

CHURCHFIELDS PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales · Charity number 1033303

Details

| | |
|-------------|---|
| Other names | CHURCHFIELDS PTA |
| Status | Registered |
| Legal form | Other |
| Registered | 1994-02-23 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|--|
| Address | Churchfields Primary School Churchfields Road Beckenham BR3 4QR |
| Phone | 020 86505247 |
| Email | churchfieldspta@gmail.com |

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS AT THE SCHOOL

Activities: Fairs Discos

Classification

- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** IN PRACTICE THE CATCHMENT AREA OF THE SCHOOL
- Bromley
- Kent

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-08-31 | £46,315 | £48,946 | - | - |
| 2023-08-31 | £19,829 | £16,756 | - | - |
| 2022-08-31 | £16,401 | £12,924 | - | - |
| 2021-08-31 | £7,347 | £6,223 | - | - |
| 2020-08-31 | £12,754 | £17,482 | - | - |

Trustees

| Name | Role | Appointed |
|-------------------------------|-------|------------|
| Simon Robson-Greenaway | Chair | 2025-07-17 |
| Michelle Louise Armstrong | | 2023-07-12 |
| Nicola Doyle | | 2025-07-17 |

Accounts

Churchfields PTA AGM Meeting, Tuesday 02.07.2024, 7pm

@Churchfields School, Juniper Room, Entry at After School Club Entrance

Chair Report 2023-2024

Achievements

- Committee Role – Making the PTA organised, profitable and fun.
- Completion of 10 fundraising events throughout the year – new, old favourites, free, profitable, big, small.
- Creates a thriving and inclusive school community, with help from volunteers at all levels of involvement.

Thank You

- Committee – Amy, Co-Chair / Nicola, Co-Chair / Cat, Treasurer / Kat, Co-Secretary / Shelley, Co-Secretary. As well as their ‘behind the scenes’ admin roles all have lead on managing key events this year (Postponed Summer Fair, Christmas Fair, Colour Run and Circus)
- Event Organisers / Individual Roles – Sevil Beck, Face painting workshop / Robyn Cowling, Disco Lead / Susie Mayes and Sinead Morgan, Quiz Lead / Nicki Doyle, Circus / Maria Apps, volunteers co-ordination and token sales / Sayuri Espinoza, School Gardening / Alex Wright @Channel 4, Matchfunding £1300.00 of bar takings from the postponed summer fair, doubling the bar profits to £2600.00.
- All volunteers – everyone who has given time in volunteering at the events. They really can not happen without your help. To those that have attended, bought tickets and made these events profitable.
- School – All the teachers, support staff, admin, cleaners and to Tom, for their time both behind the scenes and on the day, whether its helping at an event or helping us organise and plan the events.

Focus going forward

- Build on progress made this year for inclusivity at events and providing clear, open communications to all.
- Encouraging volunteers and organisers – many hands make light work!
- Committee to give time to focus on alternative fundraising avenues (Gift Aid, Grants, Free schemes for charities)

Donations / School contributions

- Reading Books for the School (Academic Provisions)
- Audio Visual equipment for the small hall (Enriching equipment)
- Grounds gardening (Environmental development)
- Easter hunt (Free activity)
- Book day storytellers (Free Performance)
- Welcome Packs for new starters (School Community welcome)
- Leaver's yearbooks (School Community Thank you)

Financial Details – Treasurer Report

Summary:

This year the most challenging financial issues have been around who is able to access our bank accounts. We spent a lot of time in the Autumn term ensuring that we had removed previous signatories from both our HSBC and our Co-op accounts. This has now been rectified. Going forward it would be a good idea if we closed down one of these accounts. HSBC have been the most helpful and have good branch access and communications. However, they charge us a £5 a month fee to use their business account.

We also needed to submit the accounts to the charity commission for the years 2021/2022 and 2022/23. The first one was very overdue. Once we had access to the accounts the information for this was collated and submitted. The 2022/23 financial year opened this month and has been submitted. The current years accounts will not need to be submitted until next June.

For next year it will be important to get gift aid up and running which has been put on the back burner this year, due to other more important issues.

Fundraising:

This year has been a very good year for fundraising. We have very successfully added new events such as the school discos and a colour run. Most events have been sold out. We have also introduced pay it forward tickets so all members of the community can access events.

