

Trustees Annual Report 2021-2022

September 2021 – August 2022

Southborough C of E Primary School PTA
Registered Charity Number: 1072957

Southborough C of E Primary School
Broomhill Park Road
Tunbridge Wells
TN4 0JY

www.southborough.kent.sch.uk/pta

Reference and Administrative Details

Board of Trustees	Bridget Colver (Chair appointed 15 th March 2022) Kathryn Green (appointed 14 th November 2019) Naomi James (appointed 14 th November 2019) Mark Harrison (appointed Treasurer 14 th November 2019) Polly Buck (appointed 14 th November 2019) Hannah Sargeant (appointed 14 th November 2019) Nicola Glover (appointed 15 th March 2022)
Charity number	1072957
Registered office	Southborough C of E Primary School Broomhill Park Road Tunbridge Wells TN4 0JY
Chair of Trustees	Bridget Colver (Naomi James stepped down as chair 1 st June 2022)
Independent examiner	Aurora Allen

Structure, Governance and Management. Governing Document

Southborough C of E Primary School Parent Teachers Association (hereafter known as 'The PTA') was registered with Charitable Status and on 1st October 1997. The charity's governing document is Southborough C of E Primary School PTA Constitution

We have a board of trustees as board who are responsible for the running of The PTA as above who meet 4 times a year. We also have a wider committee of volunteers known as The PTA Committee who make themselves available to help at events. During the larger events, we also ask for additional parent/carer volunteers and teachers to help which cannot be quantified.

Objectives and Activities

The charity's purpose, as set out in the charity's constitution, is to raise money by fundraising within the school for resources and projects for the school, for the benefit of the pupils and for their educational needs.

Our strategic aim

To raise money to allow for resources to enhance the education of the school at Southborough C of E Primary school. We also aim to contribute to a greater mental health of the children by providing activities which enhance their wellbeing. Our sense of community within the school is important and we endeavour to gather parents as volunteers for events to enrich lives and build friendships. The connection between teachers and parents also plays a role in this which creates good relationships and a positive environment.

Our strategic objectives

In order to achieve our aims we endeavour to:

- Carry out 3 large family events throughout the year for children and parents to enjoy.
- Carry out smaller events throughout the year for children and parents to enjoy.
- Sell second hand uniform which raises funds which also helps parents save money.
- Carry out other events just for the children to improve their wellbeing.
- Donate money to the school for resources needed.
- Communicate with parents.
- Ask parents what events they would like to see take place.

Public Benefit

The Board of Trustees have had regard to the Charity Commission's guidance on public benefit in the review of our aims and objectives and the planning of our activities. Further details on our activities and how they benefit the public are detailed in the following section.

Achievements and Performance

The Board of Trustees would like to thank all teachers and volunteers for their hard work and dedication over the last year to enable events to take place.

This year was quite different from last year, as we were slowly coming out of the pandemic and beginning to run events more normally again.

The start of the year saw the return of our annual fireworks display which was enjoyed by many. Due to the pandemic we had a restriction of the number of tickets and kept the event completely outside for safety, but we were able to still raise a good amount of money, in line with previous years, and it was a great success.

We then held our annual Christmas fair but with a difference. To stay safe we planned more of a Christmas Market, which was completely outside and the school and parents were glad to come together to enjoy rebuilding community. The children enjoyed the Christmas themed games, a BBQ, and a luxury hot chocolate. We were able to start up our second-hand uniform sale here also for parents to save money.

We celebrated Easter with an Easter Raffle where the winner got to take a delicious Easter Hamper.

During the Summer term, we celebrated the Jubilee by holding Bake Sales for each year group with the jubilee theme, which the children loved. We also ran our second-hand uniform sales alongside this and raised a good amount from this.

Sports Day refreshments were run by the PTA, alongside a second-hand uniform sale. It was a very hot day and cold drinks were very appreciated. We took donations for this, which we were then able to recover gift aid on.

We ran a successful summer fair on a very hot day, with many games and stalls, live music, a barbecue, ice cream van and bouncy castles. It was a great day, with many parents and children there and lots of volunteers, both parents and teachers which instilled a great sense of community. We raised a good amount of money and had fun doing so.

