

Coppice Primary School Parent Teacher Association (the Association)

Report of the Trustees of the charity for the year ending 31 August 2023

The Trustees are pleased to present their annual report together with the financial statements of the Association for the year ending 31 August 2023. The financial statements comply with the Charities Act 2011, the Constitution of the Association, and the regulations pertaining to the Association for the time being in force.

Chair's Report

Financial arrangements

The Association continues to benefit from the use of an electronic accounting system called XERO which facilitates a streamlined approach to its finances. XERO also provides a high level of transparency which reassures the Association and its Committee and provides a robust audit trail. The Association continues to benefit from a Treasurer and an Assistant Treasurer to run and organise of the Association's financial arrangements. Parents continue to pay for events through the school's School money accounts which has led to a reduction in cash payments and provides a strong audit trail.

Income

The Committee is proud that the financial position of the Association remains sound with all the hard work the volunteers have put into organising various fundraising events. Over the last 12 months we have been able to put on our popular Christmas Market and the Summer Fayre. We have also run a couple of discos, held a Movie Night, an Easter Egg hunt, a Fun Run and sold Mother's Day and Father's Day presents to the children. In addition to this we have been able to bring back our children's Christmas artwork sale and embrace The Coronation of King Charles III with another artwork project. The 50/50 club continues, as does our Easy Fundraising and we have been able to bring back Bags2School and Preloved Uniform Sales. The sale of new uniform continues to be a healthy source of revenue and this is improved now with our partnership with Ian Smith. Our social media presence is strong and allows us to communicate to parents using different channels.

Our healthy financial position enables the Association to achieve its key aim of providing significant funds to Coppice Primary School. The financial position is published to its members annually and discussed at each PTFA meeting. One meeting is held every half term. These meetings are well supported by our committee members and other members of the Association.

Expenditure

We have funded a major project which has seen the installation of the new early years equipment to benefit the new Reception intake of 2023. Other significant smaller contributions were also made during last year towards resources for each classroom including Sensory aids and toys, new books for KS2, Math's resources and PE equipment. We also provide an annual amount to each class to support and enrich the curriculum.

Challenges and opportunities

Challenges facing the Association in the coming year include turnover of membership, in particular active committee members leaving or approaching their time to leave Coppice taking knowledge and key support with them. Significantly increased financial pressure on school budgets may also result in more requests from the school to the PTFA for financial support. We are also still amid a cost-of-living crisis with higher rates of inflation, this may impact on our families being able to support our fundraising efforts and will also increase our expenses. We have seen the ending of

Amazon Smile which previously provided a steady small amount of income into the charities account.

Opportunities –There are new parents starting in the Academic year 2023-2024 which provides opportunities for new members to join. We also have the opportunity to grow The Easyfundraising part of our income and also look into being able to offer some elements of going cash free within events.

Michelle Shepherd
Chairperson

Cash Summary

Coppice School PTA

For the year ended 31 August 2023

| Account | 2023 | 2022 | Variance |
|---|---------------|---------------|--------------|
| Income | | | |
| 50/50 Club | 1,188 | 974 | 22% |
| Christmas Fair | 3,219 | 2,424 | 33% |
| Christmas Trail | 420 | 0 | 0% |
| Clothes Recycling | 252 | 249 | 1% |
| Coppice Ball | 0 | 7,695 | -100% |
| Coppice School Donations | 847 | (7) | 13106% |
| Coronation Souvenirs | 2,692 | 0 | 0% |
| Disco | 4,252 | 1,823 | 133% |
| Donations | 496 | 5,566 | -91% |
| Easter Events | 476 | 573 | -17% |
| Easy Fundraising | 65 | 159 | -59% |
| Fun Run | 965 | 847 | 14% |
| Interest Income | 111 | 3 | 3567% |
| Parent Donations - Childrens events in school | 0 | 7 | -100% |
| Parent Presents | 0 | 865 | -100% |
| Quiz Night | 571 | 0 | 0% |
| Sales Fathers Day | 946 | 573 | 65% |
| Sales Mothers Day | 827 | 918 | -10% |
| School Uniform Sales | 10,933 | 8,495 | 29% |
| Summer Fair | 4,947 | 4,234 | 17% |
| Winter Film Night | 1,296 | 0 | 0% |
| Xmas Cards | 448 | 457 | -2% |
| Total Income | 34,950 | 35,855 | -3% |
| Less Expenses | | | |
| 50/50 Costs | 530 | 542 | -2% |
| Accruals/Corrections | 405 | (195) | 200% |
| Audit & Accountancy fees | 61 | 0 | 0% |
| Bank Fees | 110 | 116 | -5% |
| Charitable Donations To Coppice School | 14,104.98 | 7,857 | 80% |
| Coronation Souvenir Costs | 1,825 | 0 | 0% |
| Cost of Fathers Day | 444 | 317 | 40% |
| Cost of Goods for Christmas Fair | 949 | 894 | 6% |
| Cost of Goods for Coppice Ball | 0 | 4,953 | -100% |
| Cost of Goods for Disco | 1,284 | 486 | 164% |
| Cost of Goods for Film Night | 439 | 13 | 3280% |
| Cost Of Goods for Summer Fair | 1,314 | 1,261 | 4% |
| Cost of Goods for Xmas Cards | 0 | 59 | -100% |
| Cost of Mothers Day | 431 | 448 | -4% |
| Cost of School Uniforms | 9,961 | 6,478 | 54% |
| Costs Easter | 142 | 178 | -20% |
| Costs of Christmas Trail | 131 | 0 | 0% |
| Costs of Fun Run | 397 | 305 | 30% |
| Costs Of Parent Presents | 0 | 471 | -100% |
| Costs Quiz | 331 | 0 | 0% |
| Float for events | 0 | 0 | 0% |
| General Direct Expenses | 0 | 29 | -100% |
| General Expenses | 20 | 58 | -66% |
| Historical Adjustment | 0 | 0 | 0% |
| Insurance | 140 | 128 | 9% |
| Postage, Freight & Courier | 7 | 0 | 0% |
| Refreshments for school open days/events | 7 | 118 | -94% |
| Suspense | 80 | 0 | 0% |
| Yr 6 Leavers Donation | 100.00 | 0 | 0% |
| Total Expenses | 33,214 | 24,516 | 242% |
| Surplus (Deficit) | 1,736 | 11,339 | -532% |
| Summary | | | |
| Opening Balance | 35,183 | 23,844 | 47.56% |
| Plus Net Cash Movement | 1,736 | 11,339 | -91.76% |
| Cash Balance | 36,919 | 35,183 | 2.66% |
| Bank Statement Balance Xero (excludes unreconciled) | 35,939 | | |
| Float Balance | 802 | | |
| Unreconciled balance | 177.64 | | |

I have examined the above income and expenditure account for the year ended 31 August 2023. I report that these financial statements are in accordance with the accounting records and bank statements of the Association.



David Tippins
ACMA

23/11/2023

Independent examiner's report to the trustees of "COPPICE SHOOOL PARENT TEACHER ASSOCIATION"

I report on the accounts of the Trust for the year ended 31 August 2023.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular 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 Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

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:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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

David Tippins



ACMA,

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23/11/2023