Expenditure:

The largest expenditure this year has been on replacing the levelled reading books for all years in school. This took a large chunk of our money which had been raised in previous years. We have

also bought new AV equipment for the small hall and contributed towards book day, easter and gardening to name but a few.

| Fundraising | Income | Expenditure | Profit |
|---------------------------------|-----------|-------------|---------|
| Summer Fair | | | |
| Xmas fair | 8765.3 | 1592 | 7173.3 |
| School Disco | 1999.54 | 363.14 | 1636.4 |
| Quiz night | 2,997.39 | 1400.26 | 1597.13 |
| School Disco | £1,964.30 | 160.56 | 1803.74 |
| Colour run | 3154.97 | £1,559.10 | 1595.87 |
| Circus | £5,666.43 | 4823.6 | 842.83 |
| Misc (M and S easy fundraising) | £1,113.67 | | 1113.67 |

LAST
YEAR

Total profit events 15762.94

Total giving 32365.55

Total other expenses 221.24

| Expenses | | |
|---------------|--|--------|
| Miscellaneous | | 176 |
| book day | | 416.5 |
| books school | | 25000 |
| gardening | | 301.77 |
| yr 6 leavers | | |
| easter hunt | | 147.28 |
| bank charges | | 45.24 |
| Av equipment | | 6500 |

Profit up until 30th June 2024

Total amount in bank accounts as of 30th June £17,198.77 (the circus will not be paid until 19th July)

| REF. | ITEM / MINUTE | ACTION BY |
|------|---------------|-----------|
|------|---------------|-----------|

| | | |
|------------|--|------------------|
| | Kat Sperring, Co-Secretary | |
| 7 | ANY OTHER BUSINESS | CW |
| 7.1 | Final event of the year - Circus - Planning in Progress. Financial updates to follow. | NH/CW |
| 7.2 | New-Starter Welcome packs have been prepared to be distributed at the school's welcome picnic. NH to print and CW to deliver. Any spares to be kept and distributed in September. | Committee |
| 7.3 | The new committee will need a bigger active group of PTA members in order to continue the level and quantity of events into the next academic year. Communications will be prepared to encourage new member involvement at organisation, administration and event planning stages. | Committee |
| 7.4 | Committee discussed offering shadowing roles, details to follow. Social evenings to be organised as an informal introduction to PTA. New committee to agree meeting date with Head Teacher to preliminary schedule 2024-2025 yearly programme. | Committee |
| 8 | NEXT MEETING & CLOSE | NH |
| | Date of new meeting to be arranged in the new academic year. | |

| Date | Type | Description | Paid Out | Paid In |
|-----------|------|------------------------------------|----------|---------|
| 1-Sep-23 | | | | |
| 3-Sep-23 | DR | TOTAL CHARGES TO 12AUG2023 | 5 | |
| 4-Oct-23 | DR | TOTAL CHARGES TO 12SEP2023 | 5 | |
| 30-Oct-23 | VIS | eBay O*17-10714-69 LONDON | | 8.15 |
| 30-Oct-23 | VIS | WHOLESALE SWEETS ATHERTON | 94.63 | |
| 30-Oct-23 | VIS | eBay O*22-10708-51 LONDON | 14.99 | |
| 30-Oct-23 | VIS | eBay O*22-10708-51 LONDON | 38.98 | |
| 30-Oct-23 | VIS | eBay O*17-10714-69 LONDON | 8.15 | |
| 3-Nov-23 | DR | TOTAL CHARGES TO 12OCT2023 | 5 | |
| 7-Nov-23 | VIS | WHOLESALE SWEETS ATHERTON | | 14.69 |
| 7-Nov-23 | VIS | RAFFLE TICKETS DIR WELLINGBO | 87 | |
| 8-Nov-23 | VIS | AMZNMktplace amazon.co.uk | 19.99 | |
| 9-Nov-23 | VIS | eBay O*06-10765-24 LONDON | 44.97 | |
| 22-Nov-23 | DD | PAYPAL PAYMENT | 0.1 | |
| 22-Nov-23 | DD | PAYPAL PAYMENT | 94.98 | |
| 24-Nov-23 |))) | TESCO STORES 2445 ELMERS END | 30.54 | |
| 24-Nov-23 |))) | B&M 071 - CATFORD CATFORD | 24.44 | |
| 24-Nov-23 |))) | ALDI STORES SYDENHAM | 51.16 | |
| 4-Dec-23 | DR | TOTAL CHARGES TO 12NOV2023 | 5 | |
| 8-Dec-23 | BP | Nicola Houlbrook Xmas fair costs | 913.6 | |
| 11-Dec-23 | BP | s McCrea pta | 91.45 | |
| 11-Dec-23 | BP | amy mcdermott pta | 71 | |
| 12-Dec-23 | BP | michelle armstrong pta | 76.08 | |
| 12-Dec-23 | BP | rachel whittle pta | 69.89 | |
| 15-Dec-23 | DD | PAYPAL PAYMENT | 23.94 | |
| 19-Dec-23 | BP | alan g myers pta | 236.16 | |
| 20-Dec-23 | BP | marian vian churchfields pta | 110 | |
| 21-Dec-23 | VIS | AMZNMktplace amazon.co.uk | 42.98 | |
| 2-Jan-24 | DD | PARENTKIND | 153 | |
| 3-Jan-24 | DR | TOTAL CHARGES TO 12DEC2023 | 5 | |
| 12-Jan-24 | VIS | AMZNMktplace amazon.co.uk | 49.7 | |
| 16-Jan-24 | CR | CHURCHFIELDS PTA COOP TRF | | 20000 |
| 16-Jan-24 | BP | gardening pta | 117.62 | |
| 17-Jan-24 | BP | school pta | 5000 | |
| 17-Jan-24 | BP | gardening pta | 113.95 | |
| 18-Jan-24 | VIS | BOOKER LTD - 38584 WELLINGBO | 170.95 | |
| 18-Jan-24 | BP | school pta | 19000 | |
| 19-Jan-24 |))) | TESCO STORES 2445 ELMERS END | 3 | |
| 22-Jan-24 | VIS | AMZNMktplace amazon.co.uk | 10.9 | |
| 22-Jan-24 | VIS | RIPE INSURANCE MANCHESTER | 26.41 | |
| 30-Jan-24 | VIS | BROMLEY COUNCIL -I BROMLEY | 21 | |
| 3-Feb-24 | DR | TOTAL CHARGES TO 12JAN2024 | 5 | |
| 23-Feb-24 | BP | rocket pizza broml churchfields pt | 300 | |
| 26-Feb-24 | VIS | MAJESTIC WINE BECKENHAM | 799.76 | |
| 1-Mar-24 | BP | quiz master churchfields pta | 200 | |
| 1-Mar-24 | BP | rocket pizza broml churchfields pt | 300.6 | |
| 4-Mar-24 |))) | POUNDLAND LTD - 19 PENGE | 16 | |

