

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1 st	Sept	2019		31 st	August

Section A Reference and administration details

Charity name	Birch Copse School Parent Teacher Association
Other names charity is known by	Birch Copse School PTA
Registered charity number (if any)	1078719
Charity's principal address	Birch Copse Primary School
	Wittenham Avenue
	Tilehurst, Reading, BERKS
Postcode	RG31 5LN

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	Victoria Hannington	Secretary		
2	Kevin Alderson	Treasurer		
3	Victoria Lane			
4	Jessica Armstrong			
5	Dean Stacey			
6	Emily Moore			
7	Anna Blackwell			
8	Richard Jones			
9	Kerry Stirk		30/9/19-31/8/20	
10	Hilary Rico		30/9/19-31/8/20	
11	Kelly Paolucci		30/9/19-31/8/20	
12	Jeanette Young		30/9/19-31/8/20	
13	Matt Bicknell		30/9/19-31/8/20	
14	Kelly Vian		30/9/19-31/8/20	
15	Tara Gonzalez		30/9/19-31/8/20	
16	Simone Magee	Chair		
17	Joy Jamieson			
18	Dan Griffiths		30/9/19-31/8/20	
19	Amy Ferguson		30/9/19-31/8/20	
20	Lindsey Shelley			
21	Karen Bullock			
22	Kirsty Fallaize			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

John Micklewhite (President)

Paul Massey (Vice President)

Section B **Structure, governance and management**

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted October 2009
How the charity is constituted (eg. trust, association, company)	Association consisting of parents, family, legal guardians and teaching staff
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in the Autumn

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Birch Copse PTA is a member of PTA-UK which provides support, guidance and practical resources for running a PTA. Membership of PTA-UK provides us with £10 million public liability insurance cover for all PTA run events.

Disclosing and Barring Service (DBS) checks are carried out for all trustees.

All trustees give their time voluntarily and receive no remuneration or other benefits.

The PTA has a policy document covering risk management, working with vulnerable beneficiaries, volunteer management, complaints handling and conflict of interest.

Section C **Objectives and activities**

Summary of the objects of the charity set out in its governing document

The object of the association is to advance the education of pupils in school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

A variety of fundraising events are held throughout the academic year:

- Christmas & Summer Fairs for the whole family
- Discos
- Easter Raffle for the children
- Quiz nights for parents

In addition other fundraisers include Christmas card sales and school production DVD's to name just a few. A school uniform shop is also run by the association in order to provide parents with easy access to essential and non-essential uniform items.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Monies raised are used to provide the school with additional funds and are spent as agreed with the Head Teacher and School Governors. It is policy to spend monies so that they benefit the whole school.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

This year we raised £26,883

Our biggest fundraisers were the Christmas fair and Summer fundraiser making up just under half of our fundraising total. The children's Discos and adult Quiz nights proved extremely popular as well as the Easter Raffle, production DVD's and Rags2Riches. The School Uniform Shop also provided significant funds.

The School Lottery has continued to be a very good fundraiser for the PTA a program which has raised a significant amount this year.

We aim to spend the monies raised each year by purchasing school resources as soon as possible. In this respect the Head teacher typically presents to the committee a "wish List" of items that the school would like to purchase, items that would not be possible to obtain through normal school funding.

However, this year, again due to the changes in School budgets the funds raised during this financial year will be provided to the school directly as agreed with the Head teacher and Governors.

The funding provided to the school in this financial year was £25,000 (raised during the previous year)

During the year the PTA also provided classroom floats for the teachers and assistants to purchase

The PTA also committed to provide funding to the school of £15,095 during the following financial year from the money raised in this financial year (2019-20)

Section E Financial review

Brief statement of the charity's policy on reserves

At the end of the 2019-20 financial year the PTA had £28,084 in the bank. Of which £25,000 was allocated to the school funds as agreed at the AGM.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The PTA raised £20,703 from fundraising activities in 2019-20, the main contributing activities include:

Christmas Fair	£7,201
Summer Fundraiser	£3,123
Your School Lottery (YSL)	£3,722
Discos	£2,140
Company Matched Funding	£1,871
Quiz Night	£639
Easter Raffle	£305
Bag2School/Rags2Riches	£468
The Giving Machine Commission	£426
Production DVDs	£206
Christmas cards	£520

The money was added to our funds which enabled us to provide the school with £25,000. In addition, amounts were paid out during the year including £1,400 in teacher floats (£100 per class). These were the main items in total expenditure of £27,222.

Net loss for the year was £(338) primarily due to reduced fundraising vs prior years as events were curtailed by the Covid-19 pandemic restrictions.

Fundraising	£20,703
Uniform Shop profit	<u>£6,180</u>
Income	£26,883
Expenses	<u>£(27,222)</u>
Net Loss	£(338)

The bank balances stood at a healthy £28,084. Allowing for costs in the first part of the year and due to a reduced fundraising forecast the PTA committed to spending a further £15,095 of funds directly to the school at the October 20 AGM.

