



# Trustees' Annual Report for the period

Period start date      Period end date  
 Day Month Year      Day Month Year  
**From** 01 August 2022 **To** 31 July 2023

## 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	Lauren Purdy			
6	Victoria Wood			
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**

Despite the cost of living crisis, the PTA had a successful year both in terms of raising funds and donating money to the school. We were able to put on all of our usual fundraising events and managed to raise £34,000 from these events.

*Our Summer Fair continued to be an enjoyable event for all those involved. The cost of living crisis affected the profitability of the event, which came in around £7,500. This was lower than previous years. Footfall for the event was down on prior years and the hire of the rides, bouncy castles and other inflatables was notably higher than previously.*

The annual Fireworks evening ran as smoothly as ever and the Christmas Fair continued to be a popular event, raising over £6,000.

Film night was another solid event for both infants and juniors, bringing in over £2,000.

After school playground sales of ice-lollies continued during the summer of 2023. Sale events were reduced to a couple of times each week (weather permitting) and made £1,000.

The School Lottery, Christmas Photos and Personalised Christmas Merchandise also boosted PTA funds, raising almost £2,500.

In total the PTA was able to raise funds of around £34,000 (2021/22 £47,000 – note that the 21/22 academic year benefitted from two summer fairs following the postponement of the July 2021 summer fair until September 2021).

£41,564 was donated back to the school. This year, the funding specifically enabled the purchase of VEX Robotics equipment, new PE Gym Equipment and outdoor learning resources. Funding continued to support the ongoing maintenance of the PTA funded Swimming Pool and new reading books for all classrooms.

The regular contribution of £3,000 for the Listening Ear counselling service remained. 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 (£3,010).

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 (£2,414).

The PTA only continues to operate due to the ongoing time and effort of a relatively small team of loyal volunteers. We are experiencing a decline in the number of volunteers willing to support the events and are looking at ways to increase these numbers to ensure that we can continue to run our usual fundraising events.

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.

£41,564 was then transferred in July 2023 in respect of the 2022/23 academic year. The amount transferred for 22/23 was higher than the amount raised in the year. This was possible due to built up reserves in the PTA accounts which hadn't been previously approved for donation to the school. The PTA retains a small amount in excess of what is required to put on the fundraising events and is in continued discussions with the school as to the best use for these funds to ensure the ongoing achievement of our fundraising objectives.

## 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)

SIASCA RAUPT - ERASMUS

Laura West

Position (eg Secretary, Chair, etc)

CHAIR

Treasurer

Date

23/5/24





Charity Name Warren Road School Parent Teacher Association	Number 1087164
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## Receipts and payments accounts

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For the period from	Period start date 01 August 2022	To	Period end date 31 July 2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary income	0	0	0	0	0
	1,468	0	0	1,468	2,661
Activities for generating funds	0	0	0	0	0
Other income	51,913	0	0	51,913	61,185
Investment income	251	0	0	251	0
	0	0	0	0	3
	0	0	0	0	0
<b>Sub total (Gross income for AR)</b>	53,632	0	0	53,632	63,849
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	0	0	0	0	0
<b>Total receipts</b>	<b>53,632</b>	<b>0</b>	<b>0</b>	<b>53,632</b>	<b>63,849</b>
<b>A3 Payments</b>					
Fundraising trading costs	0	0	0	0	0
	18,916	0	0	18,916	13,071
Charitable activities	0	0	0	0	0
	65,868	0	0	65,868	0
	0	0	0	0	0
Governance costs	0	0	0	0	0
	183	0	0	183	129
	0	0	0	0	0
<b>Sub total</b>	84,967	0	0	84,967	13,200
<b>A4 Asset and investment purchases. (see table)</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	0	0	0	0	0
<b>Total payments</b>	<b>84,967</b>	<b>0</b>	<b>0</b>	<b>84,967</b>	<b>13,200</b>
<b>Net of receipts/(payments)</b>	<b>(31,335)</b>	<b>0</b>	<b>0</b>	<b>(31,335)</b>	<b>50,649</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>73,932</b>	<b>0</b>	<b>0</b>	<b>73,932</b>	<b>23,283</b>
<b>Cash funds this year end</b>	<b>42,597</b>	<b>0</b>	<b>0</b>	<b>42,597</b>	<b>73,932</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	42,598		0
		0	0	0
		0	0	0
	<b>Total cash funds</b>	<b>42,598</b>	<b>0</b>	<b>0</b>

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

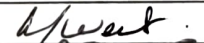

	Details	Agreement Error Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0

	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

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

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

Signature	Print Name	Date of approval
	LAURA WEST	23/5/24
	Bianca Haupt-Erosim	23/5/24





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 2023

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 31/07/2023.

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: 28/05/2024

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.**