

**EMMBROOK COUNTY PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

CHARITY NUMBER 1033449

REPORT AND ACCOUNTS

FOR THE ACCOUNTING YEAR

STARTING 1st SEPTEMBER 2022

THROUGH TO 31st AUGUST 2023

	Page
Annual Report	2 & 3
Independent Examiner's Report	4
Statement of Assets and Liabilities	5
Receipts, Payments and Notes to the Accounts	6 & 7

Emmbrook County Primary School Parent Teacher Association

The Emmbrook County Primary School Parent Teacher Association, Emmbrook Primary School, Emmbrook, Wokingham, Berkshire RG41 1JR is registered with the Charity Commissioners (No. 1033449), being constituted by way of written rules, copies of which are available to members.

The Charity is governed by its constitution dated 11 January 1994, updated December 2015, January 2018 and April 2023. Membership is automatic for present and past members of staff, parents and pupils present and past and governors.

The object of the Association is to advance the education in the School by providing and assisting in the provision of facilities not provided by the Local Education Authority, and as ancillary to this the association may:

- a) Develop more extended relationships between staff, parents and others associated with the schools;
- b) Engage in activities which support the schools and advance the education of the pupils attending them.

The Charity is administered by a management committee, who provide their services free of charge and meet on average once per half term to make decisions. The constitution requires the Committee to comprise a Chairperson, Vice Chairperson, Secretary, Treasurer and two teaching staff to be nominated by the Head Teachers. Four shall form a quorum. The Chairperson, Vice Chairperson, Secretary and Treasurer are trustees. At the date this report was approved, the committee was:

Chairperson	Caitlin Wales (appointed April 2022)
Vice Chairperson	Emma Grainger (appointed April 2022)
Secretary	Claire Lyne (appointed April 2022)
Treasurers	Madhuri Kalepu & Theoni Gergoui (appointed April 2023)
Infant School Head Teacher	Grace Massarella
Junior School Head Teacher	Nicola York
School staff members	none
Other Representatives	All parents of children attending the Infant and Junior schools are automatically members of the Association

Members of the management committee are appointed by nomination and secondment at a committee meeting with consent of the nominee. The Committee wishes to sincerely thank all the members of the school community who have volunteered their time and effort throughout the year to enable the fundraising events to take place.

The total net income for the financial year ended 31st August 2023 was £14,858 including donations. The main fundraisers during the year in furtherance of the objectives were the Summer Fair, Jingle Bell Jog, School discos, movie nights, quiz nights, ice cream sales & PTA Lottery.

The regular Christmas Cards, Bag2School, EMMBS (donation of sale of goods) activities continue to be popular. Grateful thanks should be offered to all those who contributed their time, effort and services. Other events are summarised on the receipts and payments account in this Report.

Emmbrook County Primary School Parent Teacher Association

The value of fixed assets remained at £nil as all items are of low cost and value: the policy is to purchase and write down to nil value on purchase.

Inventory of consumable items has been held at a very low level as planned. Each item purchased is put against the specific event revenue at full cost on purchase and any residual stored consumables used as a matter of priority. Value of residual items at year end is £nil.

None of the management committee received expenses during the year but some were reimbursed for direct costs in connection with arranging PTA functions.

As per the Constitution, the working capital was retained at a minimum level of about £2,000 held in reserve to fund event procurement and floats.

The distribution policy, subject to holding a £2,000 float, is to pay all net income to the Infant and Junior Schools, distributed at a ratio in direct proportion to the most recent January census. The net income still held at 31st August 2022 plus some net gains in the first half of the year were donated to the schools in September 2022 and May 2023: this was a total of £18,000.

The trustees have reviewed the main objectives of the Association and taken due regard to guidance published by the Charity Commission on public benefit. The trustees consider the activities to be for the public benefit because the services of the charity are available to the class of beneficiaries as set out in the objects and within resources, free of charge at the point of delivery. The grants paid to the schools have been used for a variety of items, most significantly improving the playground equipment and IT provisions within the Schools.

Report confirms with regards to Safeguarding and GDPR legal requirements, the PTA operates under the umbrella of both schools and that there were no incidents to report in the year.