| | | | |
|---------------|---------------------------------------|----------|----------|
| 1-Jul-24 VIS | CHURCHFIELDSPTA ST BECKENHA | 13.5 | |
| 1-Jul-24 VIS | CHURCHFIELDSPTA ST BECKENHA | 13.5 | |
| 1-Jul-24 VIS | CHURCHFIELDSPTA ST BECKENHA | 13.5 | |
| 1-Jul-24 VIS | CHURCHFIELDSPTA ST BECKENHA | 13.5 | |
| 1-Jul-24 VIS | CHURCHFIELDSPTA ST BECKENHA | 13.5 | |
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| 1-Jul-24 VIS | CHURCHFIELDSPTA ST BECKENHA | 13.5 | |
| 1-Jul-24 VIS | CHURCHFIELDSPTA ST BECKENHA | 13.5 | |
| 4-Jul-24 DR | TOTAL CHARGES TO 12JUN2024 | 5 | |
| 8-Jul-24 VIS | BROMLEY COUNCIL -I BROMLEY | 21 | |
| 10-Jul-24 VIS | AMAZON* 204-900690 LONDON | 91.84 | |
| 10-Jul-24))) | SAINSBURYS S/MKTS BROMLEY BE | 67 | |
| 15-Jul-24 VIS | Etsy.com*CraftsbyH London | 106.35 | |
| 15-Jul-24))) | SAINSBURYS SYDENHAM | 16.5 | |
| 16-Jul-24 CR | CHURCHFIELDS PTA | | 3000 |
| 16-Jul-24 ATM | CASH HSBC JUL16 BROMLEY HIGH | 240 | |
| 16-Jul-24 VIS | AMAZON* 204-293944 LONDON | 30.38 | |
| 19-Jul-24))) | ALDI STORES LTD ANERLEY | 59.23 | |
| 22-Jul-24 VIS | AMAZON* 204-187141 LONDON | 11.99 | |
| 22-Jul-24))) | CO-OP GROUP 500055 ELMERS EN | 7.1 | |
| 22-Jul-24))) | ALDI STORES LTD ANERLEY | 56.91 | |
| 22-Jul-24))) | TESCO STORES 2445 ELMERS END | 18.6 | |
| 22-Jul-24))) | ALDI STORES SYDENHAM | 85.49 | |
| 24-Jul-24 CR | CASH IN AT HSBC BANK PLC BROMLEY HIGH | | 1811.66 |
| 24-Jul-24 VIS | SIX BY NICO GLASGOW | 200 | |
| 24-Jul-24 VIS | SAINSBURYS S/MKTS BROMLEY BE | 205.65 | |
| 26-Jul-24 BP | alan g myers pta bbq food gas | 529.63 | |
| 28-Jul-24 BP | Nicola Houlbrook Circus costs | 128.8 | |
| 30-Jul-24 VIS | ZETTLE_*THREE HOUN BECKENHA | 528.2 | |
| 3-Aug-24 DR | TOTAL CHARGES TO 12JUL2024 | 5.32 | |
| | TOTAL | 34462.37 | 25151.93 |
| | Expenditure/ income | 34082.37 | 340.27 |
| | transfers | 380 | 24811.66 |

