

**St John's CE Primary School**  
**Parents and Friends Association**



**Annual Report September 2022 – August 2023**

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## **St John's Parents and Friends Association Annual General Meeting 1 November 2023**

### **Chair's Report for the year ending 31st August 2023**

Our 2022 to 2023 year has been another fantastic year of fun and fundraising and, importantly, bringing our wonderful community together.

The first big event of the year was the return of our much-loved Fireworks Extravaganza after a forced hiatus thanks to Covid. It was, as ever, a wet and windy run up to the event that meant setup day was extremely soggy and somewhat stressful with the firing line having to be shifted multiple times and the setup team being on the verge of becoming hypothermic and hysterical. However, the amazing Emma Edwards, Fran Birkby, our wonderful volunteer helpers and Sam Birkby and his 'firing squad' did it all with a smile and a sense of humour and the night went off with a bang raising over £5,000 for the school.

The Summer Fair was, once again, a huge highlight, bringing everyone together for an afternoon of entertainment on the school field. Sally McGrath and Sian Timmermans worked incredibly hard to create a fantastic event, which raised almost £5000 and was an afternoon of pure fun and enjoyment. A huge number of volunteers are involved in this event so a huge thanks to those who stepped up and helped support our brilliant duo.

The wonderful Rebecca Fenner and Katie Jeffreys stepped up to take on the Reception and KS1 Disco this year and Rosie Henley took on the Y5 & 6 disco. Both were absolutely brilliant events and raised significant sums for the PFA – thank you!

Most excitingly for the children, we finally got the go ahead to run a Break the Rules day. Bryony Parker did a brilliant job at pulling this together, raising over £1,600 for the PFA.

But it's not just about having fun! Together parents, carers, family, friends, the school's Senior Leadership Team and staff have helped us to raise over £25,000 this year, including donations via the Amazon Gift Lists. Another incredible year of fundraising and one of which we are very proud. This money is allocated to the library refurbishment, with future projects in the pipeline.

As I officially 'retire' as Chair, I want to say a huge thank you to a group of people who've really gone above and beyond, effectively working as my extended PFA team (and moral and emotional support!) for the past few years.

- Our committee – Rosie, Graham and Natalie. You've been an absolute joy to work with and I'm incredibly grateful for all your help, support and sense of humour in some of the more challenging times – thank you!
- Emma Edwards, Fran Birkby, Sally Magrath and Sian Timmermans for running our two biggest events and doing it all with huge enthusiasm, passion and grace – I know it's been incredibly hard, frustrating and tiring at times, but you have absolutely raised the bar for both events and done the most brilliant job, all while being an absolute joy to work with.
- The school's brilliant Site Manager, Carol Richards, who is absolutely essential to making these events happen and is there from the very beginning to the bitter end of every single event we do.

- The stalwart group of amazing people who time and time again find the energy and enthusiasm to volunteer at events, run the second hand shop and help garner support for what we do: Sarah Mewett, Sarah Banks, Nicola Hanafin, Bryony Parker, Jen Goldsmith, Mat and Kate Waugh, Julian and Claire Fussell, Natalie and Alex Nicholson, Hannah Dublon, James and Anne Clarke, Katarina Williams, Sarah Russell, Emma Saunders, Emma Callaghan, Kath Ashton and all the wonderful Class Reps.

I'd also like to thank those of you who have volunteered to man stands, bake cakes and much, much more in the past 12 months – without you our events simply can't happen.

This year is a year of significant change for the PFA as I step down as Chair, Natalie steps down as Secretary, Emma Edwards and Fran Birkby hand over the Fireworks Extravaganza to Matt Bowen and Sally and Sian step away from the Summer Fair.

Given the significant size of our school, I'd love to see more of you actively involved in what the PFA does. Every parent or carer with a child at our school is part of the PFA, yet only a very small proportion of our parent and carer body organises and actively volunteers at our events. If this group can contribute over £25,000 to the school in a year, imagine what we could do with more of you involved. Come to our meetings, volunteer at our events, buddy up with a friend and put forward your idea/s for an event you could run. DM us via our Facebook ([www.facebook.com/STJPFATW](https://www.facebook.com/STJPFATW)) page to let us know how you might be able to help; we'd love to hear from you.

None of these events and fundraising happen without a network of, frankly, incredible and enthusiastic volunteers. While it can be hard work and tiring (and, I'm not going to lie, at times thankless), I think everyone who's worked on our events would agree that playing an active part in the PFA is incredibly rewarding. As a result of being involved I've made some amazing lifelong friends, laughed until I've cried and shed tears of pride at what our community has achieved.

Thank you.

