

Trustees' Annual Report for the period

CHARITY COMMISSION

Period start date

Period end date

From

Day

Month

Year

To

Day

Month

Year

1

Sept

2022

11

August

2023

Section A Reference and administration details

Charity nameSt Michaels School Parent Teachers & Friends Association

Other names charity is known bySt Michaels PTFA

Registered charity number (if any)1035983

Charity's principal addressSt Michael's School
Ratcliffe Drive
Stoke Gifford
PostcodeBS34 8SG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Gillian Coleman	Chair		AGM
2	Michael Hutton	Treasurer		AGM
3	Caroline Paines	Vice Chair		AGM
4	Rachel Pheasant	Secretary		AGM
5	Kathryn Bridgford	Communications		AGM
6	Michaela Charlesworth	Vice Treasurer	13 October 2022	AGM
7	Jemma Arscott	Communications	13 October 2022 – 21 March 2023	AGM
8				
9				
10				
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12				
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15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Lloyds Bank	61 Gloucester Road, Bristol, BS34 5JH

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted September 1991, last updated 2021
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed (nominated, seconded and voted for) annually at the Annual General Meeting held in October. Between AGM co-opted by committee members at committee meetings.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

St Michaels PTFA solely supports St Michaels Primary School.

St Michaels PTFA works closely with the school and the Head Teacher, plus at least one member of staff attends all committee meetings.

St Michaels PTFA is a member of Parentkind UK which provides the association's Public Liability and Personal Accident Insurance, and provides helpful advice to UK PTAs.

The charity holds regular committee meetings, as a minimum once a term. Subcommittees may be formed by the committee or volunteers to work on specific events / activities and will report back to the committee.

There is a child protection policy in place. Criminal Records Bureau checks are carried out prior to commencement of employment of trusteeship, via St Michaels Primary School.

All trustees give their time voluntarily and receive no remuneration or other benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objective of the association is to advance the education of pupils in the school. The association may:

- Develop more extended relationships between staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of pupils attending it.
- Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Develop more extended relationships between the staff, parents and others associated with the school.

- The PTFA run a Fireworks event, Music Concert and Summer Fair which, as well as raising funds for the school, also increases commitment and familiarity with the school for the whole family. The school staff always plays a key role in supporting these events, volunteering their time alongside that of PTFA parents.
- The committee regularly attend staff meetings to provide an update of PTFA activities; ensuring the staff are engaged with PTFA events and are able to submit requests for support.
- St Michaels PTFA supports new intake meetings/events to serve refreshments, and to give parents a chance to purchase second hand uniform.
- All families are actively encouraged to take part in these events.

Engage in activities which support the school and advance education of pupils attending it.

- St Michaels PTFA contributed £10 per pupil towards the cost of individual Year Group school trips.
- The PTFA purchase the Bristol scrap store membership, which provides a source of materials for staff to conduct creative activities.
- The PTFA fund Year Group food tasting activities to support pupils' social development.
- The PTFA provide additional funding to support the enrichment of students including books, blind trail and musical equipment.

Provide and assist in the provision of facilities for education at the school.

In 2021/22 St Michaels PTFA provided to the school and for the use of the whole school:

- New outdoor shelters and playhouses for the playground.
- New Community Garden, which is an on-going project, building some amazing outdoor educational facilities
- Funding the school Community kitchen
- Providing SEN equipment for members of our student population with sensory and additional supported education needs

St Michaels PTFA aims to make all of its activities accessible to everyone in the school.

The PTFA issues a termly newsletter to all parents.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A great contribution is made by member volunteers. We are grateful for the many hours volunteers have spent organising and supporting our fundraising events. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The year began with a literal bang as our annual Fireworks event returned after a three year hiatus. Following which, we quickly moved on to our various Christmas Events; the Children's Event, Christmas Cards and Secret Present Room.

During the Spring Term we held our Dare to be Different Day, Easter Egg Hunt and Easter Raffle. There were the ever popular Mother's and Father's Day Secret Rooms, in which the children delighted in choosing gifts for family members. For the first time we also hosted a music festival, Party in the Playground, with a teacher-led band entertaining the crowd. Finally, the fundraising culminated with another enormously successful Summer Fair to celebrate the end of the school year.

Finally, dispersed throughout the year, we held uniform and ice cream sales; which have all been well attended.

We were also very grateful for those who donated to us through the Aviva Community Fund which led to a donation of £16,039.30

The committee continued to attend several staff meetings this year to advertise all the amazing things the PTFA do, explain how they can help us, and most importantly how we can help them. This has continued to build a good open relationship with the Teachers and Staff of the school.

The fantastic termly PTFA newsletter continues to enable us to also further promote our PTFA activities to all parents and staff.

