

# Trustees' Annual Report for the period

Period start date

Period end date

From

01

August

2021

To 31

July

2022

## Section A

## Reference and administration details

**Charity name** Warren Road School Parent Teacher Association

**Other names charity is known by**

**Registered charity number (if any)** 1087164

**Charity's principal address** Warren Road Primary School

Warren Road

Orpington, Kent

**Postcode**

BR6 6JF

### 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	Bianca Haupt-Erasmus	Chairperson		
2	Jennifer Cottle	Secretary		
3	Laura West	Treasurer		
4	Donna Lam			
5	Helen Brooks			
6	Lauren Purdy			
7				
8				

### 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
Independent Examiner	Chi Lam	22 The Brackens
		Orpington
		Kent
		BR6 6JH

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

Richard Ellis (Head Teacher)

Aimee Steele (Deputy Head Teacher)

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

Association

Trustee selection methods

Elected by Trustees (Proposer and Seconder)

### 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.

Warren Road School Parent Teacher Association ('the PTA') is a member of PTA-UK (membership number 21156). PTA-UK provides advice and best practice on managing a school PTA and provides ideas for fundraising activities. They also provide the PTA insurance cover.

The PTA complies with the Charity Commission rules and regulations and submits an annual Charity Commission Return, as required.

PTA members consist of all parents, guardians or carers of any pupil attending the school as well as teaching and non-teaching staff employed by the school. All members are encouraged to join the working group of members from which the trustees ('the Committee') are elected. The Committee seeks to have fundraising sub-groups made up of both experienced and new members to ensure effective succession planning and sharing of new ideas.

The Committee hold regular meetings to discuss forthcoming events, share successes and improvements from recent events, and agree on both short-term and long-term donations to the school. At these meetings the Head Teacher (also the PTA's President), or appointed staff representative, provides a report discussing wider school issues, successes and useful dates.

In turn the Committee provide feedback to the Head Teacher on matters arising/voiced by parents/children (e.g. school meals, health & safety matters etc).

Health & Safety assessments are undertaken prior to all events to ensure the safety of all parties. The assessments are updated after each event and held in the school office for future events.

## Section C

## Objectives and activities

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

The objective of the PTA is to advance the education of the pupils in the school in particular by i) developing effective relationships between the staff, parents and others associated with the school ii) 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)**

When planning activities for the year, the PTA has considered the Charity Commission's guidance on public benefit.

The PTA regularly contributes funds towards the school swimming pool, the 'Listening Ear' counselling service in the school and provides a fixed amount to each class teacher to enhance the education of all pupils.

The PTA arrange, on average, 6 events per annum in order to raise funds. The main events are a Fireworks display as well as a Christmas Fair and Summer Fete.

The PTA consults with the Head Teacher and Governing Body to help identify longer-term projects it considers appropriate to support.

All feedback/concerns raised by parents and local neighbours are fed back to the Head Teacher to enable such matters to be addressed (e.g. risks associated with parking outside school gates, other health and safety related matters, school dinners etc).

**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.



**Summary of the main achievements of the charity during the year**

The PTA had its first 'normal' fundraising year since COVID-19 hit as the lockdowns associated with the pandemic eased, society gradually re-opened and people felt more comfortable gathering in larger groups. We were able to put on all of our usual fundraising events and managed to make just over £46,000 from these events and subsequently were able to continue to support the school financially.

The PTA benefitted in this financial year from the postponement of the Summer Fair which had originally been planned for July 2021. As the date of this event ended up coinciding with a sharp rise in Covid cases the trustees took the difficult decision to postpone the event. It was held in September 2021 and thus impacted the 2021-22 financial year. The event itself was a huge success, raising £9,000 in profit, as families seemed happy to finally be able to attend a school event.

Our Summer Fair was then repeated in June 2022 with ever more creative ideas from the planning committee resulting in a Platinum Jubilee theme and lots more new ideas for stalls and games. Profitability continued to improve, this time bringing in just shy of £10,000!

The PTA only continues to operate due to the ongoing time and effort of a relatively small team of loyal volunteers. The annual Fireworks evening ran as smoothly as ever and the Christmas Fair returned as a live event, utilising more space than ever around the school, and bringing in almost £5,000.

Film night returned and was a sell out event for both infant and junior events. Following a change in the food and snacks provided, the event managed to raise £2,600.

After school playground sales of ice-lollies returned in the summer of 2022, though with the weather not being quite as good as in previous years, we didn't make as much as we have done previously, though we will certainly be able to put the £1,600 raised to good use within the school! The ice-lolly sales were complemented by Donut sales at the end of each term. The pre Easter holiday donut sale showed the dedication of the volunteer team as they persevered with selling the donuts despite the unexpected snow in March 2022!

The School Lottery, Christmas Photos and Personalised Christmas Merchandise also boosted PTA funds, raising just over £3,000.

The PTA were once again very fortunate to receive a donation from the employer of one of the school's parents (Buchanan Programme and Yang Wang). The amount totalled £1,000.