**Becca Krug, Chair**

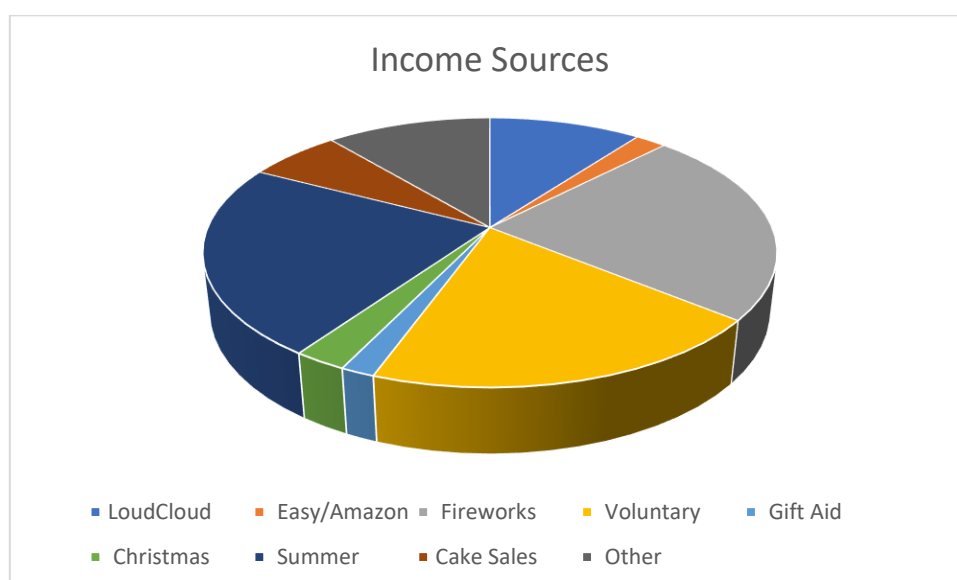


## St John's Parents and Friends Association Annual General Meeting 1 November 2023

### Treasurer's report for the year ending 31st August 2023

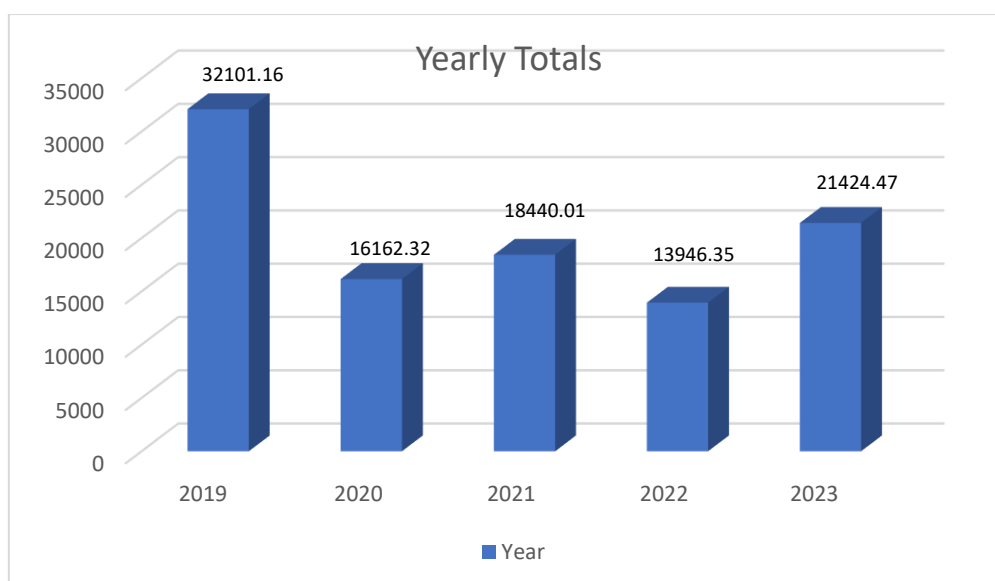
Dear all,

**Income.** This year the PFAs' event schedule was more reminiscent of pre-COVID times and included the return of the annual fireworks event. This has meant a brilliant net total of £21424.47 was raised this year, allowing the PFA to support the upgrade of the library in the school in the new financial period. The income is broken down from the following areas and events:



The biggest contribution was from the Fireworks event, raising £5054.55 so a massive thank you to Emma, Fran and the rest of the team for their efforts. A close second was the Summer Fair with £4917.48, so again a big thank to the team, in particular Sian and Sally. and Sian for organising and everyone who contributed either their time or donated to this event. The third largest contribution totalling £4216.13 was from regular and one-off donations mainly via standing order or ParentPay so thank you to everyone who continue to give so generously to the PFA. Gift Aid of £350.54 was claimed in-year and more is still to be claimed.

