this name.

Committee Update

We held an AGM and are pleased to report that myself (Carol Morton) and Becca Rowe will be continuing as co-chairs through the 2022/23 financial year. It is important to point out that for 2023/24 a new chair or co-chairs will be required as both myself and Becca committed to a 2-year term only. Furthermore, Caroline Piggott, treasurer, will also be standing down from her role for 2023/24. This year Alison Gee stood down from her role as secretary for 2022/23. We'd like to thank Alison for all her hard work, especially over such a challenging period where COVID-19 impacted fundraising. We welcome Toni Kitchingman to the role of secretary for 2022/23, as well as Naomi Mackenzie Davis and Cerys Kilcline to the committee as parent members.

As always, we are pleased to welcome any and all contributions from parents and carers so please do get in touch.

On behalf of the PTA and the school community I would like to extend a huge thank you to all of our parents who have now moved on, particularly those who have been involved in countless fundraising events on FJS's behalf over the year and who have been longstanding supporters of the PTA.

Finally, I would like once again to encourage parents and carers to come forward and participate, especially as we move forward with the planned changes to the committee on the horizon. Being part of the school community and seeing the children benefit directly from that is a greatly rewarding and enjoyable experience.

Financial review

The PTA generated £14,732 (2021 - £9,026) of funds in the year. The PTA donated £8,649 (2021 - £12,780) to the school including £8,000 towards the cost of a new projector, £374 for Jubilee medals for every pupil as part of the school's celebration of the Queen's Jubilee, as well as our usual planned contributions of £122 towards the year 6 Leavers' celebration, and £153 on Christmas crackers for everyone for the Christmas Dinner.

COVID-19 restrictions in the financial years 19/20 and 20/21 affected the PTA's ability to fundraise dramatically and depleted its reserves, and we were aware that the financial year 21/22 needed to re-build capacity within the parent body to volunteer time and skills to fundraising activities.

The PTA will consider making further contributions from funds generated for ICT equipment in the future, as well as other specific contributions to enhance pupil's school experience, agreed with the School's Senior Leadership Team.

The PTA maintains a reserve of £5,000 to fund expenses in advance of fundraising events and for any unforeseen expenditure.

The remaining funds are held for future distribution to the school and stand at £9,923 (2021 - £3,840).

Structure, governance and management

The PTA is governed by a constitution adopted in 2012.

Trustees are elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting. The trustees who manage the PTA are:

Trustee name	Office	
Carol Morton	Co-Chairs	Appointed 3 September 2021
Rebecca Rowe		Appointed 3 September 2021
Caroline Piggott	Treasurer	
Gareth Linwood		Resigned 16 June 2022
Clare Whitehouse		Appointed 16 June 2022
Helen Maher		Resigned 30 April 2022
Lucille Feather		Resigned 2 December 2021
Fran Andrew		Appointed 30 April 2022
Eve Templeman		Appointed 16 June 2022

The trustees have all acted for the whole year except as indicated. They form part of a committee which manages the affairs of the PTA. This committee is governed by the constitution and meets at least once per term to plan future activities and review past performance.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of all the trustees.

Signed	Carol Morton, Chair	Date 26 June 2023
	Rebecca Rowe, Chair	Date 26 June 2023

Independent examiner's report to the Trustees of the Fleetville Junior School Parent Teachers Association (PTA)

I report on the accounts of the charity for the year ended 31 August 2022, which are set out on pages 1 to 9.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Helen Price - BA (Hons), CTA, TEP, PGCert

helenprice79@yahoo.com

Date: 28 June 2023

Statement of Financial Activities for the year ended 31st August 2022

	Note	2022 £	2021 £
Incoming resources			
Donations		55	6,165
Gift Aid		0	1,240
Fundraising events income	3	25,869	2,555
Other activities	4	964	1,163
Investment income		11	1
Total incoming resources		26,899	11,124
Resources expended			
Fundraising events expenditure	3	(11,457)	(1,543)
Other expenses		(710)	(555)
Total resources expended		(12,167)	(2,098)
Net funds generated for the school		14,732	9,026
Expenditure benefitting the school	5	(8,649)	(12,780)
Net movement in funds		6,083	(3,754)

Balance sheet as at 31st August 2022

	Note	2022 £	2021 £
Current assets			
Debtors and prepayments	6	642	1,004
Cash on deposit		3,229	3,218
Cash in current account		11,174	5,072
Current liabilities			
Trade creditors		(122)	(454)
Net assets		14,923	8,785
Net movement in funds		8,840	(3,754)
Funds brought forward		6,083	12,594
Total funds		14,923	8,840

Signed on behalf of all the trustees.

Signed	Caroline Piggott, Treasurer	Date 26 June 2023
Signed	Carol Morton, Chair	Date 26 June 2023
	Rebecca Rowe, Chair	Date 26 June 2023

Notes to the accounts

Note 1 Basis of preparation

Basis of accounting - These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts have been prepared on the going concern basis and present a true and fair view. The accounting policies adopted are those outlined in note 2.

No changes to accounting estimates have occurred and no material prior year errors have been identified in the reporting period. No reconciliation adjustment to funds under previous GAAP to funds determined under FRS 102 is required.

Note 2 Accounting policies

Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

Restrictions to income - All income in the current and prior years was unrestricted.

Gift Aid receivable is included in income when there is a valid declaration from the donor and is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods and services received are not included in the statement of financial activities due to the impractical nature of measuring them. The value of any voluntary help is described in the trustees' annual report.

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Liability recognition - Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Note 3 Fundraising events	2022	2022	2022	2021
	Income	Expenditure	Net	Net
	£	£	£	£
Fireworks	16,198	(6,586)	9,612	-
Disco – Autumn term	1,458	(578)	880	-
Pumpkin Trail	260	(94)	166	-
Christmas activities: trees, wreaths, keyrings etc	2,250	(1,337)	913	1,012
Fleetville Community Centre Disco (FJSPTA supported ticket sales for charity event)	430	(430)	-	-
Disco – Lent term	1,391	(549)	842	-
Jubilee Street party	1,653	(656)	997	-
Ice lolly Fridays - summer term	458	(150)	308	-
Sports Day	140	(69)	71	-
The Fleetville Arms – summer term	1,292	(778)	514	-
Year 6 performances	143	(230)	(87)	-
Girls' football tournament	196	-	196	-
Total	25,869	(11,457)	14,412	1,012

Note 4 Other activities	2022	2021
	£	£
Photo commissions	725	647
Easyfundraising	409	309
Marshalling (reverse previous accrual)	(300)	-
Recycling	131	206
Other	-	-
Total	965	1,162

Note 5 Expenditure benefitting the school	2022	2021
	£	£
IT Equipment	-	(6,050)
Projector contribution	(8,000)	-
'Forest School' contribution	-	(5,438)
iPad contribution	-	(512)
Class allowance	-	-
Year 6	(122)	-
Christmas crackers	(153)	-
Commemorative medals (Jubilee, Coronation)	(374)	-
Sensory garden	-	(780)
Total	(8,649)	(12,780)

Note 6 Debtors	2022	2021
	£	£
Trade debtors	492	658
Film society deposit	150	150
Prepaid expenses	-	196
Total	642	1,004