



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/09/2019** Period start date To **31/08/2020** Period end date

Charity name: **Little Chalfont Combined School Parent's Association**

Charity registration number: **1066770**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objective of the Association is to advance the education of the pupils of Little Chalfont Primary School. In furtherance of this objective the association may:</p> <ul style="list-style-type: none">- Develop more extended relationships between the staff, parents and others associated with the school.- Engage in activities which support the school and advance the education of the pupils attending it.- Provide and assist in the provision of such facilities or items for the education at the school (not provided by statutory funds) as the Committee shall approve from time to time.
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>Making available income generated via:</p> <ul style="list-style-type: none">- Fundraising events- Donations – both personal and from companies that Members of the Association are employed by.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Trustees are made aware of the guidance on public benefit at the first meeting post AGM and they continue to exercise this guidance in all decision making around how to spend funds.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

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	<p>Various events have taken place over the school year. Although the income in the period was adversely affected due to the restrictions imposed during the Covid-19 pandemic, the impact was somewhat countered by an increase in corporate donations received during the period under the 'matched funding' scheme whereby certain trustees work for organisations that will donate money to charities in proportion to their employees individual contribution (fundraising activity performed rather than monetary contribution) to the fundraising activities.</p> <p>£26,944 was raised in total comprised of the following:</p> <table><tr><td>Corporate Donations</td><td>£7,976</td></tr><tr><td>Christmas Party</td><td>£5,575</td></tr><tr><td>Christmas Fair</td><td>£5,106</td></tr><tr><td>Supermarket Vouchers</td><td>£3,231</td></tr><tr><td>Easy Fundraising</td><td>£1,728</td></tr><tr><td>Autumn Social</td><td>£893</td></tr><tr><td>School lottery</td><td>£576</td></tr><tr><td>Other smaller events raising under £500 each</td><td>£1,859</td></tr><tr><td></td><td><u>£26,944</u></td></tr></table> <p>Total investment spend in the period was £15,712 comprised of:</p> <table><tr><td>Interactive White boards</td><td>£3,715</td></tr><tr><td>Art Day & show</td><td>£2,367</td></tr><tr><td>Jigsaw PHSE</td><td>£1,945</td></tr><tr><td>Robots for coding</td><td>£1,281</td></tr><tr><td>Buddy Bench</td><td>£1,058</td></tr><tr><td>Shed</td><td>£816</td></tr></table>	Corporate Donations	£7,976	Christmas Party	£5,575	Christmas Fair	£5,106	Supermarket Vouchers	£3,231	Easy Fundraising	£1,728	Autumn Social	£893	School lottery	£576	Other smaller events raising under £500 each	£1,859		<u>£26,944</u>	Interactive White boards	£3,715	Art Day & show	£2,367	Jigsaw PHSE	£1,945	Robots for coding	£1,281	Buddy Bench	£1,058	Shed	£816
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		<p>It is important to note that as well as raising funds to support the school investment, the fundraising activities organised by the Trustees bring cohesiveness between the school children, parents, and teachers and enrich the school experience for all those involved, especially the children for whom this Charity is set up to benefit.</p>

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 period the charity has a bank balance of £37,680, of which £6,672 is reserved for IT spend, £9,917 is reserved to spend on improving the playground facilities, and £4,000 is reserved to refurbish the school toilets. Additionally, there is a Natwest bank account maintained for the supermarket gift scheme which holds a float of £4,135 at the period end.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are only set up and then added to or depleted on the agreement of a majority of the Trustees, as defined in the charity's constitution.
Amount of reserves held	Para 1.22	£20,679
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	Stated above in achievements and performance.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Covid-19 has impacted funds this year but this is not seen to be a long term risk to the fundraising capabilities of the charity. It has been difficult to recruit trustees in recent years especially in the Officer roles, however the trustees continue to increase their visibility in the school in an effort to enlist additional help when required.
Other		N/A

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	Unincorporated 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	The trustees of the committee shall be adopted at the Annual General Meeting and remain in place until the next 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	Little Chalfont Combined School Parent's Association
Other name the charity uses	Little Chalfont Primary School Parent's Association
Registered charity number	1066770
Charity's principal address	c/o Little Chalfont Primary School Oakington Avenue Little Chalfont, Buckinghamshire HP6 6SX

