



Oliver's Battery PTA  
Friends of Oliver's Battery School

# Trustees' Annual Report

## Period of Report

<b>Start Date</b>	1 <sup>st</sup> September 2021
<b>End Date</b>	31 <sup>st</sup> August 2022

## Administration Details

<b>Charity name</b>	The Friends of Oliver's Battery School
<b>Other names charity is known by</b>	Oliver's Battery PTA, FOBS
<b>Registered charity number</b>	1053928
<b>Charity's principal address</b>	c/o Oliver's Battery Primary and Nursery School Austen Avenue Winchester SO22 4HP

## Names of Charity Trustees

<b>Name</b>	<b>Office</b>	<b>Dates acted if not the whole year</b>	<b>Name of person (or body) entitled to appoint trustee</b>
Shona Chalmers	Chair	Whole year	N/A
Emma Bennett	Secretary	Whole year	N/A
Cathy Farrand	Treasurer	Whole year	N/A

## Structure, Governance and Management

<b>Type of governing document</b>	Constitution
<b>How the charity is constituted</b>	Association
<b>Trustee selection methods</b>	Elected by members
<b>Additional governance issues</b>	<p>The Friends of Oliver's Battery School is a member of ParentKind</p> <p>Depending on the nature of a trustee's involvement with children at the school, a Disclosure and Barring Service (DBS) check may be required.</p>

## Objectives and Activities

<b>Summary of objectives of the charity set out in its governing document</b>	To advance and support the teaching and learning of the pupils at Oliver's Battery Primary and Nursery School ("the school"), Winchester.
<b>Summary of the main activities undertaken for the public benefit in relation to these objectives</b>	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p> <p>The trustees believe that our purposes satisfy the public benefit requirement.</p> <p>The advancement of the education of pupils in the school has the direct benefit of increased educational progress and attainment of pupils within the school and links built with the local community. These benefits are evidenced by pupils having access to resources, events, activities and links with the local community, which are not available through direct school funding.</p> <p>Funding for additional resources for the school and links built with the local community. These benefits are evidenced by having an active PTA that works in partnership with the school and engages parental support.</p> <p>Charity Trustees are usually also parents at the school, which their children attend, and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.</p>

## Achievements and Performance

<b>Summary of the main achievements of the charity during the year</b>	<p>The Friends of Oliver's Battery School ("the PTA") continue to match funds provided by Hampshire Gardens Trust ("HGT") to fund the school's Edible Garden. The funds have been used to pay for a professional gardener to provide weekly lessons linked to the school curriculum and includes the school's rehomed chickens.</p> <p>Another key area where the PTA funds have been used is providing equipment for school's two Forest Schools which provide weekly outdoor sessions for classes throughout the year.</p> <p>As in previous years, the PTA paid for the Year 6 leavers to each have a "Class of 2022" hoodie to remember their special time at the school.</p> <p>Funds were also used to pay for a school pantomime, author visit, pond equipment, jubilee celebrations, class</p>
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	<p>prizes and the graduation ceremony for the new nursery class.</p> <p>The PTA purchased a new shed for the storage of PTA equipment (following the vandalism and theft from the previous shed) and to be used as a base for sales.</p>
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## Financial Review

<b>Brief statement of the charity's policy on reserves</b>	<p>While there is no formal policy on the required level of reserves, the committee informally aims to maintain a balance of at least £3,000 in the PTA's accounts. This amount provides a buffer for the organisation of events.</p> <p>The current level is significantly above this value. However, the charity's support and commitment to match the HGT funding for the Edible Garden until March 2024 at the earliest and further improvements to the school grounds will use some of the excess funds.</p>
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## Financial Report for 2021-22