| | | | |
|----------|------------------|---------|-----------|
| Balance | Check of balance | | |
| 16390.48 | | opening | 23405.8 |
| 16385.48 | 16385.48 | closing | 11574.89 |
| 16380.48 | 16380.48 | | |
| | 16388.63 | net | -11830.91 |
| | 16294 | | |
| | 16279.01 | | |
| | 16240.03 | | |
| 16231.88 | 16231.88 | | |
| 16226.88 | 16226.88 | | |
| | 16241.57 | | |
| 16154.57 | 16154.57 | | |
| 16134.58 | 16134.58 | | |
| 16089.61 | 16089.61 | | |
| | 16089.51 | | |
| 15994.53 | 15994.53 | | |
| | 15963.99 | | |
| | 15939.55 | | |
| 15888.39 | 15888.39 | | |
| 15883.39 | 15883.39 | | |
| 14969.79 | 14969.79 | | |
| | 14878.34 | | |
| 14807.34 | 14807.34 | | |
| | 14731.26 | | |
| 14661.37 | 14661.37 | | |
| 14637.43 | 14637.43 | | |
| 14401.27 | 14401.27 | | |
| 14291.27 | 14291.27 | | |
| 14248.29 | 14248.29 | | |
| 14095.29 | 14095.29 | | |
| 14090.29 | 14090.29 | | |
| 14040.59 | 14040.59 | | |
| | 34040.59 | | |
| 33922.97 | 33922.97 | | |
| | 28922.97 | | |
| 28809.02 | 28809.02 | | |
| | 28638.07 | | |
| 9638.07 | 9638.07 | | |
| 9635.07 | 9635.07 | | |
| | 9624.17 | | |
| 9597.76 | 9597.76 | | |
| 9576.76 | 9576.76 | | |
| 9571.76 | 9571.76 | | |
| 9271.76 | 9271.76 | | |
| 8472 | 8472 | | |
| | 8272 | | |
| 7971.4 | 7971.4 | | |
| | 7955.4 | | |

| | |
|---------|---------|
| | 7928.15 |
| | 7895.75 |
| | 7876.07 |
| 8192.5 | 8192.5 |
| | 8187.5 |
| 7987.5 | 7987.5 |
| | 7936.75 |
| 7921 | 7921 |
| 7861.1 | 7861.1 |
| 7511.1 | 7511.1 |
| | 7506.14 |
| 7501.89 | 7501.89 |
| | 7422.32 |
| 7363.82 | 7363.82 |
| 7196.88 | 7196.88 |
| 7060.08 | 7060.08 |
| 7055.08 | 7055.08 |
| 7056.08 | 7056.08 |
| | 7041.68 |
| 6941.12 | 6941.12 |
| 6930.13 | 6930.13 |
| 6870.13 | 6870.13 |
| 6865.13 | 6865.13 |
| 6847.13 | 6847.13 |
| 6841.89 | 6841.89 |
| 6820.89 | 6820.89 |
| 6488.14 | 6488.14 |
| 6152.32 | 6152.32 |
| 5635.39 | 5635.39 |
| | 5614.39 |
| 5470.39 | 5470.39 |
| | 5360.99 |
| | 5339.02 |
| 5153.73 | 5153.73 |
| 5073.73 | 5073.73 |
| | 5055.6 |
| | 5037.47 |
| | 5027.17 |
| 5003.17 | 5003.17 |
| | 4926.37 |
| | 4912.87 |
| | 4899.37 |
| | 4885.87 |
| | 4872.37 |
| | 4858.87 |
| | 4845.37 |
| | 4831.87 |
| | 4818.37 |

