



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 1 September 2022 to 31 August 2023**

**Charity name:** St James School Parent Teacher Association

**Charity registration number:** 1057497

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity exists to raise money for the wellbeing, education and benefit of the pupils of St James' RC Primary School in Petts Wood, Kent. Specifically, the objects of the charity are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object may: (a) foster more extended relationships between the staff, parents and others associated with the school, and (b) engage in activities which support the school and advance the education of the pupils attending it.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Our big events this year were a Christmas Fair which raised £7,472, Summer Fair which raised £5,773, Summer Ball which raised £2,209 and a Christmas Panto which raised £1,572. (The numbers are all profit figures). In addition to the amounts received from raising activities, a total of £6,880 was received through matched funding programmes of parents' workplaces.</p> <p>During the year the charity awarded grants totalling £10,400 for additional sports coaching and classroom allowances for the teachers. In addition, the charity spent £7,121 to purchase new desks and chairs for all key stage two classes, and £1,365 to repaint some of the classrooms.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	When making these decisions on awarding grants the trustees and the committee confirm that they have had complied with their duty to have regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The main achievements of the charity during the year were to provide funds to purchase new desks and chairs for all the key stage two classrooms and offer additional funding towards the external sports coach to increase the number of sports classes for the children.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the year the charity held £42,507 in cash and no financial commitments.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity operates on a receipts and payments basis without reference to a balance sheet. The association does not have any liabilities or financial commitments at the end of the year and so there is no requirement for reserves to be held.
Amount of reserves held	Para 1.22	The charity held £42,507 in cash and reserves at the year end.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We have no concerns

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	By election at the annual general meeting

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	St James School Parent Teacher Association
Other name the charity uses	None
Registered charity number	1057497
Charity's principal address	Maybury Close, Petts Wood, Orpington BR5 1BL

## 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	Omolola Adebajji	Treasurer		
2	Paul Colonesse	Chair		
3				
4				
5				
6				
7				
8				
9				
10				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St James School Parent Teacher Association

1057497

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/09/2022

To

Period end date  
31/8/2023

### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising Events	41,763	-	-	41,763	41,249
Matched Funding	6,880	-	-	6,880	3,617
Donations	487	-	-	487	943
Bank Interest	18	-	-	18	0
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for</b>	<b>49,148</b>	<b>-</b>	<b>-</b>	<b>49,148</b>	<b>45,810</b>
<b>A2 Asset and investment sales,</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>49,148</b>	<b>-</b>	<b>-</b>	<b>49,148</b>	<b>45,810</b>
<b>A3 Payments</b>					
Fundraising Events	19,804	-	-	19,804	18,718
Gifts for School children	325	-	-	325	65
Subscription to PTA UK	140	-	-	140	116
School projects	20,618	-	-	20,618	17,529
Independent examiner	120	-	-	120	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>41,007</b>	<b>-</b>	<b>-</b>	<b>41,007</b>	<b>36,429</b>
<b>A4 Asset and investment</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>41,007</b>	<b>-</b>	<b>-</b>	<b>41,007</b>	<b>36,429</b>
<b>Net of receipts/(payments)</b>	<b>8,141</b>	<b>-</b>	<b>-</b>	<b>8,141</b>	<b>9,381</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>34,366</b>	<b>-</b>	<b>-</b>	<b>34,366</b>	<b>24,985</b>
<b>Cash funds this year end</b>	<b>42,507</b>	<b>-</b>	<b>-</b>	<b>42,507</b>	<b>34,366</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>				
	Lloyds Current A/c	38,878	-	-
	Llyods Savings A/c	3,629	-	-



	-	-	-
<b>Total cash funds</b>	<b>42,507</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))	OK	OK	OK

**Unrestricted funds**  
to nearest £

**Restricted funds**  
to nearest £

**Endowment funds**  
to nearest £

**Details**

**B2 Other monetary assets**

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**Details**

**B3 Investment assets**

Fund to which	Cost (optional)	Current value
	-	-
	-	-
	-	-
	-	-
	-	-

**Details**

**B4 Assets retained for the charity's own use**

Fund to which	Cost (optional)	Current value
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

**Details**

**B5 Liabilities**

Fund to which	Amount due	When due
	-	
	-	
	-	
	-	
	-	

Signed by one or two trustees on

Signature	Print Name	Date of



Section A

Independent Examiner's Report

Report to the trustees	St James School Parent Teacher Association		
On accounts for the year ended	31 August 2023	Charity no (if any)	1057497
Set out on pages			

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's trustees, 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:  Date: 17/7/24

Name: Natasha Mirrington

Relevant professional qualification(s) or body (if any): ACA Institute of Chartered Accountants In England & Wales

Address: 16 West Way  
Orpington  
BR5 1LW

**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.**