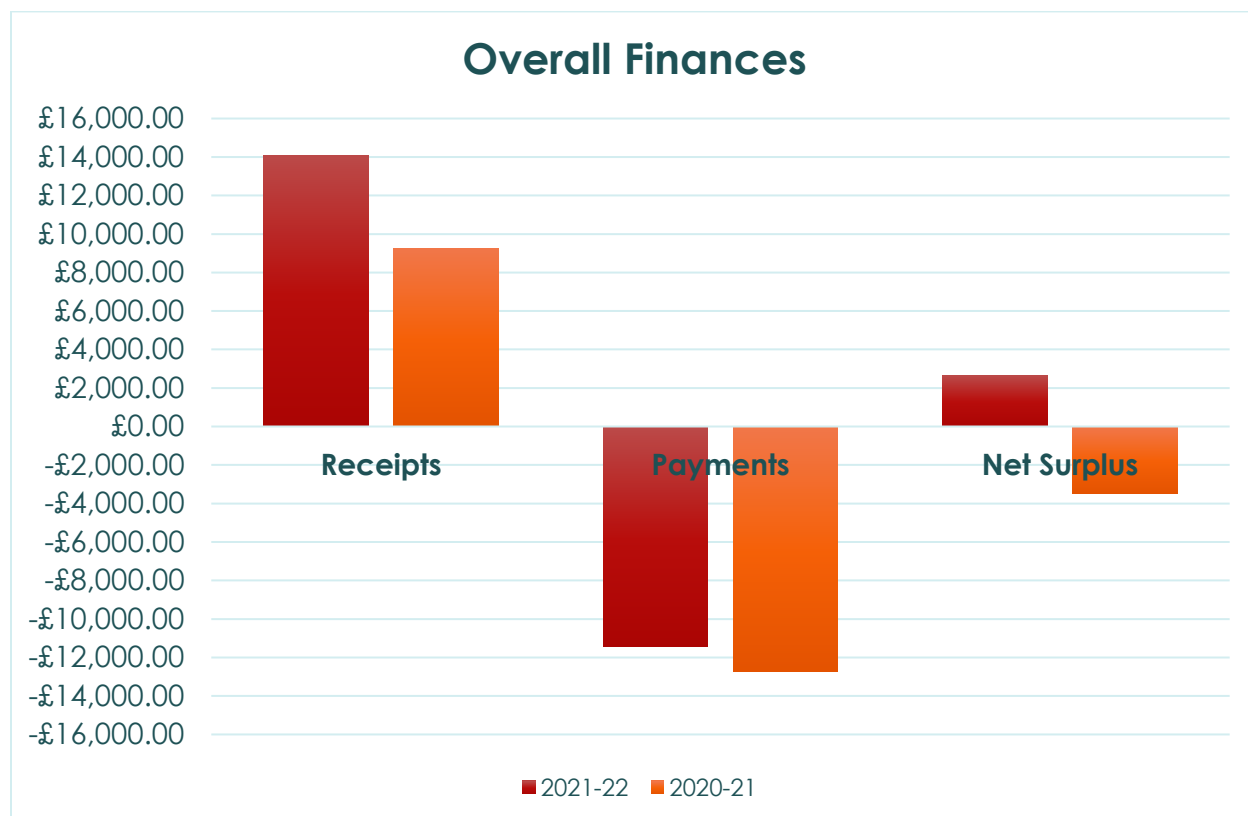
The finances of the PTA continue to be in a healthy state, despite the impact of the Covid pandemic. As at 31<sup>st</sup> August 2022, the total balance of the PTA's accounts was **£11,005.93**. This represents an increase since the figure on 31<sup>st</sup> August 2021 (£8,331.54) as a direct consequence of the excess funds raised compared to donations made to the school over the year.

Receipts in 2021-22 (**£50,235.40**) were significantly up compared to those from 2020-21 (£9,238.35). This large jump in receipts compared to previous years is due to the transfer of the school's former pre-school funds to the school budget via the PTA account. Details of this transaction and the reasons why it was necessary for it to come through the PTA accounts are detailed in the Appendix to this report.

For comparison purposes, the receipts in 2021-22 not allowing for the pre-school transfer (**£14,104.67**) were also up compared to those from 2020-21 (£9,238.35). This was largely due to the reintroduction of several significant events (ie Summer Fair, discos) following the Covid pandemic, new fundraising ideas such as the smartie challenge and a change in the receipt/payment method of some events (ie Christmas designs).

Due to the pre-school transfer, outgoings of **£47,561.01** were also much higher than usual.

