



# Trustees' Annual Report for the period

Period start date			Period end date		
<b>From</b>	1st	September	2022	<b>To</b>	31st August 2023

## 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	Andrew David Mintiers	Co-Chair	1 Sept 2023 - present	Parents of St Charles Borromeo School
2	Valendra Elizabeth Mintiers	Co-Chair	1 Sept 2023 - present	Parents of St Charles Borromeo School
3	Ralph Bohmer	Treasurer	1 Sept 2023 – present	Parents of St Charles Borromeo School
4	Arinze Eduputazi Anagbado	Secretary	1 Sept 2023 - 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

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

How the charity is constituted  
(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

Constitution (NCPTA Model)

The charity is an association.

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 2022 – 2023 financial and academic year were as follows:

- Christmas Market, including:
  - o Christmas Raffle
  - o Secret Santa
- Football tournament
- Governors Ball
- Quiz Night
- Cake Sales
- Year Book
- School Disco
- Elmbridge Lottery
- Textile Recycling
- Second-hand Uniform and Books Sales
- Amazon Smile and Easy Fundraising

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. I would like to take this opportunity to again thank all those who contributed to the PTA's success in 2022-2023 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. The PTA introduced a new event this year, in conjunction with the board of governors – the Governors Ball, which raised £3,162 for the PTA, which comprised half of the total proceeds from the event. Other large events that took place during the year were the Christmas Market (£8,545), the Football Tournament (£3,507) and the Quiz night (£2,423).

We also ran several other events/activities such as Cake Sales, Year Book sales, the ongoing Elmbridge Lottery a handful of smaller events /activities all bringing a combined amount of £6,491.

The total amount raised for the year was £24,128, exceeding the annual target\* of £17,500 by 30%.

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 a donation of £16,168 for new laptops.

*\* 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 NatWest 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)		 <small>Andrew Mintiers (Aug 5, 2024 17:35 GMT+1)</small>
Full name(s)	Ralph Bohmer	Andrew Mintiers
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	05/08/2024	05/08/2024









# 2023-08-31 TAR (for filing)

Final Audit Report

2024-08-05

Created:	2024-08-05
By:	Ralph Bohmer (rbohmer@bindingsolutions.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAArKSG4cSqaYc55FsjOUrhrbAlG4f3AqXv

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

St Charles Parent & Teacher Association

No 1088928

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2022

To

31/08/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fundraising Events	30,707	-	-	30,707	17,388
Donations	2,105	-	-	2,105	2,451
Interest	186	-	-	186	4
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>32,998</b>	<b>-</b>	<b>-</b>	<b>32,998</b>	<b>19,843</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>32,998</b>	<b>-</b>	<b>-</b>	<b>32,998</b>	<b>19,843</b>
<b>A3 Payments</b>					
Event Costs	8,857	-	-	8,857	3,628
Donations to School	33,668	-	-	33,668	20,500
PTA Costs	236	-	-	236	171
Gifts to school support costs	977	-	-	977	499
Gifts to children at Christmas	246	-	-	246	246
Gifts to children for Queen's Jubilee	-	-	-	-	1,034
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>43,983</b>	<b>-</b>	<b>-</b>	<b>43,983</b>	<b>26,078</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>43,983</b>	<b>-</b>	<b>-</b>	<b>43,983</b>	<b>26,078</b>
<b>Net of receipts/(payments)</b>	<b>- 10,985</b>	<b>-</b>	<b>-</b>	<b>- 10,985</b>	<b>- 6,235</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>16,482</b>	<b>-</b>	<b>-</b>	<b>16,482</b>	<b>22,717</b>
<b>Cash funds this year end</b>	<b>5,497</b>	<b>-</b>	<b>-</b>	<b>5,497</b>	<b>16,482</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 £
<b>B1 Cash funds</b>	Current Account	455	-	-
	Reserve Account	5,022	-	-
	On Hand	20	-	-
	<b>Total cash funds</b>	<b>5,497</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<u>Andrew Mintiers</u> <small>Andrew Mintiers (Aug 5, 2024 17:35 GMT+1)</small>	Andrew Mintiers	05/08/2024	
	<u>Rh</u>	Ralph Bohmer	05/08/2024	









# 2023-08-31 PTA Accounts (for filing)

Final Audit Report

2024-08-05

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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

St Charles Parent & Teacher Association

**On accounts for the year  
ended**

31/08/2023

**Charity no  
(if any)**

1088928

**Set out on pages**

3 and 4 below

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2022.

**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:**

*Michelle Phillips*

**Date:**

4/7/2024

**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.**