Our fundraising efforts this year have enabled us to pay for new outside play equipment, community garden and to support out school community kitchen. We also subsidised class trips and events for Years Reception-6 and funded the Year 6 year-book, plus theatre visits and food tasting across all year groups.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not have a policy on reserves, but the Treasurer looks to maintain enough cash in the bank account to fund all forthcoming expenses, such as floats and expenses for events, and any commitments to donations to the school. At no point in the year was the bank account overdrawn.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and

Our main source of funds this year has been fundraising activities and the receipt of a charitable donation from the Aviva Community Fund.

The majority of income is applied to purchasing items for the school or funding class activities for the students.

objectives including any ethical investment policy adopted.

Section F

Other optional information

Future Plans

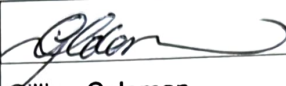

The coming year will see a continued emphasis to fundraise and apply to local / business community awards and grants schemes to raise funds. All income will be used to support St Michaels Primary School.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gillian Coleman	Michael Hutton
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

14/9/23

ST MICHAELS C of E VC PRIMARY SCHOOL

MAIN INCOME AND EXPENDITURE ACCOUNT 2022/23

BALANCES BROUGHT FORWARD FROM 21/22	
PETTY CASH FLOAT	40.00
CURRENT ACCOUNT	20,851.66
TOTAL	20,891.66

ACCOUNTS 2022/23	TRANSACTIONS THROUGH CASHBOOK				NON-CASH ADJUSTMENTS					TOTAL	
	INCOME	EXPENDITURE THROUGH CASHBOOK	TRANSACTION FEES	CASH MOVEMENT IN YEAR	B/F FROM PREVIOUS YEAR	BALANCE TRANSFER	BALANCE ADJUSTMENT (DONATIONS)	C/F TO FOLLOWING YEAR	RELEVANT EXPENDITURE	PROFIT	CHECK
Christmas Secret room	1,711.36	-	102.71	1,608.65		572.89			675.60	1,035.76	-
Easter	982.00	-	26.35	955.65					26.35	955.65	-
Summer Fair	8,557.41	927.74	74.56	7,555.11					1,002.30	7,555.11	-
Fireworks	10,273.04	4,495.87	350.26	5,426.91		990.00			5,836.13	4,436.91	-
Christmas Event / Disco	1,046.42	197.30	58.31	790.81	201.20	35.00			491.81	554.61	-
Christmas Cards etc	2,707.36	1,771.45	148.90	787.01					1,920.35	787.01	-
Uniform Sales	1,414.61	67.36	13.17	1,334.08					80.53	1,334.08	-
Tea Towels	434.00	319.50	13.38	101.12					332.88	101.12	-
Ice Cream Sales	372.02	116.00	1.27	254.75					117.27	254.75	-
Fathers Day	847.50	-	26.45	821.05		370.47			396.92	450.58	-
Mothers Day	1,135.00	-	37.00	1,098.00		359.99			396.99	738.01	-
Small Fundraising	2,689.50	-	3.38	2,686.12					3.38	2,686.12	-
Secret room purchases	-	1,360.10		(1,360.10)	1,148.34	(1,303.35)	241.41	(1,103.38)	343.12	(343.12)	-
Other Christmas Events	944.09	92.78	-	851.31					92.78	851.31	-
Party in the Playground	4,262.37	734.96	59.77	3,467.64					794.73	3,467.64	-
Miscellaneous, Grants and Donations	18,355.00	1,921.97	66.03	16,367.00		(135.88)		1,259.80	3,111.92	15,243.08	-
Licenses/ Memberships/ Subscriptions		638.00		(638.00)					638.00	(638.00)	-
Accruals/ Prepayments		1,228.88		(1,228.88)	1,123.12	(889.12)		(1,462.88)	-	-	-
TOTAL	55,731.68	13,871.91	981.54	40,878.23	2,472.66	-	241.41	(1,306.46)	16,261.06	39,470.62	-
			-	check							

22/23 FUNDS AVAILABLE FOR DISPERSAL	
BALANCES BROUGHT FORWARD FROM 21/22	20,891.66
NET SURPLUS FROM 22/23 ACCOUNTS	40,878.23
	61,769.89
PURCHASES FOR SCHOOL	25,405.35
	-
22/23 FUNDS AFTER DISPERSAL	36,364.54
	-

BALANCES CARRIED FORWARD TO 22/23	
CASH ON HAND	
CASH FLOAT	40.00
CURRENT ACCOUNT	36,324.54
TOTAL BALANCE CARRIED FORWARD	36,364.54
	-
	check