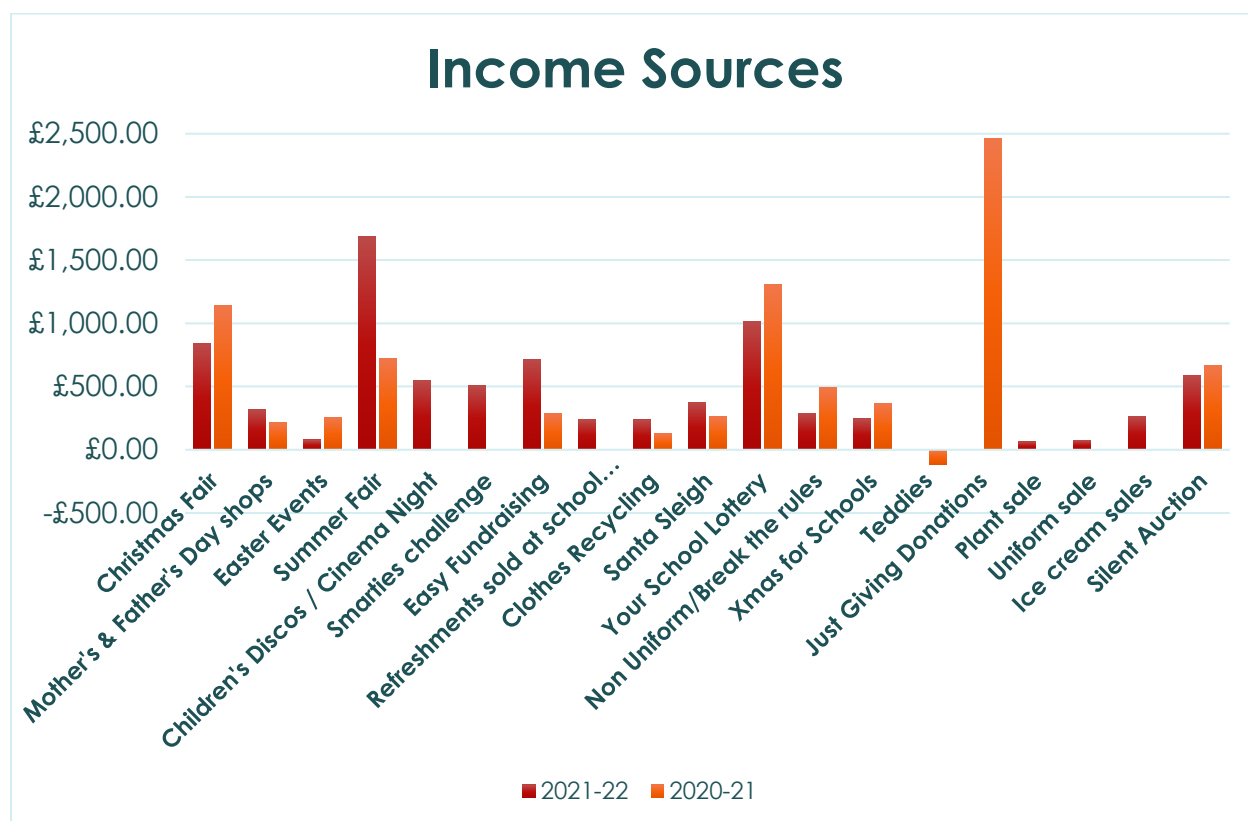
Not allowing for the pre-school transfer, outgoings decreased slightly (2021-22: **£11,430.28** 2020-21: **£12,718.23**). Despite a large increase in expenses for events compared to the previous year, these increases were outweighed by a reduction in the financial donations to the school.



## Receipts

### All Income Sources

All figures discussed in this section are net profit or net loss.



### Fundraising By Event

Event	Profit/Loss in 2021-22 (Comparison to previous year)	Profit/Loss in 2020-21	Comments
Christmas Fair	£838.12 (↓)	£1,140.38	No fair but raffle tickets sold for Hampers and Kids Hampers
Children's Discos	£550.34 (↑)	£0.00	Previously cancelled due to covid
Summer Fair	£1,687.17 (↑)	£723.33	Return of the summer fair after covid, including raffle tickets for Hampers as in 2021
Easter Egg Hunt	£156.10 (↓)	£254.06	Fewer donations and extra class eggs
Silent Auction	£590.00 (↓)	£667.32	
Non uniform /Break the Rules	£287.75 (↓)	£495.16	
Smarties challenge	£508.83 (↑)	£0.00	New event
Mother's/Father's Day	£314.74 (↑)	£212.00	

## Other Income

Source	Profit/ <b>Loss</b> in 2021-22 (Comparison to previous year)	Profit/ <b>Loss</b> in 2020-21	Comments
Your School Lottery	£1,018.50 (↓)	£1,305.70	
EasyFundraising	£717.77 (↑)	£284.05	
Santa Sleigh Collection	£376.00 (↑)	£263.72	
Clothes Recycling	£235.80 (↑)	£127.10	
Personalised Christmas gifts	£246.00 (↓)	£366.00	
Refreshments, ice cream, uniform and plant sales	£650.66 (↑)	£0.00	New income sources.