4804.87
4791.37
4777.87
4764.37
4750.87
4737.37
4723.87
4710.37
4696.87

4683.37 4683.37
4678.37 4678.37
4657.37 4657.37

4565.53
4498.53 4498.53
4392.18

4375.68 4375.68

7375.68
7135.68

7105.3 7105.3

7046.07 7046.07

7034.08

7026.98

6970.07

6951.47

6865.98 6865.98

8677.64

8477.64

8271.99 8271.99

7742.36 7742.36

7613.56 7613.56

7085.36 7085.36

7080.04 7080.04 OK

7080.04

24431.66

Date

1-Sep-23
08 SEP 23
20 SEP 23
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01 DEC 23
07 DEC 23
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01 FEB 24
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18 JUL 24
23 JUL 24
13 AUG 24

Description

BROUGHT FORWARD

Jennings L&E Churchfields PTA

GradFinale Yearboo Churchfields PTA

3886 ALDI STORES L

1949 TESCO STORES

0471 AMZNMktplace

3886 ALDI STORES L

1949 TESCO STORES

1949 TESCO STORES

1949 MURRAY BROS B

SumUp Payments Acc MEK PID357718

THOMAS HAYLEY LTD Summer Boards

0471 Zettle_*Three

Iwona Kerr Churfields PTA

Nicola Houlbrook Summer Fair

THE ROS SHE T/AS INVOICE 03

PAYPAL PPWDL4XTJ222333UK6

0471 PO 11:19OCT13

0471 PO 10:17NOV02

0471 SumUp *SumUp

DD PAYPAL PAYMENT 4XTJ222DC3HHN

EASY FUNDRAISING 231508 QUARTER 3 2

SumUp Payments Acc MEK PID386912

0471 TESCO STORES

SumUp Payments Acc MEK PID390606

0471 PO 10:57DEC01

THOMAS HAYLEY LTD Christmas Boards

C Downer RAMBLING ROSE XMAS

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND

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MARKS AND SPENCER 01-100022436979892

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Churchfields Prima COOP TRF

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0471LINK11:54JAN26

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SumUp Payments Acc MEK PID423586

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EASY FUNDRAISING 231508 QUARTER 4 2
Stripe Payments UK PATCHWORK FUND
SumUp Payments Acc MEK PID455748

SumUp Payments Acc MEK PID473221

MARIA LOUISE APPS yr 6 leavers

APPS ML Return from Maria

Stripe Payments UK PATCHWORK FUND
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SumUp Payments Acc MEK PID508478
Stripe Payments UK PATCHWORK FUND

SumUp Payments Acc MEK PID516945

Stripe Payments UK PATCHWORK FUND

MARIA LOUISE APPS yr 6 leavers

EASY FUNDRAISING 231508 QUARTER 1 2

Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND

SumUp Payments Acc MEK PID543618

event colour ltd churchfields

MARIA LOUISE APPS yr 6 leavers

Churchfields Prima Churchfields PTA
CHANNEL 4 TELEVISI PAYREF 215503
SumUp Payments Acc MEK PID581472
MARIA LOUISE APPS yr 6 leavers
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
amy mcdermott pta colour run
Stripe Payments UK PATCHWORK FUND
GradFinale Yearboo INV0957churchfield
SumUp Payments Acc MEK PID611335

Churchfields Prima

Churchfields Prima Churchfields PTA
SumUp Payments Acc MEK PID622240
EASY FUNDRAISING 231508 QUARTER 2 2
TOTAL

