



Sutton-at-Hone CE Primary School PTA

Annual Report and Accounts

For Year Ending 31 July 2022

Table of Contents	Pages
Key Information	1-2
Annual Report of the Committee	3-5
Independent Examiner's Report	6
Income & Expenditure	7

Key Information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

The Charity's principal office is:

c/o Sutton-at-Hone CE Primary School
Church Road
Sutton-at-Hone
Dartford
Kent, DA4 9EX

The Charity is registered with the Charity Commission (Reg. charity no. 1085024)

Our activities are governed by the Constitution adopted 19th October 2000, amended 24th October 2002 and 26th September 2018.

The Committee are appointed annually at the Annual General Meeting by the rules set out in the constitution.

The following have served as Committee members/Trustees of the charity during financial year 21/22:

Stuart Wisdom (Chair)
Charlotte Fern (Vice Chair)
Louise Walker (Treasurer)
Laura Barnard (Secretary)
Tiff Allen (Social & Marketing Coordinator)

The PTA's independent examiner for 21/22 is Mrs Karen Baldwin, Business Manager.

The PTA banks with Natwest Bank Dartford.

Annual Report of the Committee for the year ending 31st July 2022

The committee have pleasure in submitting their report for the year. The committee members who have served during the year are listed on page 1, with the other statutory information that forms part of this formal report. This report was presented at the Annual General Meeting held on 9th December 2022

Public Benefit Statement

The Committee, as trustees of the charity, confirm that they have complied with their duty to conduct the affairs of the charity with due regard to the Charity Commission's guidance on public benefit. The public benefit of the charity is outlined below.

Objectives, Organisation and Activities

Sutton-at-Hone CE Primary School PTA was established in order to advance the education of pupils in school by developing relationships between pupils, staff and parents. Provide events and activities for pupils and to provide items for the school which are not provided from statutory funds.

Annual Reports from the Committee

Chair's Report

It has been good to be able to host some amazing events following a long period where in-person activities were not allowed due to Covid restrictions. The committee has focussed on providing fun activities for the children while trying to raise some funds for the school. We have built some great relationships with local and national businesses and now have an amazing ecosystem of support, keen to donate towards our future events.

We have also increased several passive income streams, and are generating revenue through the likes of Amazon Smile, the School lottery and especially the Orchard Theatre, where our ticket resales are very popular and lucrative.

It was very disappointing to not be able to run one of our key events, Happy's Circus due to some unforeseen access challenges, especially given the work and effort put in to the planning.

We were very happy to receive some great feedback on the events that did run, especially the Discos, Jubilee festival and visits from the Easter Bunny! The committee has helped to generate a good income this year and has donated £7000 towards the installed Trim Trail for the school, with exciting plans for the year 2022-2023.

On a personal note, I have decided not to run for a Committee position next year. I have enjoyed my time on the PTA, it was great to be involved in the planning and running of the events, and I wish the incoming committee the best of luck for the future!

Stuart Wisdom (Chair)

Treasurer's Report

The financial year began on 01/08/2021 with an opening balance of £10,619.87

The past year has been successful, and we are thrilled that the following funds have been presented to the school:

- **£7000** Trim Trail Area
- **£300** Year 6 Leaver hoodies
- **£60** FS Build a Bear
- **£81.52** Ear defenders for children in SEN

We ended the financial year with a balance of £11,665.46 with the accounts being independently examined by Karen Baldwin.

Looking ahead, the PTA have worked on match funding from various sources, and look forward to seeing an income boost here, along with the other income streams from events, and online services.

Louise Walker Treasurer

SUTTON AT HONE CE PRIMARY SCHOOL PTA

MAIN INCOME AND EXPENDITURE ACCOUNT 01 August 2021 - 31 July 2022

		Income	Expenditure	Net
Admin	Ent License		-£87.61	-£87.61
	Gambling License		-£20.00	-£20.00
	Parent Kind Subs		-£128.00	-£128.00
	PTA Events Subs		-£359.99	-£359.99
Admin Total			-£595.60	-£595.60
Cashback	Amazon	£204.77		£204.77
	Co-op	£294.14		£294.14
	Easy Fundraising	£120.90		£120.90
	Givey	£105.00		£105.00
	Lottery	£1,302.00		£1,302.00
Cashback Total		£2,026.81		£2,026.81
Donations	Trim Trail		-£7,000.00	-£7,000.00
	Year 6 Hoodies		-£300.00	-£300.00
Donations Total			-£7,300.00	-£7,300.00
Events	Circus		-£472.00	-£472.00
	Disco April 22	£1,557.55	-£392.05	£1,165.50
	Jubilee	£4,265.42	-£3,447.13	£818.29
	Xmas 21	£421.70	-£217.98	£203.72
	Easter 22		-£151.20	-£151.20
	Mothers Day	£482.50	-£311.38	£171.12
Events Total		£6,727.17	-£4,991.74	£1,735.43
Orchard	Gangsta Granny 22	£4,413.13	-£3,253.00	£1,160.13
	Panto 21	£4,807.00	-£4,271.00	£536.00
	Panto 22	£3,948.69	-£3,322.00	£626.69
	Demon Dentist	£711.62	-£507.00	£204.62
Orchard Total		£13,880.44	-£11,353.00	£2,527.44
Sponsor Event	Twosday	£2,730.61	-£83.11	£2,647.50
Sponsor Event Total		£2,730.61	-£83.11	£2,647.50
Grand Total		£25,365.03	-£24,323.45	£1,041.58

BALANCES CARRIED FORWARD TO 20/21	
Cash on hand	Nil
Cheques on hand	Nil
Stripe Account (relating to panto 2021)	Nil
Current Account	Nil
Reserve Account	£11,665.46
Total Balance	£11,665.46

Finances

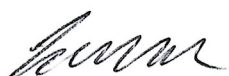
The attached accounts summarise the income and expenditure for the year and show at 31st July 2022 a Year End Balance of £11,665.46

As set out in our constitution, our financial year runs from 1st August for a 12-month period.

Insurance

The committee have arranged Public Liability Insurance with Zurich Insurance, via our Parentkind (formerly PTA-UK) membership. This covers up to £10 million public liability.

Signed on behalf of the Committee



Stuart Wisdom



Louise Walker

Sutton-at-Hone CE Primary School PTA

Independent Examiner's Report to the Trustees

I report on the accounts of the Charity for the year ending 31st July 2022, which are set out on the pages attached.

Respective responsibilities of trustees and examiners

The Charity's trustees are responsible for preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(B) of the 2011 Act;
- State whether any matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and comparison of accounts presented with those records. It also includes consideration of any unusual items or disclosures in those accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion on the view given by the accounts, and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements (a) to keep proper accounting records in accordance with section 130 of the 2011 Act, and (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


19/5/23

Mrs Karen Baldwin Business Manager