## Outgoings

The donations to the school in 2021-22 totalled **£3,710.19**, including direct purchases made on the school's behalf. This was significantly down on the figure for 2020-21 of **£10,947.25**.

The vast majority of the other outgoings were expenses associated with holding the events. Trustees and committee members receive no money from The Friends of Oliver's Battery School except for the reimbursement of legitimate expenses.

## External Inspection of Accounts

The Charity Commission does not require the external inspection or auditing of the accounts of a Charity with a turnover of less than £25,000 per year. In previous years, this has always applied to the PTA's accounts. However, due to the transfer of the Pre-School funds via the PTA account the turnover over the year exceeded £25,000. The Charity Commission states that charities with a gross income of more than £25,000 in their financial year are required to have their accounts independently examined or audited. The type of scrutiny required depends on the income and assets of the charity. Broadly speaking, an independent examination is needed if gross income is between £25,000 and £1 million and an audit is needed where the gross income exceeds £1 million. The PTA accounts will therefore be independently examined.

The account records, chequebook, paying-in book, bank statements and receipts/invoices are available for inspection at the AGM or, on request, at any other time.

Cathy Farrand

Treasurer, Friends of Oliver's Battery School

7<sup>th</sup> May 2023.

## Financial Statement

	Year Ended 31 August, 2022				Year Ended 31 August, 2021		
EVENT	Receipts	Payments	Profit/Loss		Receipts	Payments	Profit/Loss
Christmas Fair	1,139.92	- 301.80	838.12		1,318.43	- 146.45	1,171.98
Mother's & Father's Day shops	983.33	- 370.59	612.74		325.00	- 411.00	- 86.00
Easter Events	368.10	- 289.25	78.85		413.06	- 81.75	331.31
Summer Fair	4,714.75	- 2,637.58	2,077.17		333.33	-	333.33
Children's Discos / Cinema Night	822.34	- 272.00	550.34		-	-	-
Smarties challenge	580.78	- 71.95	508.83				
Easy Fundraising	717.77	-	717.77		284.05	-	284.05
Refreshments sold at school events	262.38	- 21.00	241.38				
Clothes Recycling	235.80	-	235.80		127.10	-	127.10
Teddies	-	-	-		607.74	- 723.00	- 115.26
Santa Sleigh	376.00	-	376.00		263.72	-	263.72
Your School Lottery	1,018.50	-	1,018.50		1,305.70	-	1,305.70
Non Uniform/Break the rules	319.55	-	319.55		463.36	-	463.36
Xmas for Schools	1,439.00	- 1,193.00	246.00		366.00	-	366.00
Plant sale	65.50	-	65.50		-	-	-
Uniform sale	76.61	-	76.61		-	-	-
Ice cream sales	394.19	- 127.02	267.17		-	-	-
Just Giving Donations	-	-	-		2,465.64	-	2,465.64
Silent Auction	590.00	-	590.00		965.10	- 297.78	667.32
<b>Sub Total</b>	<b>14,104.52</b>	<b>- 5,284.19</b>	<b>8,820.33</b>		<b>9,238.23</b>	<b>- 1,659.98</b>	<b>7,578.25</b>
<b>Other Items</b>							
Interest on Deposit	0.15	-	0.15		0.12	-	0.12
Donations to School	-	- 3,710.19	- 3,710.19		-	- 10,947.25	- 10,947.25
Miscellaneous & Administration Expenses	36,130.73	- 38,566.63	- 2,435.90		-	- 111.00	- 111.00
<b>Sub Total</b>	<b>36,130.88</b>	<b>- 42,276.82</b>	<b>- 6,145.94</b>		<b>0.12</b>	<b>- 11,058.25</b>	<b>- 11,058.13</b>
<b>NET SURPLUS/DEFICIT FOR THE PERIOD</b>	<b>50,235.40</b>	<b>- 47,561.01</b>	<b>2,674.39</b>		<b>9,238.35</b>	<b>- 12,718.23</b>	<b>- 3,479.88</b>
Add surplus brought forward from last year		1/9/2021	7,270.17				
Add deposit account balance from last year		09/08/2021	1,061.37				
<b>SURPLUS CARRIED FORWARD TO NEXT YEAR</b>			<b>11,005.93</b>		0.00		
Deposit Account at 09/08/22		Latest sment	1,061.52		See online account		
Current Account at 31/08/22		Latest sment	9,944.41				
<b>TOTAL FUNDS (BANK STATEMENTS)</b>			<b>11,005.93</b>				
Less Unpresented Cheques			-				
<b>TOTAL FUNDS</b>			<b>11,005.93</b>				