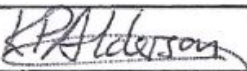
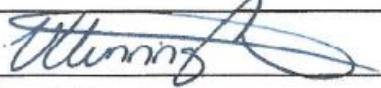
Section F**Other optional information**

Victoria Hannington was the secretary in 2019-20, with Simone Magee as Chair. Simone Magee resigned on 7th October 2020 and Victoria Hannington became Chair on 7th October 2020.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Kevin Alderson	Victoria Hannington
Position	Treasurer	Chair
Date	04/06/2021	

2018/19		
Income	Expenses	Net
9,751	(3,195)	6,556
9,052	(3,441)	5,612
5,414	(2,040)	3,374
2,020	(1,466)	554
454	(366)	88
792	-	792
3,790	(2,306)	1,485
461	-	461
92	-	92
961	(142)	819
2,402	(1,833)	569
-	-	-
10,026	(14,406)	(4,380)
-	(18)	(18)
620	-	620
50	-	50
292	-	292
1,004	(372)	632
3,581	-	3,581
3,079	(3,216)	(138)
62	-	62
53,904	(32,800)	21,104

2019/20		
Income	Expenses	Net
8,458	(1,257)	7,201
3,243	(120)	3,123
3,607	(1,467)	2,140
1,963	(1,443)	520
444	(382)	62
468	-	468
1,574	(936)	639
-	-	-
-	-	-
422	(116)	305
1,036	(830)	206
20	-	20
7,836	(1,655)	6,181
-	-	-
426	-	426
1,871	-	1,871
-	-	-
-	-	-
3,722	-	3,722
-	-	-
-	-	-
Total	35,089	(8,205)

Total 35,089 (8,205) 26,883

(1,400)	Teachers' floats	(1,400)
(21)	Sports Day squash & lollies	-
(30)	AGM expenses & New Parents Evening refreshments	(33)
(20)	Lotteries licence	(20)
(9)	Stamps & Stationery	(37)
(117)	PTA-UK (Insurance subscription)	(122)
0	Year 6 Leavers' Book	(609)
(27,000)	Birch Copse Funding	(25,000)
(234)	Sundries - PTA event investments (BBQ etc)	-
(28,832)		(27,222)
(7,728)	Net income for the year	(338)

Bank Balances:	Opening balances £	Closing balances £	Movement
Current account	31,040.57	20,749.71	(10,290.86)
Petty cash	114.23	644.93	530.70
*Uniform account	1,010.84	6,689.59	5,678.75
	32,165.64	28,084.23	(4,081.41)
Debtors:			
iZettle Account (Uniform Shop)	0.00	500.00	500.00
Paypal Giving Fund	0.00	3,243.22	3,243.22
Net (cash) income for the year	32,165.64	31,827.45	(338.19)

I report that I have examined the records and vouchers of the Birch Copse Primary School PTA for the year ended 31 August 2020 and that the receipts and payments are in accordance therewith and that I have verified the cash balances.

Joanna Lovell

29/4/21

JOANNA LVELLE CA AAT.
ICAS Membership No. M22492.

Birch Copse School PTA

Income & Expenditure Account 2019-2020

Notes to the accounts

£	Uniform Shop:	£
10,026.28	Takings	7,333.54
(14,406.45)	Payments	(1,654.79)
(4,380.17)	Net income	5,678.75
(3,417.57)	Value of opening stock	(9,448.22)
9,448.22	Value of closing stock	4,518.39
1,650.48	Net income with Stock Value adjustment (Profit)	748.92
272.00	Pupil premium receipts not yet paid - adjustment	593.00
56.50	Returned cheque 15/07/19 to be chased - adjustment	0.00
1,978.98	Net income with adjustments	1,341.92

£	Birch Copse Funding:	£
27,000.00	School Budget from prior year fundraising	25,000.00
27,000.00		25,000.00

£	Company Donations:	£
		0.00

Birch Copse School PTA

Income & Expenditure Account 2019-2020

2018/19			2019/20		
Income	Expenses	Net	Income	Expenses	Net
9,751	(3,195)	6,556	8,458	(1,257)	7,201
9,052	(3,441)	5,612	3,243	(120)	3,123
5,414	(2,040)	3,374	3,607	(1,467)	2,140
2,020	(1,466)	554	1,963	(1,443)	520
454	(366)	88	444	(382)	62
792	-	792	468	-	468
3,790	(2,306)	1,485	1,574	(936)	639
461	-	461	-	-	-
92	-	92	-	-	-
961	(142)	819	422	(116)	305
2,402	(1,833)	569	1,036	(830)	206
-	-	-	20	-	20
10,026	(14,406)	(4,380)	7,836	(1,655)	6,181
-	(18)	(18)	-	-	-
620	-	620	426	-	426
50	-	50	1,871	-	1,871
292	-	292	-	-	-
1,004	(372)	632	-	-	-
3,581	-	3,581	3,722	-	3,722
3,079	(3,216)	(138)	-	-	-
62	-	62	-	-	-
53,904	(32,800)	21,104	Total	35,089	(8,205)

Less Other Expenditure:

(1,400)	Teachers' floats	(1,400)
(21)	Sports Day squash & lollies	-
(30)	AGM expenses & New Parents Evening refreshments	(33)
(20)	Lotteries licence	(20)
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27,000.00		25,000.00

£	Company Donations:	£
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