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	Mr R Shah	Chair		
2	Mrs J K Lad			
3	Mrs L Mountford			
4	Mrs J Kendal			
5	Mrs R Venkatachala			
6	Mrs A Srivastav			
7	Mr A Bellapukonda			
8	Mrs S Chow			
9	Mrs K Birring			
10	Mrs A Barrett			
11	Mrs D Chatha			
12	Mr R Hacking			
13	Mr M Morey			
14	Miss K Fenton			
15	Ms V Ghelani			
16	Mrs N Faulkner			
17				
18				
19				
20				

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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Auditor	Mrs M Neville	

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)	Jasneet Lad	Ravi Shah
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date

12/01/2022

LITTLE CHALFONT PRIMARY SCHOOL PARENTS TEACHERS ASSOCIATION
REPORT AND ACCOUNTS 1 SEPTEMBER 2019 - 31 AUGUST 2020



Signed:

Chair Person

Dated

11/01/22

Signed:

(JASNEET LAD)

Treasurer

Dated

11/1/22

I have examined the records, papers and statements of accounts with the Bank Account of Little Chalfont Primary School Parents and Teachers Association and find these accounts to be a true record thereof

Signed:

Myfanwy Neville
Independent Examiner

Dated

11/1/22

LITTLE CHALFONT PRIMARY SCHOOL PARENTS TEACHERS ASSOCIATION

STATEMENT OF INCOME AND EXPENDITURE 2019/20

INCOME	GROSS INCOME	EXPENDITURE	NET INCOME	2018/19
£	£	£	£	£
EVENTS				
Christmas Fair	5,106	1,122	3,984	3,710
Summer Fair	0	58	-58	4,157
Camp Night	0	0	0	0
Christmas Party	5,575	4,320	1,255	2,302
Corporate Donations	7,976	0	7,976	1,150
Shop for LCPS	4,959	568	4,391	5,405
Quiz Night	263	337	-75	919
School Production (DVDs & Bar)	390	100	290	1,607
Childrens Socials (Movie & Disco)	893	309	584	533
Ice Cream Sales	0	0	0	603
Village Day	0	0	0	315
Christmas Workshops	0	0	0	0
Christmas Shopping Bags	0	0	0	0
Christmas Cards	0	0	0	358
Classical Concert	0	0	0	1,514
Photo Weekend	0	0	0	75
Bag 2 School	148	0	148	372
Book & Bake Sale	81	0	81	135
Book Bags / Water Bottles /Uniform	193	0	193	35
Easter Egg Event	0	0	0	294
Fun Run	0	0	0	1,573
Apple Juice	0	0	0	466
Yoga	0	0	0	110
Other	73	21	52	175
Mothers Day bracelets	148	48	100	
Burger in the Box	286	0	286	
Craft Night	70	0	70	
Xmas Tree competition	200	0	200	
Lottery	576	0	576	
Mothers Day gift sale	0	152	-152	
Anti-bullying workshop	0	0	0	
Stampastic	8	0	8	
SUB-TOTAL	26,944	7,036	19,908	25,809
		EXPENDITURE	NET EXPENDITURE	
PTA RUNNING COSTS		382	-382	-1,432
INVESTMENT				
AV Equipment - School Hall	0	0	0	0
French resources	300	-300	-300	-300
Gardens	0	0	0	-84
Interactive White Boards	3,715	-3,715	-3,715	0
IT Software / Licenses	0	0	0	-560
Kitchen Equipment	250	-250	-250	0
Literacy Resources	736	-736	-736	-997
Maths Resources	95	-95	-95	-1,596
Science Resources	517	-517	-517	-1,587
Now Press Play	0	0	0	-1,746
Playground Equipment	1,522	-1,522	-1,522	-4,707
Reception Equipment	599	-599	-599	0
Sheds	816	-816	-816	0
Sports Equipment & Football kits	32	-32	-32	0
Treatment of timber huts/playbark	0	0	0	-563
Computers & iPads	0	0	0	-6,475
Music Resources	372	-372	-372	-292
SEN	0	0	0	-78
Art Exhibition	2,659	-2,659	-2,659	
Lego	74	-74	-74	
Robots	1,281	-1,281	-1,281	
Anti-bullying workshop	599	-599	-599	
SCHOOL EXPENSES				
Fish maintenance	0	0	0	0
Chicken maintenance	0	0	0	-350
Other	0	0	0	-321
Year 6 leavers	200	-200	-200	-92
Jigsaw PHSE	1,945	-1,945	-1,945	-199
SUB-TOTAL	0	15,712	-15,712	-19,945
NET FUNDS				
Reserved for ICT Upgrade	26,944	23,130	3,814	4,432
Reserved for Playground Upgrade			-3,500	-5,000
Reserved for Toilet upgrade			-1,500	-4,500
ICT Upgrade			-4,000	
Playground Upgrade			3,715	7,035
Net Funds before ICT Upgrade			1,522	4,561
			51	6,528