Signed:

Madhuri Kalepu

M Kalepu
(Co-Treasurer)

Dated:

07-10-24

Carsten Wales

C Wales
(Chairperson)

07-10-24

Emmbrook County Primary School Parent Teacher Association

For and on behalf of Emmbrook County Primary School Parent Teacher Association

Independent examiner's report to the trustees of Emmbrook County Primary School Parent Teacher Association

I report to the trustees on my examination of the accounts of the Emmbrook County Primary School Parent Teacher Association (the Trust) for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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:



William Stott MPhys BFP FCA
16 Clifton Road
Wokingham
Berkshire RG41 1NB

Dated:

7/10/24

Emmbrook County Primary School Parent Teacher Association

Statement of Assets and Liabilities as at 31st August 2023

	2023 £	2022 £
Current assets		
Cash at Bank	11,191	14,333
	11,191	14,333
Capital and Reserves		
Balance brought forward as at 1st September	14,333	9,576
Net (outgoing)/incoming resources for the year	-3,142	4,757
Net Assets	11,191	14,333

Accounts Approved by:

Madhus Kalepu

M Kalepu
(Co-Treasurer)

Caitlin Wales

C Wales
(Chairperson)

Dated:

07-10-24

07-10-24

For and on behalf of Emmbrook County Primary School Parent Teacher Association.

Emmbrook County Primary School Parent Teacher Association

Statement of financial activities - receipts and payments account showing net gains for the year 1st September 2022 to 31st August 2023

INCOMING RESOURCES	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Activity	Gross Income	Costs	Net	Gross Income	Costs	Net
Summer Fair	10,582	4,074	6,508	9,647	3,624	6,023
Jingle Bell Jog	3,927	1,447	2,480	1,582	95	1,487
Emmbrook Trail	-	-	-	1,171	135	1,036
Ice cream	913	217	696	1,319	298	1,021
Smartie Challenge	664	73	591	527	99	428
Quiz nights	1,432	673	759	1,950	717	1,233
Movie nights	1,425	356	1,069	1,280	162	1,118
PTA Lotto	852	209	643	948	315	633
Infant + junior discos	1,348	1,659	- 311	2,145	613	1,532
Leavers parties	905	1,010	- 105	859	839	20
Smaller Events	2,547	9	2,538	3,505	360	3,145

Event Finances	24,595	9,727	14,868	24,933	7,257	17,676
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EXPENDITURE						
General Donations & external income			525			-
Administrative Expenses			- 535			- 419
Net Income after Administration Costs			14,858			17,257
Grants to Schools			- 18,000			- 12,500
Net (outgoing)/incoming resources for the year			- 3,142			4,757

NOTES TO THE ACCOUNTS:

BASIS OF PREPARATION

The accounts are prepared on a receipts and payments basis under the historical cost Convention in accordance with applicable accounting standards, the Constitution and comply with the Charities Act.

ADMINISTRATIVE EXPENSES	2023 £	2022 £
Sundry admin	103	-
Garage Inventory	252	271
Gambling and Lottery Licences	40	20
NCPTA Membership and insurance	140	128
Total Administrative Expenses	535	419

Note:

- Items purchased are written down to zero value for purposes of net book value.
- No members of the management committee received remuneration or expenses during the year though there was reimbursement of costs incurred by Trustees in connection with activities.

GRANTS

The Infant School comprises 3 years: Foundation year, Years 1 and 2. The Junior School comprises 4 years, being years 3 to 6. Two grants were paid during the year:

	2023 £	2022 £
Emmbrook Infant School	7,501	5,239
Emmbrook Junior School	10,499	7,260
Total Grants	18,000	12,500

FUNDS

There is just one fund comprising the Charity and which is an unrestricted income fund. The purpose of the fund is the advancement of the education in the School by providing and assisting in the provision of facilities not provided by the Local Education Authority, and as ancillary to this the association may:

1. Develop more extended relationships between staff, parents and others associated with the schools;
2. Engage in activities which support the schools and advance the education of the pupils attending them.

End of Report