

## **Coppice Primary School Parent Teacher Association (the Association)**

### **Report of the Trustees of the charity for the year ending 31 August 2024**

The Trustees are pleased to present their annual report together with the financial statements of the Association for the year ending 31 August 2024. 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 the Association's financial arrangements. Parents/carers continue to pay for most of our pre-bookable events through the school's School Money payment system or directly into the charities bank account, along with this we have introduced the use of four card payment machines to further reduce our cash handling and banking fees attached to this.

##### **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 Summer Fayre. We have also run a couple of discos (one in conjunction with Children in Need fundraising), held a Movie Night, an Easter Trail, a Fun Run and sold Mother's and Father's Day presents to the children. In addition to this we were also able to raise funds through the sale of the children's Christmas artwork, held our Biannual Spring Ball and arranged two successful Wreath Making Workshops in conjunction with a third party. The 50/50 club continues, as does our Bags2School collections and Preloved Uniform Sales. The sale of new uniforms remains to be a healthy source of revenue through our partnership with Ian Smith. Our social media presence is strong and allows us to communicate to parents/carers using different platforms.

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 PTA meeting. One meeting is held every half term. These meetings are well supported by our committee members and other members of the Association.

##### **Expenditure**

The PTA have agreed to fund a major project which has seen the installation of a new stage in the school hall which will be followed by a new screen/projector which the whole school will benefit from. Other significant smaller contributions were also made during last year, these include the reorganisation of both KS1 And KS2 libraries, a visit from a high profile author in celebration of World Book Day, Micro:bits to support the children with computer coding and programming, a set of new atlases and Lego to be used for Lego Therapy. We also provide an annual amount to each class to support and enrich the curriculum along with the Year 6 Leavers books.

##### **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. The significant increased financial pressure continuing to hit school budgets has and may moving forward also result in more requests from the school to the PTA for financial

support. Increased cost-of-living may also impact on our families being able to support our fundraising efforts and in turn increase our expenses.

Opportunities –There are new parents starting in the Academic year 2024-2025 which provides opportunities for new members to join, bringing new ideas for fundraising. We also have the opportunity to embrace and grow Easyfundraising within our future income stream along with identifying any businesses who are able to provide charity grants or fundraising.

**Michelle Shepherd**  
**Chairperson**

## Cash Summary

Coppice School PTA

For the year ended 31 August 2023

Account	2,024	2023 /ariance
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### Income

50:50 Club	1,388	1,188	17%
Christmas Concerts	174		
Christmas Fair	3,799	3,219	18%
Christmas Trail	-	420	-100%
Clothes Recycling	251	252	-1%
Coppice Ball	8,547	0	
Coppice School Donations	-	847	-100%
Coronation Souvenirs	-	2,692	-100%
Disco	4,109	4,252	-3%
Donations	10,859	496	2091%
Easter Events	389	476	-18%
Easy Fundraising	42	65	-36%
Fun Run	1,014	965	5%
Interest Income	290	111	160%
Parent Donations - Childrens events in school	95	0	
Parent Presents	134	0	
Quiz Night	-	571	-100%
Sales Fathers Day	750	946	-21%
Sales Mothers Day	885	827	7%
School Uniform Sales	5,797	10,933	-47%
Summer Fair	4,952	4,947	0%
Winter Film Night	1,305	1,296	1%
Wreath Making Workshop	935		
Xmas Cards	437	448	-2%
<b>Total Income</b>	<b>46,150</b>	<b>34,950</b>	<b>32%</b>

### Less Expenses

50/50 Costs	692	530	31%
Accruals/Corrections	-	405	-100%
Audit & Accountancy fees	161	61	165%
Bank Fees	81	110	-27%
Card Machine Costs	105		
Charitable Donations To Coppice School	21,717	14,105	54%
Coronation Souvenir Costs	-	1,825	-100%
Cost of Fathers Day	444	444	0%
Cost of Goods for Christmas Fair	872	949	-8%
Cost of Goods for Coppice Ball	5,205	0	
Cost of Goods for Disco	1,496	1,284	16%
Cost of Goods for Film Night	337	439	-23%
Cost Of Goods for Summer Fair	1,396	1,314	6%
Cost of Mothers Day	406	431	-6%
Cost of School Uniforms	4,113	9,961	-59%
Cost of Wreath Making Workshop	620		
Costs Easter	86	142	-39%
Costs of Christmas Concerts	28		
Costs of Christmas Trail	-	131	-100%
Costs of Fun Run	341	397	-14%
Costs Quiz	-	331	-100%
General Direct Expenses	115	0	
General Expenses	30	20	52%
Historical Adjustment	-	0	
Insurance	153	140	9%
Postage, Freight & Courier	-	7	-100%
Refreshments for school open days/events	-	7	-100%
Suspense	-	80	-100%
Yr 6 Leavers Donation	90	100	-10%
<b>Total Expenses</b>	<b>38,490</b>	<b>33,214</b>	<b>16%</b>

<b>Net Cash Movement</b>	<b>7,660</b>	<b>1,736</b>	<b>341%</b>
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### Summary

Opening Balance	36,919	35,183
Plus Net Cash Movement	7,660	1,736
Cash Balance	44,578	36,919
Bank Statement Balance	43,841	35,939
Float Balance	737	802
Unreconciled balance	0	178

I have examined the above income and expenditure account for the year ended 31 August 2024. I report that these financial statements are in accordance with the accounting records and bank statements of the Association.



David Tippins  
ACMA

20/11/2024

## **Independent examiner's report to the trustees of "COPPICE SHOOL PARENT TEACHER ASSOCIATION"**

I report on the accounts of the Trust for the year ended 31 August 2024.

### **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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20/11/2024