LCPS PTA STATEMENT OF INCOME AND EXPENDITURE

Year 2019 - 20

INCOME	GROSS INCOME	SPEND	NET INCOME
	£	£	£
EVENTS			
Christmas Fair	5,106	1,122	3,984
Summer Fair	0	58	-58
Supermarket Vouchers	3,231	568	2,663
Christmas Party	5,575	4,320	1,255
Corporate Donations	7,976	0	7,976
Quiz Night	263	337	-75
Ice Creams	0	0	0
Village Day	0	0	0
School Production DVD & Photos	390	100	290
Christmas Tea Towels	0	0	0
Social Easter	0	0	0
School Production Bar	0	0	0
Easy Fundraising	1,728	0	1,728
Wreath Workshop	0	0	0
Classical Concert	0	0	0
Family Photo Weekend	0	0	0
Autumn Social	893	309	584
Bag 2 School	148	0	148
Book Bags / Water Bottles	120	0	120
Christmas Cards	0	0	0
School Uniform	73	0	73
Bike Event	0	0	0
Yoga	0	0	0
Apple Juicing	0	0	0
Book & Bake Sale	81	0	81
Camp night	0	0	0
Elves Workshop	0	0	0
Lunches	0	0	0
Fun Run	0	0	0
Easter Egg Event	0	0	0
Other	73	21	52
Mothers Day bracelets	148	48	100
Burger in the Box	286	0	286
Craft Night	70	0	70
Xmas Tree competition	200	0	200
Lottery	576	0	576
Mothers Day gift sale	0	152	-152
Anti-bullying workshop	0	0	0
Stampastic	8	0	8
SUB-TOTAL	26,944	7,036	19,908
PTA RUNNING COSTS			
AGM		71	-71
Food Preparation, Serving & H&S		0	0
Storage Boxes		56	-56
Gifts & Thank yous		91	-91
Insurance		40	-40
New Parents Coffee Morning		0	0
Printing & Stationary, Bank Charges		0	0
PTA UK Subscription		110	-110
Gazebos		0	0
Safe		0	0
Chalkboard		0	0
Coin counter		0	0
Trolley		0	0
Camera & 2 SD cards		0	0
Padlock for PTA shed		5	-5
Website		0	0
First Aid Course		0	0
PTA Noticeboard		0	0
Paint for PTA Shed		0	0
First Aid		9	-9
SUB-TOTAL		382	-382
INVESTMENT			
Interactive White Boards		3,715	-3,715
AV Equipment - School Hall		0	0
Sports Equipment & Football kits		32	-32
Playground Equipment		1,522	-1,522
Sheds		816	-816
Treatment of timber huts/playbark		0	0
Computers & iPads		0	0
Trim Trail Resurfacing		0	0
Reception Equipment		599	-599
Picnic Benches		0	0
Nursery Storage & Equipment		0	0
French resources		300	-300
Vauling Horse		0	0
Music Resources		372	-372
Maths Resources		95	-95
Gardens		0	0
Books & library Equipment		0	0
Science Resources		517	-517
Storage		0	0
Digital Cameras		0	0
Kitchen equipment		250	-250
Espresso Licence		0	0
Desks, Chairs and stools		0	0
Literacy Resources		736	-736
OS Maps / digi maps		0	0
Art Exhibition		2,659	-2,659
Now Press Play		0	0
IT Software / Licenses		0	0
SEN		0	0
Lego		74	-74
Robots		1,281	-1,281
Anti-bullying workshop		599	-599
EXPENSES			
Fish maintenance		0	0
Chicken Maintenance		0	0
Quiet Garden Maintenance		0	0
Year 6 leavers		200	-200
Other		0	0
Jigsaw PHSE		1,945	-1,945
SUB-TOTAL	0	15,712	-15,712
NET FUNDS			
Reserved for ICT Upgrade	26,944	23,130	3,814
Reserved for Playground Upgrade			-3,500
Reserved for Toilets upgrade			-1,500
ICT Upgrade			-4,000
Playground Upgrade			3,715
Net Funds			1,522
			52

