

Etwall Primary School Parent, Teacher & Friends Association ("Etwall PTFA") Trustees Annual Report 2023

Charity number: 1083273

Address: Etwall Primary School Parent Teacher & Friends Association,
Etwall Primary School,
Egginton Road,
Etwall,
Derbyshire.
DE65 6NB

Trustees: Sarah Bentley (President & Head of Etwall Primary School)

Alison Jones (Co-Chairperson)

Julia Coxon (Co-Chairperson)

Tiffany Whitworth (Treasurer)

Louise Seed (Secretary)

Alison Poole

Ema Stone

Lu Newton

Introduction

This report provides an overview of the activities and grants provided in 2023.

The Etwall PTFA is governed by the constitution documentation dated January 2015.

Membership consists of all parents and guardians of pupils attending the school, all staff at

the school, and those interested in the welfare of the school.

Etwall PTFA is a registered charity. Trustees of the charity are appointed at the Annual

General Meeting ("AGM"), where they are nominated and seconded by members.

These

trustees are the officers and committee members of Etwall PTFA. The position is held for

one year until the next AGM.

Objective

The objective of the Etwall PTFA is to advance the education of the pupils in the school. To

achieve this, Etwall PTFA seeks to:

1. Develop relationships between staff, parents and others associated with Etwall Primary School ("EPS").
2. Engage in activities that support EPS, and advance the education of those attending it.
3. Provide and assist in the provision of such facilities or items for education at EPS (not provided by statutory funds) as determined by the PTFA committee in consultation with school staff.

Chairperson's Summary

We started this year with a number of key roles changing so I'd like to start by saying a big thank you to Tiffany for taking over Lisa's role as Treasurer and to Alison for staying on as Co-Chair for a year to help me learn the ropes! Lisa and Alison have worked tirelessly for the PTFA for many years and we have called upon their expertise numerous times this year. A big thank you to you both for passing on your knowledge and supporting us in our new roles.

Funding has been really stretched in school this year, so I'm really pleased to be able to say we've raised over £17,000 to be able to ease the strain and allow our children to continue to have the resources and experiences in school that are so important to their primary school journey. This is a fantastic achievement carried out by a small team of dedicated volunteers who have put hours of time in to organising three hugely successful and massive events as well as many smaller projects that provide our children & their families with lasting memories of their time at Etwall Primary School.

So a big thank you goes out to Lisa, Louise, Alison J, Lu, Tiffany, Alison P and Ema for all your hard work in carrying out our big earners. I'm also so pleased to be able to say we've had lots of willing new volunteers join us this year to make new events possible and to help support some of our favourites! To those parents who have given

up their time to run stalls, bbq burgers, sell freezer pops, wrap presents and boogie at discos – we couldn't run these events without your support. Thank you to Natalie, Lauren, Laura, Claire, Lydia and Cheryl for your input and attendance at meetings this year. We really value your new ideas and the help you have offered with many events.

The attached Income and Expenditure Statement provides a detailed breakdown of the amounts raised and expenses incurred for each event across the year.

We've loved being able to bring back our school discos and tea towels this year as well as introducing new events: Decorating Easter Eggs, Scarecrow Competition, Pre-Loved Uniform Sales, Tea & Cake for Woodpecker Parents and Nativity Cafes. A big thank you to the school community for helping run these events and for your generous donations. Whilst these aren't our biggest earners they are loved by our children and are a really important part of everything we do.

A few quick thank yous for our leads on a number of our events this year:

- Lisa for organising our first Circus! What a success this was raising a huge amount of money and will definitely be an event we book again.
- Tiffany for leading our Secret Santa Shop and for your incredible bargain hunting skills!
- Alison for coordinating and driving on the Fireworks event (with Jenny prepping and running the BBQ team)
- Lu for stepping up and putting in the time to make sure the Music Festival was a wonderful success and also organising the goodies for the Film Dress up day.
- Tiffany, Ema and Claire for helping me to re-instate school discos.
- The school staff for coming to dance with your classes at the discos. It was such a wonderful atmosphere which the children loved.
- Debs for organising the Christmas Cauliflower cards.
- Lauren & Lydia for helping me to run Freezer Pop Fridays.
- Alison P for organising our Tea & Cakes for new Woodpecker parents. This was such a lovely idea to welcome new parents and give them chance to meet each other and chat.
- Alison P for organising the clothing recycling days.

- Ema, Louise & Alison for their hard work securing sponsorship and grants for our events & towards school projects.
- Lauren for your work towards our Wreath Making event. It was such a shame this wasn't able to go ahead this year but is definitely one to look at again in the future.

Another special thanks to the local businesses that have supported us across the year too.

These include:

Molly Maid, Etwall Pharmacy, Steve's Chip Shop, The Hawk & Buckle, Active Bodies, Don Amott, Seven Wells, JCB, Nadee's Kitchen, New Nail Day, The Lounge, Roller World, Mickleover Golf Club, Four Square, Allisa Rose, Helen Dodd and Captured Moments. Their generosity really helps our events so we are genuinely grateful for these contributions.

