



Trustees' Annual Report for the period

		Period start date			Period end date		
From	1st	September	2019	To	31st	August	2020

Section A Reference and administration details

Charity name	St Charles Parent Teacher Association		
Other names charity is known by	St Charles Borromeo PTA		
Registered charity number (if any)	1088928		
Charity's principal address	St Charles Borromeo Primary School		
	Portmore Way		
	Weybridge		
	Surrey	KT13 8JD	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted	Name of person (or body) entitled to appoint trustee (if any)
1	Mr David Jackson	Chair	1 Sept 2019 - present	Parents of St Charles Borromeo School
2	Mrs Kate Andersen	Treasurer	1 Sept 2019 - present	Parents of St Charles Borromeo School
3	Mrs Chezelle Wilson-Williams	Vice Chair	1 Sept 2019 – present	Parents of St Charles Borromeo School
4	Mrs Natalie Ann Blackburn	Secretary	1 Sept 2019 - present	Parents of St Charles Borromeo School

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Mr Stephen Holt (Headteacher)	Whole year
Mrs Lorraine Flower (Deputy Headteacher)	Whole year

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (NCPTA Model)
How the charity is constituted (eg. trust, association, company)	The charity is an association.
Trustee selection methods (eg. appointed by, elected by)	Those parents interested in managing the charity are asked to express an interest in the roles available and are nominated and seconded at the annual AGM.

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.

St Charles PTA operates under the umbrella of Parentkind (formerly PTA UK), the national charity representing around 14,000 PTA's across England, Wales and Northern Ireland.

Committee members are elected at an Annual General Meeting every September and approximately three to six other general PTA meetings are held each year, to which all parents of St Charles Borromeo Primary School are invited, as automatic members of the PTA.

Section C Objectives and activities

Summary of the objectives of the charity set out in its governing document

There are 4 principal objectives of the charity:

- Raising funds to enhance our children's education
- Building a strong sense of community between parents, teachers, governors and pupils, the wider Parish and beyond
- Giving parents the opportunity to get involved in school life
- Raising money for other charities

Therefore, the purpose of St Charles PTA is primarily to raise invaluable funds to improve the education of the children attending the school. In doing so, it provides the opportunity for all to build strong relationships both within the school and the local community. Furthermore, this external focus and the purpose of continuing to give to other charities in need is also for the public benefit and supports the ethos of the school.

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)

The events and activities which took place during the 2019 – 2020 financial and academic year were as follows:

- Handcrafted Christmas Market
- Christmas Raffle
- Children's Tea towel
- Secret Santa
- Quiz
- School Disco
- Secret Cinema
- Year Book
- Textile Recycling
- Class Cake Sales
- Second-hand Uniform and Books Sales
- St Charles and Elmbridge Lottery
- Birthday Book Club
- Summer Silent Auction
- Holt 50 Challenge

I can confirm that during this period the Trustees made due regard of the commission's public benefit guidance when exercising any powers or duties to which this guidance was relevant.

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.

The PTA would like to highlight that the charity is reliant on the efforts of every single person who volunteers their time or donates goods and services to support our fundraising activities. It would like to take this opportunity to again thank all those who contributed to the PTA's success in 2019-2020 from committee members to event organisers, local businesses, sponsors, teachers and parents alike.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

St Charles PTA increasingly relies on the running of several large time-consuming events/activities throughout the year which each raise a significant amount of funds. Unfortunately, due to the COVID-19 pandemic and the resultant lockdown from 20 March 2020 to the end of the school year, a number of events that are normally on the school calendar were not able to take place, including the Easter and Summer Fair events. Instead the PTA invited children to participate in the Holt 50 challenge, commemorating the Headteacher's 50th birthday, and encourage family and friends to make a donation to the PTA. This event raised £8,506. The other large events taking place during the year were the Christmas Market (£4,117), the Christmas Raffle (£2,710) and the Summer Auction (£2,116). In total these events raised £17,449. We also ran a number of other events/activities such as the Quiz, Secret Santa, Year Book and the ongoing Lottery (previously run by St Charles PTA; now we partake in the Elmbridge Lottery) which each had an income of between £1-2k and a combined amount of £5,311. In addition, there were a dozen or so smaller events /activities undertaken through the year.

The total amount raised for the year was £25,723, exceeding the annual target* of £17,500 by 47%.

As a result of the significant PTA reserves built up over previous years the PTA was able to meet its commitment to the school of £17,500 for IT funding plus £243 for the leavers gifts.

** Please see section E below for more information regarding the annual target.*

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash reserves are held on deposit with Nat West bank and are accessible at short notice. It is not the intention of the PTA to build significant reserves on a year to year basis. With effect from the 2014 – 2015 financial year, the PTA endeavours to raise £17,500 on an annual basis to support the provision and renewal of IT within the school.

Details of any funds materially in deficit

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.

As stated above, the PTA now has an agreement in place with the school to focus its' fundraising on the provision, maintenance and development of IT within St Charles Borromeo school on an ongoing basis. A figure of £17,500 has been set as the amount the PTA hopes to raise each year.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Andersen

DW Jackson

Full name(s)

Kate Andersen

David Jackson

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

11.03.21

11-3-2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

St Charles Parent Teacher Association

1088928

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Sep-19		31-Aug-20

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 £
A1 Receipts					
Fundraising Events	22,229	-	-	22,229	31,913
Donations	9,124	-	-	9,124	4,474
Interest	8	-	-	8	10
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,361	-	-	31,361	36,397
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,361	-	-	31,361	36,397
A3 Payments					
Event Costs	4,677	-	-	4,677	10,921
Donations to School	17,743	-	-	17,743	37,317
PTA Costs	187	-	-	187	143
Gifts to school support costs	493	-	-	493	180
Gifts to children at Christmas	261	-	-	261	98
Donations to charity	20	-	-	20	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	23,382	-	-	23,382	48,659
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,382	-	-	23,382	48,659
Net of receipts/(payments)	7,980	-	-	7,980	- 12,262
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,623	-	-	16,623	28,885
Cash funds this year end	24,602	-	-	24,602	16,623

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	Current Account	19,189	-	-
	Reserve Account	5,393	-	-
	On Hand	20	-	-
	Total cash funds	24,602	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
DW Jackson	DAVID JACKSON	11-3-21
K Andersen	KATE ANDERSEN	11.03.21



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St Charles Parent & Teacher Association

**On accounts for the year
ended**

31/08/2020

**Charity no
(if any)**

1088928

Set out on pages

3 and 4 below

(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 August 2020.

**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 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.

Signed:

M Phillips

Date:

11/03/2021

Name:

Michelle Phillips

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

ICAEW 9019236

Address:

40 Grotto Road

Weybridge

KT13 8PN

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.