The rolling 5 year total currently stands at £102,074.31; the chart below shows the yearly breakdown:



**Expenditure.** The audio visual upgrade was completed and funds were released to the school in March so expenditure has been a lot higher this year (£17001.79) compared to last. The hardship and the enrichment funds have also been supported allowing children throughout the school to benefit from additional activities. The next project identified by the school was the upgrade of the library. £10,000 was requested by the school which has been raised and ready for release when asked for. Other expenditure has included support for the school newspaper and bottles and bags for Reception. Again, this year event costs are up in comparison to last year (£10438.82 vs £6274.39) but this was expected with the return of the fireworks event and associated costs.

**Looking Forward.** Sufficient funds have been raised for the library upgrade and are waiting to be invoiced by the school. As yet no further significant projects have been identified but further support to the hardship and enrichment funds is anticipated (circa £3400), as well as continued support to the newspaper club (circa £500).

I'd like to thank Helen Sullivan in the school office for her help throughout the year and Stephen Lunnion for kindly volunteering again to act as our Independent Examiner and reviewing our accounts for the year.

**Graham Ashman, Treasurer**



**St John's Parents and Friends Association Annual General Meeting  
1 November 2023**

**Financial Statements for the year ending 31st August 2023**

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Note 2: Large Event Breakdown

Note 3: Sundries

Note 4: Purchases for St Johns' School



**St. John's School Parents & Friends Association**  
**Statement of Income and Expenses - Current Account**  
**For Year Ended 31 August 2023**

Description	Notes	2021/2022	
		£	£
<u>Cash at Bank</u>			
Brought forward from 2021/2022		<u>£1,002.33</u>	£1,002.33
<u>Income</u>			
Income from events/ fundraising	1	<u>£31,863.29</u>	£31,863.29
<u>Expenditure</u>			
Cost of running events	1	-£10,438.82	
Purchases for St. John's School (current year)	3	-£15,133.85	
School purchases relating to prior year	3	-£1,867.94	
Prepaid expenses for events relating to next financial year	4	£0.00	
Pay Pal & Stripe Fees	5	£0.00	
Sundries	2	<u>-£307.70</u>	
			<u>-£27,748.31</u>
Transfer to / from Deposit Account			-£4,940.00
<b>Current Account Bank Balance at 31/08/2023</b>			<b><u>£177.31</u></b>





**St. John's School Parents & Friends Association  
Statement of Income and Expenses - Reserve Account  
For Year Ended 31 August 2023**

Description	Notes	2021/2022	
		£	£
<u>Cash at Bank</u>			
Brought forward from 2021/2022		<u>£13,501.93</u>	£13,501.93
<u>Income</u>			
Interest income		£75.12	£75.12
Transfer To Current Account			£4,940.00
<b>Reserve Account Bank Balance at 31/08/2023</b>			<b><u>£18,517.05</u></b>



**St. John's School Parents & Friends Association  
Consolidated Statement of Income and Expenses  
For Year Ended 31 August 2023**

<b>Description</b>	<b>2021/2022</b>	
	<b>£</b>	<b>£</b>
<u>Consolidated Cash at Bank</u>		
Brought forward from 2021/2022	<u>£14,504.26</u>	£14,504.26
<u>Income</u>		
Income from Current Account	£31,863.29	
Income from Reserve Account	<u>£75.12</u>	£31,938.41
<u>Expenditure</u>		
Expenditure from Current Account	-£27,748.31	<u>-£27,748.31</u>
<b>Total Consolidated Bank Balance at 31/08/2023</b>		<b><u>£18,694.36</u></b>

## 1. Notes to the Accounts



### St. John's School Parents & Friends Association Event Summary Statement For Period 1 Sept 2022- 31 Aug 2023

Event	Notes	Income	Expense	Net
Fireworks		£9,489.81	-£4,435.26	£5,054.55
Summer Fair		£9,332.63	-£4,415.15	£4,917.48
LoudCloud		£3,245.90	-£1,051.41	£2,194.49
		<b>£22,068.34</b>	<b>-£9,901.82</b>	<b>£12,166.52</b>
<b>Other Fundraising</b>		<b>Income</b>	<b>Expense</b>	<b>Net</b>
Easyfundraising		£183.09	£0.00	£183.09
Stikins Commission		£51.50	£0.00	£51.50
TW Lotto		£2.50	£0.00	£2.50
Amazon Fundraising		£261.90	£0.00	£261.90
Voluntary Donations		£4,233.13	-£17.00	£4,216.13
Gift Aid Claims		£350.54	£0.00	£350.54
Cake Sales		£1,712.03	-£370.00	£1,342.03
Second Hand Uniform Sale		£102.00	£0.00	£102.00
Christmas Events		£597.45	-£50.00	£547.45
Plant Sale		£1,836.31	-£100.00	£1,736.31
Break the Rules Day		£464.50	£0.00	£464.50
		<b>£9,794.95</b>	<b>-£537.00</b>	<b>£9,257.95</b>
<b>Total</b>		<b>£31,863.29</b>	<b>-£10,438.82</b>	<b>£21,424.47</b>