## Appendix 1 - Transfer of pre-school funds

### Letter from Early Years Alliance

Dear Carly

Thank you for contacting the Early Years Alliance.

On the basis that the existing charitable preschool follows an Alliance governing document, the following steps would need to be taken.

If a charity's circumstances mean that the charity is no longer viable, its members may consider it to be in their best interests to close and dissolve the charity.

Under such circumstances, a general meeting of all members (an Annual General Meeting or an Extraordinary General Meeting) must be held to discuss the pros and cons of dissolving the charity. All members must be given at least two weeks' notice of the meeting, and the purpose of the meeting should be made clear. Members must take a vote on dissolving the charity, and a two-thirds majority vote in favour is required.

For the vote to be valid the meeting must be quorate. What constitutes a quorum depends on which version of the Alliance Model Constitution the setting is running to. Any constitution prior to the 2005 version requires 30% or 5 members (whichever is greater) present, and later versions require 10% or 5 members (whichever is greater).

If there is a potential opportunity to transfer staff to another organisation via the TUPE process, we would recommend that a charity trustee contacts Law-Call, our free 24-hour legal helpline line, on 01455 255 205 for guidance.

With regard to the charity's assets (all funds and property owned by the charity), the Charities Act imposes an 'asset-lock', meaning that the assets can only be used for the charity's aims. When a charity closes, any assets that remain after all outstanding debts, liabilities and funding agreements of the charity have been settled must be donated to another charity to be used for the same purposes (i.e. a charity concerned with the care and education of pre-school children).

Where a proposal has been made for the remaining assets to be transferred to a charitable trust, the trust must meet the following conditions:

1. the trust's instrument of governance (constitution or similar document) allows them to provide facilities for an early years provision
2. agreement has been made in writing by the trust to ring-fence all the resources and assets for the sole use of the early years provision
3. the trust has charity status

Prior to transferring the charity's assets to another charity permission from the Alliance will be required. This can be done by a charity trustee writing to the Information Service team at [info@eyalliance.org.uk](mailto:info@eyalliance.org.uk), with a copy of the resolution passed to dissolve the setting and details of the receiving charity, or for a trust, the trust's governing document and a copy of the written agreement to ring-fence the assets for the sole use of the early years provision.

The final step in the process, following the settling of all debts and liabilities, is to advise the Charity Commission of the charity's dissolution via their [closure form](#). The charity trustees will need to retain its accounting records for six years after the year they were made.

If you require any further assistance, please do not hesitate to contact our Information Service team at [info@eyalliance.org.uk](mailto:info@eyalliance.org.uk) or on 020 7697 2595.

We are trying to keep our members updated, with information on our [website](#) as well as our [Facebook](#) page in relation to the Coronavirus, so please take the opportunity of following these sites for up to date information.

