

**ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION**

**ANNUAL REPORT AND ACCOUNTS**

**for the year ended 31 July 2020**

**Charity number 1047600**

**Registered address**

Orleans Primary School  
Hartington Road  
Twickenham  
TW1 3EN

## ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION

### TRUSTEES' REPORT for the year ended 31 July 2020

Orleans Primary Parent and Teacher Association (OPPTA) is the PTA for Orleans Primary School.

The objectives of OPPTA are to advance the education of the pupils of Orleans Primary School by providing and assisting in the provision of facilities for education at the school not normally provided by the Local Education Authority. All parents and guardians of children currently at the school and members of staff are members of OPPTA.

With the voluntary support of the school, parents and teachers, the Committee successfully ran a number of events throughout the year to raise funds and foster a sense of community within the student, parent, guardian and staff groups. The advent of COVID-19 and the national lockdowns imposed from March 2020 saw fundraising activities curtailed. However, many events were still possible, including a Quiz Night, various Christmas Activities, a Comedy Night, a Virtual Bounceathon, a children's Film Night and a children's Silent Disco. The largest fundraisers in the year were the Virtual Bounceathon (in excess of £5,500) and the various Christmas activities (in excess of £6,800). The charity also made a donation of £1,260 to the NHS from the proceeds of the Virtual Bounceathon (already included in the figure reported above). Additional regular income was raised through weekly cake sales, uniform sales, commissions from Easyfundraising & Amazon and ad hoc donations. One such donation was from a local fair at which OPPTA runs a stall and in the 2019/2020 Financial Year the charity received a substantial donation of £2,500 from the Fair proceeds. The total amount raised was £32,415.

In the year ending 31 July 2020, net funds raised after cost of fundraising & equipment and administrative costs were £23,330 vs £33,284 in the previous year.

In the period August 2019 – July 2020, OPPTA provided £18,481 to provide equipment and to support activities at the school. The largest spends (totalling circa £11,000) were to provide whiteboards for Year 6 classrooms and to contribute towards the replacement of the floor in the large hall. In the same way that COVID-19 affected OPPTA's ability to fundraise, the pandemic also had an impact on the school's capacity to define additional Grant requirements and to spend funds that had already been granted in the year. At the end of the year, OPPTA and the School agreed that some Grants were no longer required and identified others that would not be spent in the financial year. It was agreed that those that would not be spent in the year would be removed from 2019-2020 and reallocated in the next school year. A commitment of £5,500 (to fund books, playground equipment and the allotment was therefore removed from the Grants for the year and reallocated to these projects in 2020-2021). In the previous year a total of £32,499 was donated.

To ensure that children and parents involved in fundraising see and experience the benefits of the money raised, OPPTA endeavours to avoid accumulating excessive funds and works with the school to identify projects that can be delivered in the academic year. This was not possible this year and the charity saw an increase in retained funds at the end of the year. In the previous year ending 31 July 2019 a surplus of £15,212 was recorded and the funds available at the end of this financial year were similar at £20,061. £2,000 is always retained as working capital by OPPTA, which made £18,059 available for grants in the 2020-2021 academic year, of which £5,500 was already committed as carried forwards from 2019-2020.

At the Financial Year End, OPPTA had a cash balance of £31,995, with £2,796 Trade Debtors and Accrued Income bringing the Current Assets to £34,791. There were then outstanding payments of £1,600 and Grant payments due to the school of £13,130 to take into account to arrive at the surplus of £20,061.



Caroline Green  
Co-Chair



Hilary Taylor  
Treasurer

## ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION

### INDEPENDENT EXAMINER'S REPORT

To the Trustees of Orleans Primary Parent and Teacher Association  
On the accounts for the year ended 31 July 2020 set out on pages 4 to 9.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

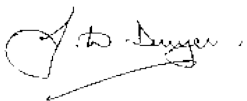
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed on 24 May 2021



J H Dwyer B. Comm FCA

**ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 July 2020**

		Year ended 31 July 2020	Year ended 31 July 2019
		Total	Total
		£	£
<b>Incoming resources</b>			
Fundraising activities	Note 3	32,415	42,902
Interest income		12	15
<b>Total incoming resources</b>		<u>32,427</u>	<u>42,917</u>
<b>Resources expended</b>			
Cost of fundraising activities & equipment	Note 3	(7,781)	(8,164)
Administrative expenses		<u>(1,315)</u>	<u>(1,468)</u>
<b>Resources expended before amounts provided</b>		(9,097)	(9,632)
<b>Net amounts raised</b>		<u>23,330</u>	<u>33,284</u>
Amounts provided to school	Note 4	(18,481)	(32,499)
<b>Net movement in funds</b>		<u>4,849</u>	<u>786</u>
Total funds brought forward		15,212	14,426
<b>Total funds carried forward</b>	Note 6	<u><u>20,061</u></u>	<u><u>15,212</u></u>

ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION

BALANCE SHEET as at 31 July 2020

		As at 31 July 2020	As at 31 July 2019
		Total	Total
		£	£
<b>Current assets</b>			
Debtors		2,796	2,758
Cash at bank and in hand		31,995	21,870
<b>Total current assets</b>		<u>34,791</u>	<u>24,628</u>
Creditors: amounts due within one year	Note 5	(14,730)	(9,416)
<b>Net assets</b>	Note 6	<u>20,061</u>	<u>15,212</u>
<b>Funds of the charity</b>	Note 6	<u>20,061</u>	<u>15,212</u>

Signed on behalf of the Trustees on 22-May 2021



Caroline Green  
Co-Chair



Hilary Taylor  
Treasurer

## **ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION**

### **Notes to the accounts**

#### **Note 1 - Basis of preparation**

These accounts have been prepared on the basis of historic cost in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2019) and applicable UK Accounting Standards and the Charities Act 1993.

#### **Note 2 - Accounting policies**

##### **Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

##### **Incoming resources with related expenditure**

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SoFA.

##### **Donations**

Donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

##### **Tax reclaims on donations and gifts**

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

##### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

##### **Amounts provided to the school**

Amounts provided to the school are recognised in the SoFA when the Trustees have made the commitment to the school; the funds have been raised; and the school has committed to the related expenditure.

##### **Tangible fixed assets for use by charity**

Tangible fixed assets are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

##### **Disclosure under Charities SORP 2019**

MJP Accountants has performed the Independent Examination for this year on a voluntary basis. MJP is a related party as defined under SORP 2019 due to Hilary Taylor being a close family member to a Partner of MJP Accountants.

**ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION**

**Notes to the accounts (continued)**

**Note 3 - Fundraising activities**

	Year ended 31 July 2020			Year ended 31 July 2019
	Income from fundraising activities £	Cost of fundraising activities £	Net income from fundraising activities £	Net income from fundraising activities £
<b>Unrestricted funds</b>				
Christmas activities	10,358	2,883	7,475	6,855
Bouncethon	5,546	0	5,546	7,676
Cake sales	1,492	18	1,474	4,309
May fair	-	-	-	4,317
Quiz night	6,330	3,420	2,910	3,502
Comedy night	2,279	1,110	1,169	2,285
Donation from St Margarets Fair	2,500	-	2,500	1,800
Children's disco and film nights	1,793	316	1,477	1,166
Crown Road fairs	-	-	-	708
Other	2,116	-	2,116	2,561
	<u>32,415</u>	<u>7,746</u>	<u>24,668</u>	<u>35,179</u>

# ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION

## Notes to the accounts (continued)

### Note 4 - Amounts provided to school

	Year ended 31 July 2020	Year ended 31 July 2019
	£	£
Computer equipment	-	15,288
Stage and sound system equipment	-	-
Sensory room	-	-
Themed weeks	-	1,206
Forest School for Year 1	2,600	2,600
Teacher discretionary spending	1,171	-
Third party workshops	-	-
Classroom resources	856	705
Playground	-	2,147
Music, equipment and orchestra funding	400	657
Allotment	-	-
Teacher appreciation fund	539	1,583
Fixtures & Fittings	11,023	225
Sports Coaching	-	6,120
Teacher Sports Kit	-	528
Plastic Out of Orleans Primary Campaign Expenses	-	1,030
Teachers' ipads	382	-
Lunchtime activities	-	-
Reception resources	-	-
Black out blinds	-	-
Creative arts week	-	-
Books	1,200	-
Other	311	409
Prior years' grants underspend	-	-
<b>Total amounts provided to the school</b>	<b>18,481</b>	<b>32,499</b>



## ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION

### Notes to the accounts (continued)

#### Note 5 - Creditors and accruals

	As at 31 July 2020	As at 31 July 2019
	£	£
Amounts falling due within one year:		
Amounts due to Orleans Primary School	13,130	8,968
Other creditors	-	333
Accruals	1,600	115
	<u>14,730</u>	<u>9,416</u>

#### Note 6 - Funds of the charity

	Year ended 31 July 2020	Year ended 31 July 2019
	£	£
Funds brought forward	15,212	14,426
Net movement in funds	4,849	786
Funds carried forward	<u>20,061</u>	<u>15,212</u>