



Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1	Sept	2023		31	August	2024

Charity name	St Michaels School Parent Teachers & Friends Association
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Other names charity is known by	St Michaels PTFA
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Registered charity number (if any)	1035983
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Charity's principal address	St 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		AGM
7	Lori Ramsey		From 12 October 2023	AGM
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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)

Description of the charity's trusts

Type of governing document <small>(e.g. trust deed, constitution)</small>	Constitution adopted September 1991, last updated 2021
How the charity is constituted <small>(e.g. trust, association, company)</small>	Association
Trustee selection methods <small>(e.g. appointed by, elected by)</small>	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)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• 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.	<p>St Michaels PTFA solely supports St Michaels Primary School.</p> <p>St Michaels PTFA works closely with the school and the Head Teacher, plus at least one member of staff attends all committee meetings.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>All trustees give their time voluntarily and receive no remuneration or other benefits.</p>
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Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the

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<p>The objective of the association is to advance the education of pupils in the school. The association may:</p> <ul style="list-style-type: none">a) Develop more extended relationships between staff, parents and others associated with the school.b) Engage in activities which support the school and advance the education of pupils attending it.c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).	<p>Develop more extended relationships between the staff, parents and others associated with the school.</p>
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<p>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)</p>	<ul style="list-style-type: none"> • 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 and 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. <p>Engage in activities which support the school and advance education of pupils attending it.</p> <ul style="list-style-type: none"> • 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. <p>Provide and assist in the provision of facilities for education at the school.</p> <p>In 2023/24 St Michaels PTFA provided to the school and for the use of the whole school:</p> <ul style="list-style-type: none"> • Replacement gazebo in the school playground • 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 <p>St Michaels PTFA aims to make all of its activities accessible to everyone in the school.</p> <p>The PTFA issues a termly newsletter to all parents.</p>
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Additional details of objectives and activities (Optional information)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • policy programme related investment; • contribution made by volunteers. 	<p>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.</p>
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<p>Summary of the main achievements of the charity during the year</p>	<p>The year began with a literal bang as our annual Fireworks event. Following which, we quickly moved on to our various Christmas Fundraising activities: Christmas Cards and Secret Present Room.</p> <p>During the Spring Term we held an Easter Raffle, then 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 second 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.</p> <p>Finally, dispersed throughout the year, we held uniform and ice cream sales; which have all been well attended. Some of our teachers also undertook the Three Peaks challenge for sponsorship.</p> <p>We were also very grateful to receive some grants to support the installation of sound-clouds in our reception classrooms, this was to benefit a hearing impaired child joining out school community, although they also benefit all children. In addition to these grants, parents from the school also undertook some fundraising challenges, raising more money.</p> <p>The committee continued to attended 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.</p> <p>The fantastic termly PTFA newsletter continues to enable us to also further promote our PTFA activities to all parents and staff.</p> <p>Our fundraising efforts this year have enabled us to pay to replace an outdoor gazebo, continue funding our 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.</p>
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<p>Brief statement of the charity's policy on reserves</p>	<p>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.</p>
<p>Details of any funds materially in deficit</p>	<p>None</p>

<p>Further financial review details (Optional information)</p> <p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives including any 	<p>Our main source of funds this year has been fundraising activities and the receipt of a charitable donations and grants.</p> <p>The majority of income is applied to purchasing items for the school or funding class activities for the students.</p> <p>We have also held some cash funds in an interest-bearing account during the year, this is due to the school awaiting quotes and planning on significant facility improvement works, to which the PTFA will contribute funding.</p>
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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.

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	12/12/24	

ST MICHAELS C of E VC PRIMARY SCHOOL

MAIN INCOME AND EXPENDITURE ACCOUNT 2023/24

BALANCES BROUGHT FORWARD FROM 22/23	
PETTY CASH FLOAT	40.00
CURRENT ACCOUNT	36,324.54
DEPOSIT ACCOUNTS	-
TOTAL	36,364.54

ACCOUNTS 2023/24	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	1,607.50	-	41.89	1,565.61		487.48			529.37	1,078.13	-
Easter	1,278.60	-	18.91	1,259.69					18.91	1,259.69	-
Summer Fair	8,419.88	785.54	50.41	7,583.93			222.59		1,058.54	7,361.34	-
Fireworks	11,008.63	3,873.37	249.48	6,885.78		1,462.88			5,585.73	5,422.90	-
Christmas Events	1,070.80	105.24	26.25	939.31					131.49	939.31	-
Christmas Cards	766.75	-	-	766.75					-	766.75	-
Uniform Sales	1,086.60	-	6.79	1,079.81					6.79	1,079.81	-
Tea Towels	609.00	445.50	19.48	144.02					464.98	144.02	-
Ice Cream Sales	883.59	260.31	3.91	619.37					264.22	619.37	-
Fathers Day	810.00	-	30.41	779.59		257.97			288.38	521.62	-
Mothers Day	1,055.00	-	34.12	1,020.88		282.20			316.32	738.68	-
Small Fundraising	3,217.23	283.35	17.43	2,916.45					300.78	2,916.45	-
Secret room purchases	-	1,304.45	-	(1,304.45)	1,103.38	(1,027.65)	(217.18)	(1,163.00)	-	-	-
Fundraising Challenges	4,092.99	-	115.14	3,977.85					115.14	3,977.85	-
Party in the Playground	5,335.58	1,788.07	57.58	3,489.93			(222.59)		1,623.06	3,712.52	-
Miscellaneous, Grants and Donations	28,208.17	3,526.77	61.97	24,619.43	(1,259.80)			1,622.89	3,951.83	24,256.34	-
Licenses/ Memberships/ Subscriptions		725.04		(725.04)					725.04	(725.04)	-
Accruals/ Prepayments		1,039.50		(1,039.50)	1,462.88	(1,462.88)		(1,039.50)	-	-	-
TOTAL	69,450.32	14,137.14	733.77	54,579.41	1,306.46	-	(217.18)	(579.61)	15,380.58	54,069.74	-
			-	check							