Kind regards,

Bridget Allison

Publications & Information Manager



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Friends of Oliver's Battery School

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<b>Registered charity number</b>	1053928
<b>Charity's principal address</b>	c/o Oliver's Battery Primary and Nursery School Austen Avenue Winchester SO22 4HP

## Names of Charity Trustees

<b>Name</b>	<b>Office</b>	<b>Dates acted if not the whole year</b>	<b>Name of person (or body) entitled to appoint trustee</b>
Shona Chalmers	Chair	Whole year	N/A
Emma Bennett	Secretary	Whole year	N/A
Cathy Farrand	Treasurer	Whole year	N/A

## Structure, Governance and Management

<b>Type of governing document</b>	Constitution
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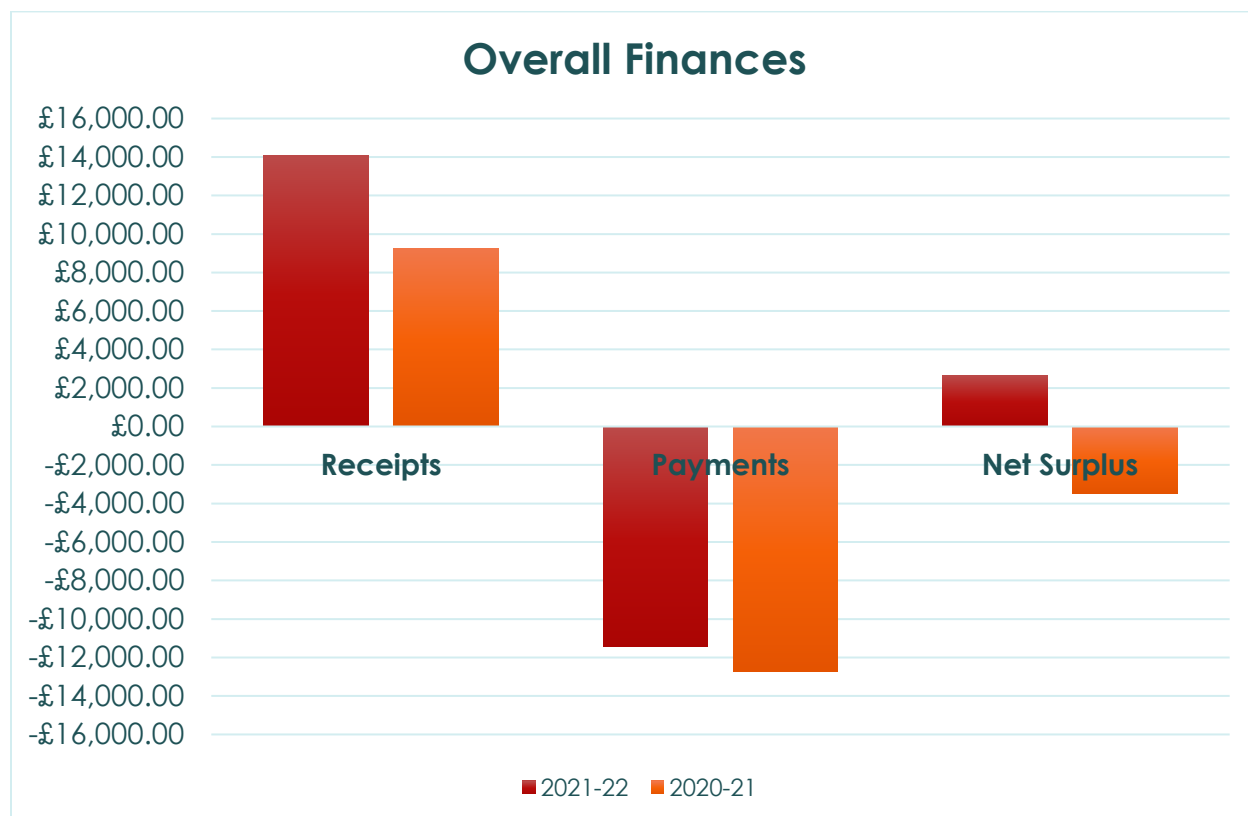
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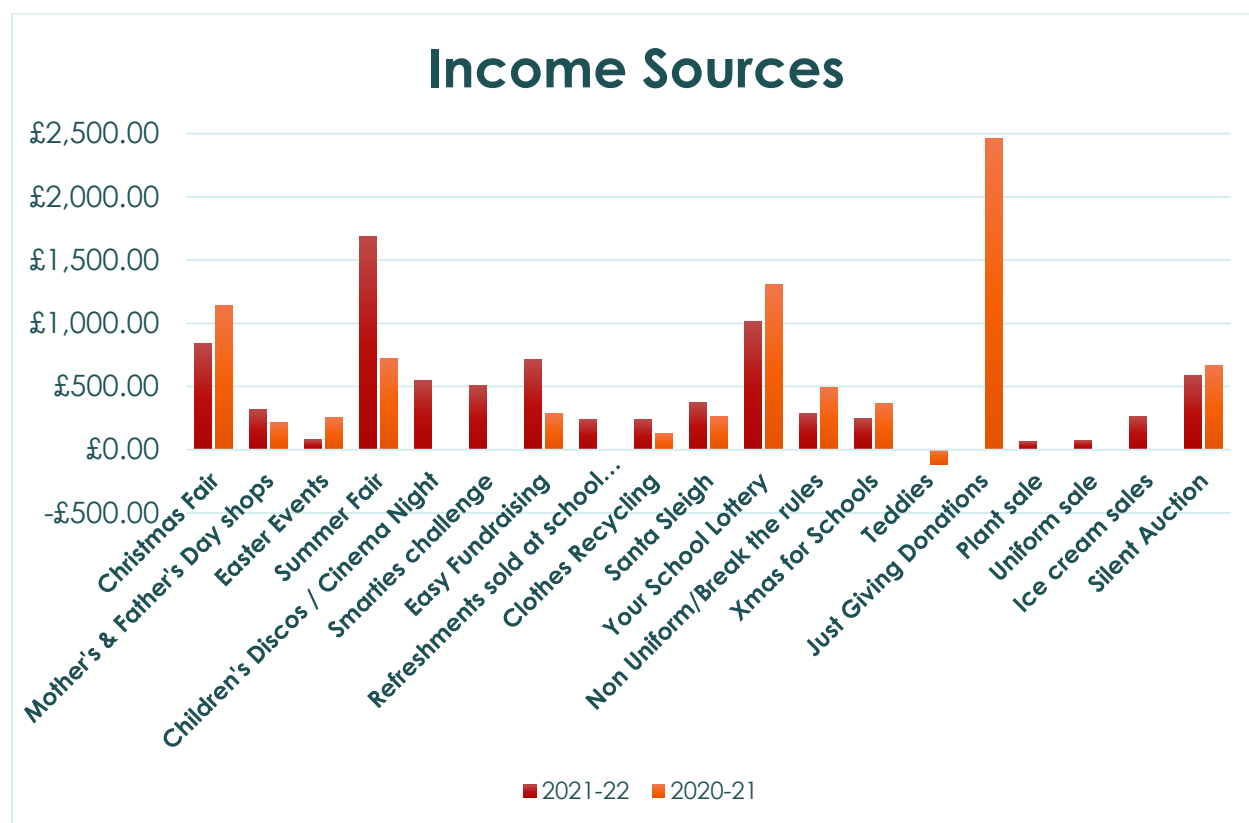
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Cathy Farrand