Total expenditure/income

Transfers

| Withdrawals | Deposits | Balance | Balance check |
|-------------|----------|-----------|---------------|
| | | 2,395.32 | |
| 500.00 | | 1,895.32 | 1895.32 |
| 975.00 | | 920.32 | 920.32 |
| 37.99 | | 882.33 | 882.33 |
| 7.10 | | | 875.23 |
| 33.98 | | | 841.25 |
| 40.04 | | | 801.21 |
| 47.45 | | | 753.76 |
| 57.25 | | | 696.51 |
| 60.00 | | 636.51 | 636.51 |
| | 3111.26 | 3,747.77 | 3747.77 |
| | 350.00 | 4,097.77 | 4097.77 |
| 237.60 | | 3,860.17 | 3860.17 |
| 33.70 | | | 3826.47 |
| 137.70 | | 3,688.77 | 3688.77 |
| | 50.00 | | 3738.77 |
| | 333.59 | 4,072.36 | 4072.36 |
| | 3177.06 | 7,249.42 | 7249.42 |
| | 4620.00 | 11,869.42 | 11869.42 |
| 234.00 | | 11,635.42 | 11635.42 |
| 70.20 | | 11,565.22 | 11565.22 |
| | 72.03 | 11,637.25 | 11637.25 |
| | 830.77 | 12,468.02 | 12468.02 |
| 70.60 | | 12,397.42 | 12397.42 |
| | 3470.34 | 15,867.76 | 15867.76 |
| | 5047.41 | 20,915.17 | 20915.17 |
| | 350.00 | 21,265.17 | 21265.17 |
| | 152.50 | 21,417.67 | 21417.67 |
| | 908.86 | 22,326.53 | 22326.53 |
| | 346.08 | 22,672.61 | 22672.61 |
| | 18.60 | 22,691.21 | 22691.21 |
| | 4.65 | 22,695.86 | 22695.86 |
| | 492.75 | 23,188.61 | 23188.61 |
| | 4.65 | 23,193.26 | 23193.26 |
| | 23.45 | 23,216.71 | 23216.71 |
| | 9.28 | 23,225.99 | 23225.99 |
| 20000.00 | | | 3225.99 |
| | 28.10 | 3,254.09 | 3254.09 |
| | 4.65 | 3,258.74 | 3258.74 |
| | 4.65 | 3,263.39 | 3263.39 |
| 60.00 | | | 3203.39 |
| | 4.65 | 3,208.04 | 3208.04 |
| | 4.65 | | 3212.69 |
| | 534.54 | 3,747.23 | 3747.23 |
| | 1388.79 | 5,136.02 | 5136.02 |

| | | | |
|----------|----------|-----------|----------|
| | 147.60 | 5,283.62 | 5283.62 |
| | 98.74 | 5,382.36 | 5382.36 |
| | 16.29 | 5,398.65 | 5398.65 |
| | 65.16 | 5,463.81 | 5463.81 |
| | 16.29 | 5,480.10 | 5480.10 |
| | 43.14 | 5,523.24 | 5523.24 |
| | 32.78 | 5,556.02 | 5556.02 |
| | 1222.44 | 6,778.46 | 6778.46 |
| | 80.67 | 6,859.13 | 6859.13 |
| 1303.11 | | 5,556.02 | 5556.02 |
| | 1222.44 | 6,778.46 | 6778.46 |
| | 1241.05 | 8,019.51 | 8019.51 |
| | 4.65 | 8,024.16 | 8024.16 |
| | 13.95 | 8,038.11 | 8038.11 |
| | 9.30 | 8,047.41 | 8047.41 |
| | 4.65 | 8,052.06 | 8052.06 |
| | 28.10 | 8,080.16 | 8080.16 |
| | 9.30 | 8,089.46 | 8089.46 |
| | 13.95 | 8,103.41 | 8103.41 |
| | 625.40 | 8,728.81 | 8728.81 |
| | 13.95 | 8,742.76 | 8742.76 |
| | 139.64 | 8,882.40 | 8882.40 |
| | 5666.43 | 14,548.83 | 14548.83 |
| 139.68 | | 14,409.15 | 14409.15 |
| | 227.78 | 14,636.93 | 14636.93 |
| | 2066.59 | 16,703.52 | 16703.52 |
| | 14.35 | 16,717.87 | 16717.87 |
| | 16.78 | 16,734.65 | 16734.65 |
| | 141.64 | 16,876.29 | 16876.29 |
| 543.98 | | 16,332.31 | 16332.31 |
| 141.64 | | 16,190.67 | 16190.67 |
| 6500.00 | | 9690.67 | 9690.67 |
| | 1321.00 | 11,011.67 | 11011.67 |
| | 1129.73 | 12,141.40 | 12141.40 |
| 114.25 | | 12027.15 | 12027.15 |
| | 1.77 | 12,028.92 | 12028.92 |
| | 11.29 | 12,040.21 | 12040.21 |
| 43.75 | | 11,996.46 | 11996.46 |
| | 231.12 | 12,227.58 | 12227.58 |
| 999.00 | | 11,228.58 | 11228.58 |
| | 897.31 | 12,125.89 | 12125.89 |
| 3000.00 | | 9,125.89 | 9125.89 |
| 3920.00 | | 5,205.89 | 5205.89 |
| | 3711.37 | 8,917.26 | 8917.26 |
| | 117.59 | 9,034.85 | 9034.85 |
| 39308.02 | 45947.55 | | 9034.85 |
| 14663.59 | 31518.69 | | |