23/24 FUNDS AVAILABLE FOR DISPERSAL	
BALANCES BROUGHT FORWARD FROM 22/23	36,364.54
NET SURPLUS FROM 23/24 ACCOUNTS	54,579.41
PURCHASES FOR SCHOOL	90,943.95
	41,902.87
23/24 FUNDS AFTER DISPERSAL	49,041.08

BALANCES CARRIED FORWARD TO 23/24	
CASH FLOAT	40.00
CURRENT ACCOUNT	755.85
DEPOSIT ACCOUNTS	48,245.23
TOTAL BALANCE CARRIED FORWARD	49,041.08

CASH FLOW ADJUSTMENTS	
CASH ON HAND	40.00
CURRENT ACCOUNT	755.85
UNPRESENTED CHEQUES	-
EFT AWAITING SETTLEMENT	-
TOTAL BALANCE CARRIED FORWARD	795.85

St Michaels School PTFA - 2023/24

	Float £	Deposit accounts £	Current account £	Summary Total £	Summary Cumulative Total £	Sheet Cumulative Total £	Difference £
Balance Bfwd	40.00	-	36,324.54				
Receipts	251.00	-	2,165.71	2,416.71	2,416.71	2,416.71	-
Payments	-	-	4,274.89	4,274.89	4,274.89	4,274.89	-
Balance Sept 21	<u>291.00</u>	<u>-</u>	<u>34,215.36</u>				
Receipts	216.00	-	3,334.91	3,550.91	5,967.62	5,967.62	-
Payments	-	-	14,930.09	14,930.09	19,204.98	14,930.09	-
Balance Oct 21	<u>507.00</u>	<u>-</u>	<u>22,620.18</u>				
Receipts	417.13	-	15,548.58	15,965.71	21,933.33	21,933.33	-
Payments	-	-	1,761.51	1,761.51	20,966.49	20,966.49	-
Balance Nov 21	<u>924.13</u>	<u>-</u>	<u>36,407.25</u>				
Receipts	- 884.13	-	3,287.12	2,402.99	24,336.32	24,336.32	-
Payments	-	-	3,185.33	3,185.33	24,151.82	24,151.82	-
Balance Dec 20	<u>40.00</u>	<u>-</u>	<u>36,509.04</u>				
Receipts	-	-	1,361.05	1,361.05	25,697.37	25,697.37	-
Payments	-	-	7,183.10	7,183.10	31,334.92	31,334.92	-
Balance Jan 21	<u>40.00</u>	<u>-</u>	<u>30,686.99</u>				
Receipts	-	-	2,981.10	2,981.10	28,678.47	28,678.47	-
Payments	-	-	1,926.48	1,926.48	33,261.40	33,261.40	-
Balance Feb 21	<u>40.00</u>	<u>-</u>	<u>31,741.61</u>				
Receipts	-	-	11,800.26	11,800.26	40,478.73	40,478.73	-
Payments	-	-	7,660.32	7,660.32	40,921.72	40,921.72	-
Balance Mar 21	<u>40.00</u>	<u>-</u>	<u>35,881.55</u>				
Receipts	346.20	-	4,949.80	5,296.00	45,774.73	45,774.73	-
Payments	-	-	988.80	988.80	41,910.52	41,910.52	-
Balance Apr 21	<u>386.20</u>	<u>-</u>	<u>39,842.55</u>				
Receipts	- 316.20	41,010.19	- 37,401.22	3,292.77	49,067.50	49,067.50	-
Payments	-	-	1,127.08	1,127.08	43,037.60	43,037.60	-
Balance May 21	<u>70.00</u>	<u>41,010.19</u>	<u>1,314.25</u>				
Receipts	- 30.00	2,074.61	2,132.59	4,177.20	53,244.70	53,244.70	-
Payments	-	-	1,495.30	1,495.30	44,532.90	44,532.90	-
Balance Jun 21	<u>40.00</u>	<u>43,084.80</u>	<u>1,951.54</u>				
Receipts	-	2,060.39	10,506.33	12,566.72	65,811.42	65,811.42	-
Payments	-	-	11,479.76	11,479.76	56,012.66	56,012.66	-
Balance Jul 21	<u>40.00</u>	<u>45,145.19</u>	<u>978.11</u>				
Receipts	-	3,100.04	194.91	2,905.13	68,716.55	68,716.55	-
Payments	-	-	27.35	27.35	56,040.01	56,040.01	-
Balance Aug 21	<u>40.00</u>	<u>48,245.23</u>	<u>755.85</u>				
Opening Balance	40.00	-	36,324.54				
Receipts	-	48,245.23	20,471.32				
Payments	-	-	56,040.01				
TOTAL	<u>40.00</u>	<u>48,245.23</u>	<u>755.85</u>				
Check	-	-	-				
BB Instant Access Online	Balance	Accounts	Variance				
32 Day Notice Account	48,245.23						
	-						
	<u>48,245.23</u>	<u>48,245.23</u>	-				



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 2024

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 / 2024**.

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:

20 November 2024

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.

**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) and (no. 67593260).

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 £49,041.08 held at 31 August 2024 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: 20 November 2024