Treasurer, Friends of Oliver's Battery School

7<sup>th</sup> May 2023.

## Financial Statement

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Non Uniform/Break the rules	319.55	-	319.55		463.36	-	463.36
Xmas for Schools	1,439.00	- 1,193.00	246.00		366.00	-	366.00
Plant sale	65.50	-	65.50		-	-	-
Uniform sale	76.61	-	76.61		-	-	-
Ice cream sales	394.19	- 127.02	267.17		-	-	-
Just Giving Donations	-	-	-		2,465.64	-	2,465.64
Silent Auction	590.00	-	590.00		965.10	- 297.78	667.32
<b>Sub Total</b>	<b>14,104.52</b>	<b>- 5,284.19</b>	<b>8,820.33</b>		<b>9,238.23</b>	<b>- 1,659.98</b>	<b>7,578.25</b>
<b>Other Items</b>							
Interest on Deposit	0.15	-	0.15		0.12	-	0.12
Donations to School	-	- 3,710.19	- 3,710.19		-	- 10,947.25	- 10,947.25
Miscellaneous & Administration Expenses	36,130.73	- 38,566.63	- 2,435.90		-	- 111.00	- 111.00
<b>Sub Total</b>	<b>36,130.88</b>	<b>- 42,276.82</b>	<b>- 6,145.94</b>		<b>0.12</b>	<b>- 11,058.25</b>	<b>- 11,058.13</b>
<b>NET SURPLUS/DEFICIT FOR THE PERIOD</b>	<b>50,235.40</b>	<b>- 47,561.01</b>	<b>2,674.39</b>		<b>9,238.35</b>	<b>- 12,718.23</b>	<b>- 3,479.88</b>
Add surplus brought forward from last year		1/9/2021	7,270.17				
Add deposit account balance from last year		09/08/2021	1,061.37				
<b>SURPLUS CARRIED FORWARD TO NEXT YEAR</b>			<b>11,005.93</b>		0.00		
Deposit Account at 09/08/22		Latest sment	1,061.52		See online account		
Current Account at 31/08/22		Latest sment	9,944.41				
<b>TOTAL FUNDS (BANK STATEMENTS)</b>			<b>11,005.93</b>				
Less Unpresented Cheques			-				
<b>TOTAL FUNDS</b>			<b>11,005.93</b>				