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LITTLE CHALFONT PRIMARY SCHOOL PARENTS TEACHERS ASSOCIATION

BALANCE SHEET AT 31 AUGUST 2020

CASH BALANCES

	31.08.2020	31.08.2019
Barclays Bank Account	37,755	32,481
Debtors	605	-
Floats:		
Supermarket Vouchers	4,135	4,200
Creditors	(2,199)	(200)
TOTAL FUNDS	40,296	36,481

ACCUMULATED FUNDS

	31.08.2020	31.08.2019
At 1 September	19,565	13,037
Income (Deficit) for the period	52	6,528
At 31 August	19,617	19,565
ICT Reserve	6,762	6,977
Opening Balance	6,977	9,012
Reserved	3,500	5,000
Utilised	-3,715	-7,035
Playground Equipment Reserve	9,917	9,939
Opening Balance	9,939	10,000
Reserved	1,500	4,500
Utilised	-1,522	-4,561
Toilets Reserve	4,000	0
Opening Balance	0	0
Reserved	4,000	0
Utilised	0	0

FUNDS AVAILABLE

1	40,296	36,481
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1 COMMITTED FUNDS

Art Day - booked for September 2019		2,679
Bucks MusicTrust Service	990	
SEN Junior Speech Link	275	
Phoenix Comics	110	
Churanga - Music	180	
Digital Leaders (2 years sub)	700	
	2,255	2,679

LCPS PTA BANK RECONCILIATION

06-Jan-22

Bank phone no

01494 654001

Bank Reconciliation

Opening Balance	32,481.31
Income	28,064.20
Expenditure	-22,865.69
Increase in float	0.00
Bank balance per accounts	37,679.82

add back uncleared cheques	0.00
deduct uncleared deposits	0.00

Petty Cash	0.00
Monies not banked	75.50
Bank balance	37,755.32

Bank statement	37679.82
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Diff	-75.50
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Not banked yet	BITB	3.5
	Bookbags	30
	Mothers Day Brac	42
		75.5

5



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

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The charity's principal sources of funds (including any fundraising)	Para 1.47	Stated above in achievements and performance.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Covid-19 has impacted funds this year but this is not seen to be a long term risk to the fundraising capabilities of the charity. It has been difficult to recruit trustees in recent years especially in the Officer roles, however the trustees continue to increase their visibility in the school in an effort to enlist additional help when required.
Other		N/A

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	Unincorporated 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	The trustees of the committee shall be adopted at the Annual General Meeting and remain in place until the next 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	Little Chalfont Combined School Parent's Association
Other name the charity uses	Little Chalfont Primary School Parent's Association
Registered charity number	1066770
Charity's principal address	c/o Little Chalfont Primary School Oakington Avenue Little Chalfont, Buckinghamshire HP6 6SX

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	Mr R Shah	Chair		
2	Mrs J K Lad			
3	Mrs L Mountford			
4	Mrs J Kendal			
5	Mrs R Venkatachala			
6	Mrs A Srivastav			
7	Mr A Bellapukonda			
8	Mrs S Chow			
9	Mrs K Birring			
10	Mrs A Barrett			
11	Mrs D Chatha			
12	Mr R Hacking			
13	Mr M Morey			
14	Miss K Fenton			
15	Ms V Ghelani			
16	Mrs N Faulkner			
17				
18				
19				
20				

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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Auditor	Mrs M Neville	

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)	Jasneet Lad	Ravi Shah
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date

12/01/2022
