

## **TRUSTEES' ANNUAL REPORT**

The Trustees submit their report and accounts for the year ended 31 July 2023

## **LEGAL AND ADMINISTRATIVE INFORMATION**

**Charity's principal address:** Orleans Primary School  
Hartington Road  
Twickenham  
TW1 3EN

The objective of Orleans Primary Parent & Teacher Association (OPPTA) is to advance the education of the pupils of Orleans Primary School by providing and assisting in the provision of facilities and educational experiences for pupils at the school above and beyond those normally provided by the Local Education Authority. All parents and guardians of children at the school and members of staff are members of OPPTA. The Trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning the charity's future activities.

## **TRUSTEES AND GOVERNANCE**

Trustees:

- Jodie Chippindale - Co-Chair
- Matthew Brown - Co-Chair
- James Gilbert-Farrell
- Olivia Halliday
- James Maun
- Gemma Richardson
- Charlotte Scott
- Amit Singh Sehmi

The charity is under the control of the Trustees.

## **SUMMARY OF ORLEANS PRIMARY PARENT & TEACHER ASSOCIATION ACTIVITIES DURING THE YEAR**

OPPTA was able to run a full schedule of events with the support of the school, parents, carers, and teachers. Consequently, OPPTA had another strong year for fundraising, with net receipts significantly greater than the costs of running the various activities and the administrative expenses of the PTA (insurance/membership costs, IT, banking costs etc).

The primary sources of income for OPPTA came from tickets to events, and from sales of goods/services/experiences at both ticketed and non-ticketed events. Significant fundraising occasions included the Summer Fair, the Christmas Fair (and associated seasonal activities), and Quiz Night. Additionally, the PTA was able to generate significant income from Sponsorship activities, the annual Bounceathon event, and a profit share from the St Margarets Fair. Ongoing fundraising activities such as cake sales and used uniform sales also contributed meaningfully to overall net funds generated. OPPTA was also fortunate to receive £3.9k from local companies generous enough to sponsor OPPTA activities, and we put on record our thanks to the local branch of John D Wood, More Space, and the Stevenson Group, for their kind support. Commission payments from sources such as Amazon Smile & EasyFundraising totalled >£1.8k, and a host of smaller events and initiatives contributed meaningfully in aggregate to funds raised. Full details can be found in note 1. In summary, OPPTA raised more than £37k in net proceeds for the year after fundraising and administrative expenses, an amount approaching that achieved in the prior year.

OPPTA funded substantial awards and grants in the year, totalling over £54k, as set out in Note 3. Significant payments in the period included the purchase of Computer Equipment & Chromebooks (£22.2k), Playground Refurbishment expenditure of (£11.2k), and Library Refurbishment expenditure (£7.3k). In addition, OPPTA also funded Year 1 Forest School (£3k), a new projector for the main hall (£1.6k), a new Chicken Shed (£1.4k), and a refresh of the allotment area (£0.8k), alongside a list of smaller items (see note for full details).

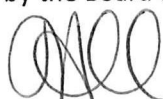
Despite spending grants in excess of funds raised during the year, the PTA was able to finish the year with a significant cash surplus thanks to the healthy starting position at the beginning of the year and due to the net funds raising during the period, which leaves the committee able to consider additional important expenditure possibilities during the year 2023-24. Even considering the committee's prudence buffer of around £2k for unforeseen events or working capital needs, there was a significant surplus still available at the year-end 2023. It is not the committee's strategy to build uncommitted reserves and the committee has outstanding commitments to several projects and is actively considering a range of further funding proposals.

The committee and trustees wish to place on record their sincere gratitude to all supporters of OPPTA for their ongoing generosity and time commitments to help make these fundraising events a success, particularly at a time of considerable pressure on household and corporate finances, and to help enhance the school environment for the benefit of all members of the Orleans Primary School community.

#### TRUSTEES DECLARATION

Approved by the Board of Trustees and signed on its behalf by

Signed:



Position: Co-Chair

Date: 09.05.24

Signed:



Position: Trustee

Date: 09.05.24

**Independent examiner's report**

**REPORT TO THE TRUSTEES OF  
ORLEANS PRIMARY PARENT & TEACHER ASSOCIATION Charity Number: 1047600**

I report to the trustees on my examination of the accounts of Orleans Primary Parent and Teacher Association ("the Trust") for the year ended 31 July 2023 which are set out on pages 4 to 6.