24644.43

14428.86

39308.02

OK

Auto sum not working

0.00

| | in | out | balance | Agreed to bank |
|---------------|----------|----------|----------|----------------|
| opening | | | 4620 | |
| summer fair | 3177.06 | | 7797.06 | |
| bank | | 7797.06 | 0 | |
| christmas fai | 5047.41 | | 5047.41 | |
| bank | | 5047.41 | 0 | |
| disco | | 60 | 60 | |
| disco | | | 60 | 0 |
| disco 2 | | 60 | 60 | |
| disco 2 | | | 60 | 0 |
| float | | 240 | 240 | |
| coffee | | 80 | 320 | |
| coffee | | | 80 | 240 |
| circus | 1571.66 | | 1811.66 | |
| bank | | 1811.66 | 0 | |
| circus | | 40 | 40 | |
| | 10276.13 | 14856.13 | -4540 | |
| Transfers | 440 | 14656.13 | 14216.13 | |
| inc/exp | 9836.13 | 200 | | |

| | Start of the year | End of the year | income | expenditure | transfers in |
|-------|----------------------|--------------------|----------|-------------|-----------------|
| HSBC | 16390.48 | 7080.04 | 340.27 | 34082.37 | 24811.66 |
| Co op | 2395.32 | 9034.85 | 31518.69 | 14663.59 | 14428.86 |
| Cash | 0 | 40 | 14456.13 | 200 | 440 |
| Total | 18,785.80 | 16,154.89 | | | <u>39680.52</u> |

| | Income | Expenditure | Net |
|------|-----------------|-----------------|----------|
| bank | 31858.96 | 48745.96 | |
| cash | 14456.13 | 200 | |
| | <u>46315.09</u> | <u>48945.96</u> | -2630.87 |

| | |
|-------------------------|-----------------|
| Funds b/f | 18,785.80 |
| Difference in transfers | <u>-0.04</u> |
| Funds c/f | <u>16154.89</u> |

transfers out

| | | | |
|-----------------|------------|------------|-------|
| 380 | 7080.04 OK | | |
| 24644.43 | 9034.85 | Difference | 0 |
| <u>14656.13</u> | 40 | | |
| <u>39680.56</u> | | Difference | -0.04 |

Record of Independent examination of Churchfields Primary School PTA accounts - Bruno Kronbergs (independent examiner), July 2025.

Background and justification

I was asked to provide independent verification Churchfields Primary School PTA's accounts (a registered charity) by their Treasurer (Cat Winter) for the given period of 2023-2024 due to their having risen over a gross income threshold of £25,000. As that income does not exceed the higher boundary of £250,000, I believe myself to be qualified to provide this scrutiny, without being a member of a listed body (e.g. ICAEW).

I can confirm I have no day-to-day involvement with the administration of the organisation, nor have a connection or relationship that may amount to a conflict of interest with the charity, its trustees, its aims, purposes or beneficiaries. I have also not assisted in preparation of the accounts in question.

As far as possible and practical, I have made this examination in line with the guidance for Independent examination of charity accounts: examiners (CC32), and the Directions for Independent Examinations.

Relevant period:

As the organisation is a school parent-teacher association, I am comfortable in examining the relevant records and reviewing the accounts for the given period (aligning to the academic year September 2023-August 2024) as opposed to a 'normal' financial year (i.e. April to March), and that this is consistent with the organisation's historic filings with the relevant body (in this case I am assuming the Charity Commission).

Sources for examination:

This was a paper-based examination, and I was voluntarily provided with the following:

- A. Written PTA Meeting Minutes covering meetings on:
 - a. 01 November 2023
 - b. 10 January 2024
 - c. 28 Feb 2024
 - d. 02 May 2024
 - e. 02 July 2024
- B. Written AGM Treasurer Report 2023-2024
- C. Simple cash/payment transaction accounts titled "PTA Accounts 23 24"
 - a. NB transactions in these accounts relate to the periods (dates of first and last transactions):
 - i. HSBC - 01 September 2023 - 03 August 2024
 - ii. Co-Op - 01 September 2023 - 13 August 2024
 - iii. "Cash Account" - no dates given

N.B. to support an appropriate level of analytical review (Direction 11), I used Charity Commission Register of Charities data ('Financial History' view of charity number 1033303, accessed on 22-Jul-2025). I also sought additional explanation or evidence from the Treasurer – set out below my Examination Report.