## 2. Notes to the Accounts



### St. John's School Parents & Friends Association Large Event Breakdown For Period 1 Sept 2022 - 31 Aug 2023

#### Note (i)

##### Fireworks

	<b>Takings</b>	<b>Costs</b>	<b>Totals</b>
Tickets	£5,691.29	£0.00	£5,691.29
Bar	£1,805.87	£1,105.14	£700.73
Sweets and Glow	£1,666.60	£696.21	£970.39
Fireworks	£0.00	£2,000.00	-£2,000.00
Sundries	£326.05	£633.91	-£307.86
	<b>£9,489.81</b>	<b>-£4,435.26</b>	<b>£5,054.55</b>

#### Note (ii)

##### Summer Fair

	<b>Takings</b>	<b>Costs</b>	<b>Totals</b>
Summer Fair 22	£0.00	-£144.00	-£144.00
Summer Fair 23	£9,332.63	-£4,271.15	£5,061.48
	<b>£9,332.63</b>	<b>-£4,415.15</b>	<b>£4,917.48</b>

#### Note (iii)

##### KS1 and Leavers Discos

	<b>takings</b>	<b>costs</b>	<b>Totals</b>
Ticket Sales	£1,523.06	£0.00	£1,523.06
DJ	£0.00	-£360.00	-£360.00
Bar, Sweets etc	£1,722.84	-£691.41	£1,031.43
	<b>£3,245.90</b>	<b>-£1,051.41</b>	<b>£2,194.49</b>

### 3. Notes to the Accounts



**St. John's School Parents & Friends Association  
Sundries  
For Period 1 Sept 2022- 31 Aug 2023**

Description	Notes	Income	Expense
PTA Membership Subscription			-£140.00
Annual Raffle License			-£20.00
Meeting Expenses			-£26.50
Portable Appliance Testing			-£121.20
<b>Total</b>		<b>£0.00</b>	<b>-£307.70</b>

#### 4. Notes to the Accounts



**St. John's School Parents & Friends Association  
Purchases for St John's School  
For Period 1 Sept 2022- 31 Aug 2023**

**Expenditure:**

Current year budgeted school purchases	Notes (i)	£15,050.00
Current year discretionary school purchases	(ii)	£83.85

<b>Total</b>		<b>£15,133.85</b>
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School purchase relating to prior years	(iii)	<b>£-1,867.94</b>
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Notes:

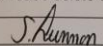
(i) St Johns' School Budgeted Spend:

Planned Budget for this year	Date voted In	Allocated	Spent	Balance
Newspaper - Edn 1	14/09/2022	£500.00	£500.00	£0.00
Audio System	14/09/2022	£10,000.00	£10,000.00	£0.00
Hardship Fund	14/01/2023	£1,000.00	£1,000.00	£0.00
Enrichment Fund	11/01/2023	£2,400.00	£2,400.00	£0.00
YR - Bags and Bottles	03/05/2023	£800.00	£800.00	£0.00
Newspaper - Edn 2	03/05/2023	£350.00	£350.00	£0.00
<b>TOTAL</b>		<b>£15,050.00</b>	<b>£15,050.00</b>	<b>£0.00</b>



## St John's Parents and Friends Association Annual General Meeting 1 November 2023

### Independent Examiner's report for the year ending 31st August 2023

Section A		Independent Examiner's Report	
Report to the trustees/ members of	Charity Name St John's School Parents and Friends Association		
On accounts for the year ended	31 <sup>st</sup> August 2023	Charity no (if any)	1068131
Set out on pages	6 – 13 <small>(remember to include the page numbers of audit reports)</small>		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.</p> <p>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").</p> <p>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.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination <del>(other than that disclosed below *)</del> which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"> <li>the accounting records were not kept in accordance with section 130 of the Charities Act; or</li> <li>the accounts did not accord with the accounting records; or</li> <li>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.</li> </ul> <p>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.</p> <p><small>* Please delete the words in the brackets if they do not apply.</small></p>		
Signed:			Date: 30/10/2023
Name:	Stephen Christopher Lunnon		
Relevant professional qualification(s) or body (if any):	CIMA (Chartered Institute of Management Accountants)		
Address:	33 Southwood Avenue, Tunbridge Wells, Kent, TN4 9PN		

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Oct 2018

**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.