In total the PTA was able to raise funds of around £47,000. £24,304 of this was donated back to the school. This funding specifically paid for the ongoing maintenance of the PTA funded Swimming Pool, new reading books for all classrooms, furniture for the staff room refurbishment, new benches for the Eco Club and the provision of squad tracksuits for the girl's football team.

The regular contribution of £3,000 for the Listening Ear counselling service continued. This service is available to all children from Year 1 upwards. Funding also continued for children in KS1 & KS2 to enjoy a visit to the Life Bus (£2,870).

The PTA again provided each class teacher with £150 to purchase special resources of their choosing and continued to share the cost of a crossing patrol person with the school (£2,146).

The PTA continues to hold a small level of reserves accumulated over previous years which are greater than needed for ongoing activities and will discuss other projects to fund with the school.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The PTA aims to raise sufficient funds each year to cover annual commitments and additional requests. Any deficit will be covered by reserves.

Reserves of £7,500 will be maintained to ensure adequate working capital for fundraising events.

Any excess funds will be held towards funding of major financial projects agreed with the Head Teacher and Governing Body

### Details of any funds materially in deficit

None

### 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 charity's principal sources of funds are from fundraising events such as the Summer Fete, Fireworks event, Christmas Fair, Film Nights and similar events. We also run various activities such as the sale of nearly new uniform and calendars. We sometimes receive donations and match funding from employers.

The key objective of the charity is to provide Warren Road Primary School with funding to enhance the education of the children.

The main expenditure is the donation of funds to the school. Other expenditure relates to the cost of the events described above in order to raise the funds required.

## Section F

## Other optional information

A total of £24,304 was committed in donations to the school for the 2021/22 academic year. This was transferred to the school on the 15<sup>th</sup> August 2022.

## 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)

Jennifer Cottle

Laura West

Position (eg Secretary, Chair, etc)

Secretary

Treasurer

Date

30/5/23



<b>Charity Name</b>	<b>Number</b>
Warren Road School Parent Teacher Association	1087164

## Receipts and payments accounts

CC16a

<b>For the period from</b>	<b>Period start date</b>	<b>To</b>	<b>Period end date</b>
	01 August 2021		31 July 2022

### Section A Receipts and payments

	<b>Unrestricted funds</b> to the nearest £	<b>Restricted funds</b> to the nearest £	<b>Endowment funds</b> to the nearest £	<b>Total funds</b> to the nearest £	<b>Last year</b> to the nearest £
<b>A1 Receipts</b>					
	0	0	0	0	0
Voluntary income	2,661	0	0	2,661	9,223
	0	0	0	0	0
Activities for generating funds	61,185	0	0	61,185	23,199
Other income		0	0	0	0
Investment income	3	0	0	3	3
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total (Gross income for AR)</b>	<b>63,849</b>	<b>0</b>	<b>0</b>	<b>63,849</b>	<b>32,425</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>63,849</b>	<b>0</b>	<b>0</b>	<b>63,849</b>	<b>32,425</b>
<b>A3 Payments</b>					
	0	0	0	0	0
Fundraising trading costs	13,071	0	0	13,071	7,058
	0	0	0	0	0
Charitable activities	0	0	0	0	23,230
	0	0	0	0	0
	0	0	0	0	0
Governance costs	129	0	0	129	123
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>13,200</b>	<b>0</b>	<b>0</b>	<b>13,200</b>	<b>30,411</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>13,200</b>	<b>0</b>	<b>0</b>	<b>13,200</b>	<b>30,411</b>
<b>Net of receipts/(payments)</b>	<b>50,649</b>	<b>0</b>	<b>0</b>	<b>50,649</b>	<b>2,014</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>23,283</b>	<b>0</b>	<b>0</b>	<b>23,283</b>	<b>21,269</b>
<b>Cash funds this year end</b>	<b>73,932</b>	<b>0</b>	<b>0</b>	<b>73,932</b>	<b>23,283</b>



## 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	Cash at bank and in hand	73,932		0
		0	0	0
		0	0	0
		0	0	0
	<b>Total cash funds</b>	<b>73,932</b>	<b>0</b>	<b>0</b>

(agree balances with receipts and payments account(s))



	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
			0	0
			0	0
			0	0
			0	0

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Amount required for Pantomime tickets	unrestricted		
			0	
			0	
			0	
			0	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	LAURA WEST	30/5/23
	JENNIFER COTTLE	30/5/23





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

WARREN ROAD SCHOOL PARENT TEACHER ASSOCIATION

On accounts for the year  
ended

31<sup>ST</sup> JULY 2022

Charity no  
(if any)

1087164

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2021.

Responsibilities and  
basis of report

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 (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 29/05/2023

Name:

CHI LAM

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

MEMBER OF THE INSTITUTE OF CHARTERED ACCOUNTANTS OF  
ENGLAND & WALES

Address:

22 THE BRACKENS

ORPINGTON

BR6 6JH

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.**