**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 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.

**SIGNED:**



**DATE:**

14.05.24

John Tindale  
2 Amyand Park Gardens  
Twickenham  
TW1 3HS

ORLEANS PRIMARY PARENT AND TEACHER ASSOCIATION  
Charity Commission registered number - 1047600

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 July 2023

RECEIPTS AND PAYMENTS

	Notes	Year ended 31 July 2023	Year ended 31 July 2022
		£	£
<b>Receipts</b>			
Fundraising Activities	(note 1)	58,012	52,231
Interest income		223	8
<b>Total Receipts</b>		<b>58,234</b>	<b>52,240</b>
<b>Payments</b>			
Cost of fundraising activities and equipment	(note 1)	- 17,984	- 10,468
Administrative expenses	(note 2)	- 2,264	- 1,064
<b>Total Payments</b>		<b>- 20,248</b>	<b>- 11,531</b>
<b>Net Amounts Raised</b>		<b>37,986</b>	<b>40,708</b>
Amounts provided to school	(note 3)	- 54,525	- 18,179
<b>Net movement in funds</b>		<b>- 16,539</b>	<b>22,529</b>
Total funds brought forward		52,629	30,100
<b>Total funds carried forward</b>		<b>36,090</b>	<b>52,629</b>

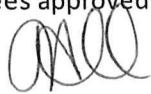
STATEMENT OF ASSETS AND LIABILITIES as at 31 July 2023

	Year ended 31 July 2023	Year ended 31 July 2022
	£	£
<b>Account / Entity</b>		
Caf Gold Extra - Savings Account	21,052	8,340
Caf Cash Extra - Current Account	10,236	40,787
Caf Cash Extra - Business Card Account	2,071	1,674
Paypal	2,640	1,337
Stripe	70	469
Other	21	21
<b>Totals</b>	<b>36,090</b>	<b>52,629</b>

The Trustees approved the above Statement of Financial Activities on:

Signed:

Date:

  
09.05.24

**Note 1: Detailed Fundraising Breakdown:**

**Fundraising Breakdown 2022-23**

	Receipts from fundraising activities £	Payments for fundraising activities £	Year Ended 31-Jul-23 Net Receipts from fundraising activities £	Year Ended 31-Jul-22 Net Receipts from fundraising activities £
Christmas Fair & Related Activities	13,398	-4,985	8,413	6,544
Summer Fairs	11,638	-5,174	6,464	5,525
Cake/Uniform/Other sales	4,628		4,628	6,756
Bounceathon	3,454	-238	3,216	4,600
Sponsorship	3,900		3,900	4,000
St Margarets Fair	3,300		3,300	2,000
Quiz night	4,948	-2,429	2,519	2,239
Commission Income	1,845		1,845	2,531
Justgiving	1,322		1,322	1,864
OPPTA Pledge	1,105	-157	949	-
Film Nights	998	-184	814	1,534
World Cup Predictor Competitions	650	-110	540	-
Silent Discos	1,799	-802	997	616
Other Income/Expenditure	830	-341	489	33
5-a-Side	470	-103	367	230
Reception Disco	460	-116	345	228
Tea Towels	3,267	-3,345	-78	3,064
<b>Totals</b>	<b>58,012</b>	<b>-17,984</b>	<b>40,028</b>	<b>41,764</b>

**Note 2: Breakdown of administrative expenditure:**

**Administrative Expense Payments**

	2022/23	2021/22
Banking/Cash Deposit costs	- 159 -	292
Accounting Software	- 144 -	144
GoDaddy Hosting Fees	- 29 -	29
Events/Small Lotteries Licences	- 82	
Squarespace/Business Apps	- 217 -	367
Parentkind Membership	- 140 -	128
Catering Equipment / Other	- 1,420 -	30
MPLC Motion Picture Licence	- 73 -	73
<b>Total</b>	<b>- 2,264 -</b>	<b>1,064</b>

**Note 3: Breakdown of support provided to Orleans Primary School**

**Amounts Provided to School - 2022-23**

	Year ended 31 July 2023	Year ended 31 July 2022
	£	£
Computer Equipment / Chromebooks	22,193	1,768
Playground Refurbishment	11,215	1,380
Library refurbishment	7,275	-
Forest School for Year 1	3,000	2,530
Teacher Discretionary Spending	2,000	1,263
Projector, main hall	1,555	-
Chicken Shed & Equipment	1,413	-
Allotment equipment/supplies	833	-
Gym mats	770	-
RWI Phonics Reading Resources	660	4,320
Orchestra	600	500
Christmas Panto Contribution	512	-
Earth Song Workshop	500	-
Teacher Appreciation items	454	553
Books	414	3,000
Staff refreshments	346	661
Caretaker Trolley	280	-
OPPTA Bake off	235	-
Nursery Shelving	228	-
Other	41	29
Defibrillator	-	890
Nursery & Reception Rugs	-	865
Touch typing software	-	220
Electric Piano	-	200
<b>Total Amounts Provided to School</b>	<b>54,525</b>	<b>18,179</b>