

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
------	---------------	-----------

1	WELCOME AND INTRODUCTIONS	NH
2	CHAIR REPORT <i>See attached report</i>	NH
3	Review of year's events from Chair <div> <div> Postponed Summer Fair (23.09.2023) Painting Workshop (08.11.2023) Fair (25.11.2023) (26.01.2024) (01.03.2024) (Storytellers & Bookswap) Bonnet Parade (22.03.2024) (26.04.2024) (22.06.2024) (19.07.2024) </div> <div> Face-Christmas Disco Night Quiz Night World Book Day Easter Trail and Disco Night Colour Run Circus </div> </div>	NH
4	TREASURY REPORT <i>See attached report</i> (Note: Report written prior to end of year events.)	CW
5.	CURRENT COMMITTEE Stepping Down: Amy McDermot, Co-Chair Nicola Houlbrook, Co-Chair (Trustee) Cat Winter, Treasurer (Trustee) Shelley Armstrong, Co-Secretary (Trustee) Kat Sperring, Co-Secretary	NOTE
6	NEW COMMITTEE No new nominees were presented. Re-elected committee: Nicola Houlbrook, Chair (Trustee) Cat Winter, Treasurer (Trustee) Shelley Armstrong, Co-Secretary (Trustee)	NOTE

	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	

[illegible]

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	
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	
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
22 SEP 23
25 SEP 23
25 SEP 23
25 SEP 23
25 SEP 23
25 SEP 23
25 SEP 23
26 SEP 23
02 OCT 23
03 OCT 23
06 OCT 23
06 OCT 23
09 OCT 23
09 OCT 23
13 OCT 23
02 NOV 23
07 NOV 23
09 NOV 23
14 NOV 23
20 NOV 23
27 NOV 23
28 NOV 23
01 DEC 23
07 DEC 23
20 DEC 23
22 DEC 23
27 DEC 23
28 DEC 23
29 DEC 23
03 JAN 24
11 JAN 24
12 JAN 24
15 JAN 24
16 JAN 24
16 JAN 24
18 JAN 24
23 JAN 24
26 JAN 24
26 JAN 24
29 JAN 24
29 JAN 24
31 JAN 24

01 FEB 24
02 FEB 24
05 FEB 24
08 FEB 24
12 FEB 24
13 FEB 24
22 FEB 24
05 MAR 24
25 MAR 24
27 MAR 24
03 APR 24
05 APR 24
08 APR 24
11 APR 24
12 APR 24
16 APR 24
22 APR 24
25 APR 24
26 APR 24
29 APR 24
01 MAY 24
07 MAY 24
10 MAY 24
13 MAY 24
14 MAY 24
21 MAY 24
22 MAY 24
24 MAY 24
28 MAY 24
04 JUN 24
11 JUN 24
14 JUN 24
14 JUN 24
24 JUN 24
26 JUN 24
26 JUN 24
27 JUN 24
01 JUL 24
03 JUL 24
09 JUL 24
15 JUL 24
16 JUL 24
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

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND

MARKS AND SPENCER 01-100022436979892

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND

Churchfields Prima COOP TRF

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND

0471LINK11:54JAN26

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND

SumUp Payments Acc MEK PID423586

Stripe Payments UK PATCHWORK FUND

Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
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
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
Stripe Payments UK PATCHWORK FUND
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
1303.11	80.67	6,859.13	6859.13
		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
	1321.00	11,011.67	11011.67
	1129.73	12,141.40	12141.40
114.25			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
	14656.13	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.