Plans for the future

For the next academic year we plan to continue running our 3 big events (fireworks, christmas and summer fairs) as well as the bake sales and uniform sales. We are looking to re-introduce film nights for the infants and discos for the juniors. We also plan to hold a sponsored bounce that was postponed in March 2020.

Financial Review

The trustees report a loss after school donations of £1336, but carried over from reserves from the previous year, shows a cash balance at the year-end of £19839, which will be used to go towards a discovery learning hub amongst other things that are in discussion between the school and the PTA.

Donations to the school

Part of the money we raised during the year was able to pay for special Jubilee key rings and a personalised school wildflowers pack given to every child. We also paid for the jubilee celebration resources as the children enjoyed a celebration lunch and a drumming workshop taken by authentic African drummers. This came out of reserves which were carried over into the financial year 22-23.

Our reserves from the previous year were paid out at the start of the year and went towards resources for the Discovery centre, our new library. We were able to contribute to iPads, new books and VR Headsets to enhance the children's education and learning experiences.

Financial Reserves

It is the policy of the charity that only a minimum of reserves are kept in the bank unless the school requests we keep hold of a certain amount of money being held for a certain purpose, so the aim is in general to have a low balance at the year end.

As we are raising money for a Discovery Hub, we have more money held than usual due to this.

Risk Management

Financial risk

The charity has a treasurer and a vice treasurer to keep accountability of all money going in and out. We also have a 2-signatory policy of bank payments which makes this secure and protects each individual. At the end of the year, all transactions are checked by an independent party not within the PTA to add extra accountability. Any money counted after an event is double checked before paying in, and all records kept. All petty cash is kept in a locked safe and is only able to be accessed by a small number of individuals of staff on school premises.

Risk Assessments

Risk assessments are taken place for each event, all activities are assessed which follows the procedure needed within the school.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Report and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

In preparing these financial statements, the Trustees are required to:

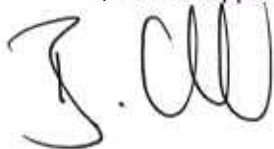
- select suitable accounting policies and then apply them consistently;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. New Trustees would be chosen from amongst parents of Southborough C of E school and have integrity and leadership ability and who also share the same values and vision. On being appointed, new Trustees will work alongside existing Trustees to gain an understanding of the role that they have undertaken.

Trustees will only be in positions for 2 years and are voted in at the AGM which was held on 15th March 2022.

This report was approved by the Trustees, on 15th May and signed on their behalf by:



B Colver

Chair of the Board of Trustees

Date:

15th May 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Southborough C of E Primary School PTA

No (if any)
1072957

CC16a

Receipts and payments accounts

For the period
from

Period start date
01/09/2021

To

Period end date
31/08/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
100 Club	1,340	-	-	1,340	-
Events	18,245	-	-	18,245	-
Match Funding	1,620	-	-	1,620	-
Online Retail Commission	241	-	-	241	-
Sale of Goods	1,837	-	-	1,837	-
Second Hand Uniform Sale	788	-	-	788	-
Gift Aid Tax Recovered	347	-	-	347	-
Gift Aid Donations (GASDS)	1,388	-	-	1,388	-
Sub total (Gross income for AR)	25,806	-	-	25,806	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,806	-	-	25,806	-
A3 Payments					
100 Club Winnings	580	-	-	580	-
Events	5,922	-	-	5,922	-
Support Costs (Administrations)	456	-	-	456	-
Raising Funds (Just Giving)	216	-	-	216	-
Professional Fees	128	-	-	128	-
Southborough C of E Primary School Donations	19,840	-	-	19,840	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	27,142	-	-	27,142	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,142	-	-	27,142	-
Net of receipts/(payments)	- 1,336	-	-	- 1,336	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,175	-	-	21,175	-
Cash funds this year end	19,839	-	-	19,839	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Business Bank Instant	10,042	-	-
	Lloyds Treasurers Account	9,246	-	-
	Petty Cash	551	-	-
	Total cash funds	19,839	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

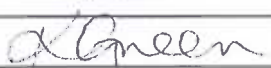
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
K Green 	Kathryn Green	24.3.23

Independent examiner's report to the Trustees of Southborough C of E School PTA

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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:

Name: Aurora Allen, FCCA

Address: 83 Silverdale Road, Tunbridge Wells, Kent TN4 9HY

Date: 15th May 2023