## Appendix 1 - Transfer of pre-school funds

### Letter from Early Years Alliance

Dear Carly

Thank you for contacting the Early Years Alliance.

On the basis that the existing charitable preschool follows an Alliance governing document, the following steps would need to be taken.

If a charity's circumstances mean that the charity is no longer viable, its members may consider it to be in their best interests to close and dissolve the charity.

Under such circumstances, a general meeting of all members (an Annual General Meeting or an Extraordinary General Meeting) must be held to discuss the pros and cons of dissolving the charity. All members must be given at least two weeks' notice of the meeting, and the purpose of the meeting should be made clear. Members must take a vote on dissolving the charity, and a two-thirds majority vote in favour is required.

For the vote to be valid the meeting must be quorate. What constitutes a quorum depends on which version of the Alliance Model Constitution the setting is running to. Any constitution prior to the 2005 version requires 30% or 5 members (whichever is greater) present, and later versions require 10% or 5 members (whichever is greater).

If there is a potential opportunity to transfer staff to another organisation via the TUPE process, we would recommend that a charity trustee contacts Law-Call, our free 24-hour legal helpline line, on 01455 255 205 for guidance.

With regard to the charity's assets (all funds and property owned by the charity), the Charities Act imposes an 'asset-lock', meaning that the assets can only be used for the charity's aims. When a charity closes, any assets that remain after all outstanding debts, liabilities and funding agreements of the charity have been settled must be donated to another charity to be used for the same purposes (i.e. a charity concerned with the care and education of pre-school children).

Where a proposal has been made for the remaining assets to be transferred to a charitable trust, the trust must meet the following conditions:

1. the trust's instrument of governance (constitution or similar document) allows them to provide facilities for an early years provision
2. agreement has been made in writing by the trust to ring-fence all the resources and assets for the sole use of the early years provision
3. the trust has charity status

Prior to transferring the charity's assets to another charity permission from the Alliance will be required. This can be done by a charity trustee writing to the Information Service team at [info@eyalliance.org.uk](mailto:info@eyalliance.org.uk), with a copy of the resolution passed to dissolve the setting and details of the receiving charity, or for a trust, the trust's governing document and a copy of the written agreement to ring-fence the assets for the sole use of the early years provision.

The final step in the process, following the settling of all debts and liabilities, is to advise the Charity Commission of the charity's dissolution via their [closure form](#). The charity trustees will need to retain its accounting records for six years after the year they were made.

If you require any further assistance, please do not hesitate to contact our Information Service team at [info@eyalliance.org.uk](mailto:info@eyalliance.org.uk) or on 020 7697 2595.

We are trying to keep our members updated, with information on our [website](#) as well as our [Facebook](#) page in relation to the Coronavirus, so please take the opportunity of following these sites for up to date information.

Kind regards,

Bridget Allison

Publications & Information Manager



## **Independent examiner's report to the trustees of Oliver's Battery Primary School PTA**

I report to the trustees on my examination of the accounts of Oliver's Battery Primary School PTA (the Trust) for the year ended 30 August 2022.

### **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").

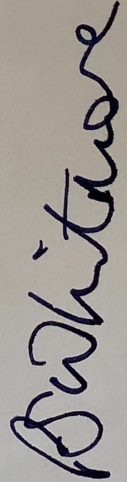
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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.

  
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Patricia S Whitmore ACA

22 East Sheen Avenue  
London  
SW14 8AS

19 June 2023