	Float £	Current account £	Summary	Summary Cumulative	Sheet Cumulative	
Balance Bfwd	40.00	20,851.66				
Receipts	-	699.99				
Payments	-	9,272.56				
Balance Sept 21	<u>40.00</u>	<u>12,279.09</u>				
Receipts	-	6,536.90	6,536.90	7,236.89	7,236.89	-
Payments	-	3,734.13	3,734.13	13,006.69	3,734.13	-
Balance Oct 21	<u>40.00</u>	<u>15,081.86</u>				
Receipts	306.50	10,196.73	10,503.23	17,740.12	17,740.12	-
Payments	-	2,237.78	2,237.78	15,244.47	15,244.47	-
Balance Nov 21	<u>346.50</u>	<u>23,040.81</u>				
Receipts	- 306.50	14,242.92	13,936.42	31,676.54	31,676.54	-
Payments	-	7,501.20	7,501.20	22,745.67	22,745.67	-
Balance Dec 20	<u>40.00</u>	<u>29,782.53</u>				
Receipts	-	456.56	456.56	32,133.10	32,133.10	-
Payments	-	1,672.52	1,672.52	24,418.19	24,418.19	-
Balance Jan 21	<u>40.00</u>	<u>28,566.57</u>				
Receipts	-	1,641.30	1,641.30	33,774.40	33,774.40	-
Payments	-	8,691.43	8,691.43	33,109.62	33,109.62	-
Balance Feb 21	<u>40.00</u>	<u>21,516.44</u>				
Receipts	150.00	977.68	1,127.68	34,902.08	34,902.08	-
Payments	-	2,168.33	2,168.33	35,277.95	35,277.95	-
Balance Mar 21	<u>190.00</u>	<u>20,325.79</u>				
Receipts	-	1,093.73	1,093.73	35,995.81	35,995.81	-
Payments	-	292.03	292.03	35,569.98	35,569.98	-
Balance Apr 21	<u>190.00</u>	<u>21,127.49</u>				
Receipts	2,322.25	3,197.71	5,519.96	41,515.77	41,515.77	-
Payments	-	1,497.65	1,497.65	37,067.63	37,067.63	-
Balance May 21	<u>2,512.25</u>	<u>22,827.55</u>				
Receipts	- 2,472.25	12,901.80	10,429.55	51,945.32	51,945.32	-
Payments	-	1,544.40	1,544.40	38,612.03	38,612.03	-
Balance Jun 21	<u>40.00</u>	<u>34,184.95</u>				
Receipts	-	2,172.79	2,172.79	54,118.11	54,118.11	-
Payments	-	193.41	193.41	38,805.44	38,805.44	-
Balance Jul 21	<u>40.00</u>	<u>36,164.33</u>				
Receipts	-	632.03	632.03	54,750.14	54,750.14	-
Payments	-	471.82	471.82	39,277.26	39,277.26	-
Balance Aug 21	<u>40.00</u>	<u>36,324.54</u>				
Opening Balance	40.00	20,851.66				
Receipts	-	54,750.14				
Payments	-	39,277.26				
TOTAL	<u>40.00</u>	<u>36,324.54</u>				
Check	-	-				



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
St Michael's School PTFA

On accounts for the year
ended

31 August 2023

Charity no
(if any)

1035983

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Rebecca Rogers

Date:

21 December 2023

Name:

Rebecca Rogers

Relevant professional
qualification(s) or body
(if any):

ICAS

Address:

8 Buckingham Drive, Stoke Gifford, Bristol, BS34 8LN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No items to disclose.

Accounts are materially accurate.

Report of Independent Examination of the Accounts of St Michael's School (Stoke Gifford) PTFA

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.

Purpose of Examination

- As St Michael's PTFA usually generates an annual income of over £25,0000 (but less than £250,000) there is a requirement for an independent examination of the accounts and record keeping to be undertaken annually.
- The examination is required to consider whether there are matters of material significance which give rise to a legal duty to report to the Charity Commission.
- This report is based on the examination of the accounts and records presented to me.

Background

St Michael's PTFA provides social enhancement activities for the wider St Michael's school community. It makes financial contributions towards activities for children at the school and for the purchase of resources to support pupil development and enrichment.

Income is generated from donations and through an annual programme of fundraising events such as a fireworks display and summer fair.

Independent examiner's statement


I have completed my examination of the accounting records and find they have been kept to the required standard. All material transactions were reconciled with physical copies of the bank statements of the charity's account with Lloyds (no. 01807286).

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.

I also believe the charity to be viable (a going concern) for the next financial year on the basis of the cash reserves £36,324.54 held at 31 August 2023 and the immaterial liabilities and commitments of the charity at that time.

Signed: 

Name: Rebecca Rogers

Address: 8 Buckingham Drive, Stoke Gifford, Bristol, BS34 8LN

Date: 21 December 2023