We'd also like to thank Dunelm for their generous contribution to our Trim Trail which we hope to install this summer and Tesco for providing prizes for our competitions.

And last but by no means least, I'd like to thank our Auditor Susannah Leask for generously giving her time, free of charge, to review and approve the PTFA accounts.

Treasurer's Summary

What Happens With the Profits Raised by the PTFA?

In line with our objectives, we use the profits we raise to provide grants to Etwall Primary

School, covering the costs of events and activities that wouldn't otherwise be covered by

government funding. With the cost cutting challenges faced by the school this additional

financial support is invaluable.

Staff are invited to submit funding requests to the PTFA, via our President, the HeadTeacher.

These requests are reviewed, discussed and voted on by the committee at each PTFA meeting and the approval outcome is recorded in the Minutes. This gives everyone the chance to review how and where PTFA funds are being spent.

What Grants Have the PTFA Provided to Etwall Primary School During the Year?

In total the PTFA provided grants during the year totalling £7,725.62 to fund school projects

and activities for the children. These projects are detailed in the Non-Event Expense summary under School Grants, this is lower than last year, only due to waiting for invoicing for the last set of approved funding objectives including tablets and charging statements, alongside bookcases and yellow band reading books – these have all been approved.

What Happens to the Remaining Funds in the PTFA Bank Account?

The bank balance as at 31 December 2023 was £21324.76 with cash in hand of £1915.00 for secret Santa (Banked in Jan) Additional funding requests, totalling £9,223 have been approved by the committee during 2023 and the invoices are expected in 2024. These include tablets and chargers, Bookcases and Yellow Band Books alongside some events the children took part in at the end of 2023, Other funding requests will be presented to the PTFA throughout 2024 and reviewed, discussed and approved by the committee, as is deemed appropriate.

There is a focus remaining on saving for the trim trail which is now set to be done in two halves starting in summer 2024.

Are There any Other Outgoings for the PTFA?

There are a number of essential costs to keep the PTFA running throughout the year, whilst we do our best to keep these to a minimum, they are unavoidable. This year these costs came to £180.00. Further details are in the attached Non-Event Expense summary.

Closing Comments

Fundraising has been amazing this year, so much so that for the first time we have had to look at changing our whole account process due the amazing efforts in fundraising this year, with the income on the Music festival, Fireworks and Circus as well as other activities making the income £29,450.88 the opportunity to say yes to so many more requests from the school to help improve and enhance the children's experiences, both in and out of school. As a PTFA that's our key objective so it's something we've been really proud of, as well as having a great amount that we can allocate to the trim trail over the next year which will give enjoyment and learning opportunities for children over many more years.

We can't thank the team enough for their dedication once again for doing their utmost for the children, we have added to our PTFA and have had many new volunteers join in with new events as well.

The New Year brings even more new opportunities. As Lisa stood down last year with Tiffany taking over, Alison started to hand over the reigns of chairperson to Julia, Alison will now be stepping down from her role as chairperson. And Lisa is also handing over her role as secretary which is to be looked at in this AGM.

We all look forward to continuing to support the PTFA and a new Chair going forward.

Tiffany Whitworth

Julia Coxon

Report prepared on behalf of the Trustees by:

Alison Jones, Julia Coxon, Tiffany Whitworth Lisa Mercer

PTFA Chairperson Treasurer

14th January 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Etwal Primary School PTFA

1083273

Receipts and payments accounts

CC16a

For the period
from

01.01.2023

To

31.12.2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising Events (School Only)	3,698	-	-	3,698	-
Fundraising Events (Community)	19,032	-	-	19,032	-
Sale of Goods	3,348	-	-	3,348	-
Fundraising and Donations	2,884	-	-	2,884	-
Misc	490	-	-	490	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	29,451	-	-	29,451	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,451	-	-	29,451	-
A3 Payments					
Fundraising Events (School Only)	836	-	-	836	-
Fundraising Events (Community)	9,940	-	-	9,940	-
Sale of Goods	1,379	-	-	1,379	-
School Grants	7,726	-	-	7,726	-
Running Costs	180	-	-	180	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	20,060	-	-	20,060	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,060	-	-	20,060	-
Net of receipts/(payments)	9,391	-	-	9,391	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,849	-	-	13,849	-
Cash funds this year end	23,240	-	-	23,240	-

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 Bank Account	21,325	-	-
	Cash In Hand	1,915	-	-
		-	-	-
	Total cash funds	23,240	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
	Storage Shed	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	School Grants	Unrestricted	9,223	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	T Whitworth	Tiffany Whitworth	1/16/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

Etwall Primary School PTFA

On accounts for the year ended

31/12/2023

Charity no (if any)

1083273

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

S J Leask

Date:

16/01/2024

Name:

Susannah Leask

Relevant professional qualification(s) or body (if any):

CPFA

Address:

9 Old Station Close

IER

Etwall, Derby

DE65 6PQ

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

Not applicable