Scope of Examination and Approach:

Aligned to the Charity Commission's Directions for Independent Examination, Directions 1 and 2, I am comfortable that the organisation:

- i. is suitable for independent examination
- ii. is not subject to audit
- iii. is not a charity company that must have filed an audit exemption
- iv. is not required to have requested written permission from the Charity Commission to be independently examined

I believe I have a clear understanding of what the charity is aiming to do and how it goes about doing it, as well as a level of comfort informed by factors such as frequency of trustee meetings, and the documentary detail associated (Direction 4). This understanding has directly informed this examination: the focus areas of my examination is therefore the consistency of the records and accounts and comparison with the annual report (Directions 5,6, 9, 12), informed by an appropriate level of analytical review (Direction 11).

Where relevant, I have provided observations with the aim to be helpful. For completeness, I have also listed the areas where further explanation or evidence was required (Direction 11), and in each case, these were satisfactorily answered in conversation with the Treasurer.

Examination Report - examining the consistency of the records and accounts and comparison with the annual report, informed by an analytical review

Conclusions:

- The form and contents of the accounts appears to be adequate, and appear to be a factual report of the transactions in the period
 - Evidence: Given the gross income level, receipt and payment accounts in this case are adequate for the organisation (i.e. accrual accounts are not required). The accounts presented to me are based on transaction records for the two bank facilities held by the PTA, and a third cash receipt and payment record made up as an account.
- The individual receipts and payments records are accompanied by a simple balance sheet
 - Titled "Charity commission" in the "PTA Accounts 23 24" provided
- The gross balances of income and expenditure appear higher than previous reporting periods, however I am satisfied this is not a cause for concern, with financially successful events driving both:

| | | |
|----|--------------------|-------------------------|
| £k | 23-24 (this | 22-23 (previous, |
|----|--------------------|-------------------------|

| | examination period) | from Charity Commission data) |
|--------------------|----------------------------|--------------------------------------|
| Income | <i>£46.32</i> | <i>£19.83</i> |
| Expenditure | <i>£48.95</i> | <i>£16.76</i> |

- Underlying income (after transfers and balances previously held as cash before the decision was taken to make regular deposits are excluded) is closer to £31.5k (in the Co-op account alone, against £46.3k gross over all accounts) with commentary in both the annual Treasurer’s Report and contemporaneous trustee meeting minutes highlighting the red-letter and successful nature of the fundraising activities in this period.
- Nearly all (~90%) of that underlying income came from online ticket sales (£12.4k, 35 transactions to the Co-op account from “Stripe Payments UK PATCHWORK FUND”) and sales at events (£15.9k, 12 transactions to the Co-op account from “SumUp Payments”).
- Noted windfalls include workplace match funding (£1.3k, received 14-Jun-24), fundraising schemes (£1.1k “M&S Easy Fundraising”) further highlight the successful nature of the organisation in seeking fundraising from different sources.
- The accounts provided appear consistent with the formal record of trustee and/or governance meetings

Observations:

- Maintaining two bank accounts appears to be a historical practice rather than an established organisational policy. The examination did not address the management or intended purpose of these separate banking facilities. For risk mitigation and increased transparency, operating a single bank account should be considered. This may also lead to simpler reporting requirements and less complexity in governance, such as maintaining only one set of signatories. As shown by the shared records, this topic has been raised by the Treasurer and trustees at several meetings. Two transaction types in this period highlight the risk and impact to transparency because of the current use of the separate bank facilities:
 - Transfers between the accounts appears to happen to facilitate onward payment (e.g. transaction from Co-op to HSBC on 16-Jan-24 for £20k, correlating to a 18-Jan-24 onwards payment to “school pta” totalling £19k), and
 - Cash deposits made from cash balances (4 deposits in total during the period, 3 to Co-op and 1 to HSBC).
- No non-cash items (e.g. accounting treatments such as depreciation) appear to be present in the accounts or balance sheet, and outside of bank charges for the facilities (e.g. a £5 monthly fee from HSBC for a business account), there appear to be no carried

liabilities beyond the period, nor indeed assets beyond cash at bank or in hand. If true, this would allow the Treasurer and Trustees to rename their balance sheet their Statement of Assets and Liabilities (following Direction 10, paragraph 10.2 of CC32 examiner guidance)

Identification of areas where further explanation or evidence may be required

I requested further information to support the examination in two areas:

1. Source of funds and examination of the gross balances in this period compared to previous
 - a. Identification and purpose of the frequent receipts from payer "Stripe" in the Co-op bank records
 - b. Additional narrative as to higher than previous periods income
2. Analytical review
 - a. Identification and purpose of three transactions with a "PO" reference in the Co-op bank records
 - b. Spot-check of transactions and associated policy (with the payees Amazon and eBay, that by nature have a higher risk of misappropriation)

I received a written response to each question, that where required is included as narrative and/or informs the conclusions of the examination above.