

Trustees' Annual Report for the period

Period start date
From Day 01 Month 10 Year 2019 **To** Day 30 Month 09 Year 2020
 Period end date

Section A

Reference and administration details

Charity name

Robertswood School PTA

Other names charity is known by

Registered charity number (if any) 1091179

Charity's principal address

Robertswood School

Denham Lane

Chalfont St Peter

Postcode

SL9 0EW

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	Jo Blood	Joint Chair		PTA Committee
2	Rachel Seymour	Joint Chair		PTA Committee
3	Kirsty Etherington	Treasurer		PTA Committee
4	Edward Richings	Headmaster		School Governors
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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
Chartered Accountant	Martyn Green	4 Longfield, Little Kingshill, Bucks HP16 0EG

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg trust deed, constitution)	Constitution
How the charity is constituted (eg trust, association, company)	Association
Trustee selection methods (eg appointed by, elected by)	Elected by members of the PTA. All parents of pupils attending the school and teachers at the school are automatically members of the PTA

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.

Policies and procedures are in line with UK-PTA, the umbrella organisation, of which we are a member

Section C Objectives and activities

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

To raise funds for the school and to organise social events for the benefit of the school, the children, parents and staff

Organisation of social and fundraising events

The charities principal sources of funds comes from fund raising events held during the year. These are centred on the school and involved the parents, teachers and pupils of the school.

Expenditure is made to organise the fund raising events, purchase stock i.e. School uniform, and as donations to the school for equipment.

Funding donation requests are identified by the school and agreed by the PTA committee with the Headmaster and School Governors.

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)

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the year the charity ran a number of successful fund raising events and made charitable donations to Robertswood school, in the form of equipment purchases, with the proceeds of the events.

The main events/ fund raising activities for 2018/19 included:

- Summer Fair – annual summer fete
- Robertswood Rangers – school football club for all years run by volunteer parents
- Christmas Family night
- Uniform Sales
- Revue and Panto nights – members of the school who participate in the drama club
- 100 Club
- Bingo Night
- Gift shops

Donations to Robertswood school for 2018/19 totalled £25,000 and were used to fund new purchase for the school including IT hardware and classroom equipment. In addition £4117.50 was donated to fund the purchase of iPads for use by the pupils.

Section E

Financial review

Brief statement of the charity's policy on reserves

Any reserves are kept for future use by the association to organise events and for the benefit of the school

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 charities principal sources of funds comes from fund raising events held during the year. These are centred on the school and involve the parents, teachers and pupils of the schools.

Expenditure is made to organise the fund raising events, purchase stock i.e. School uniform, and a donations to the school for equipment.

Funding donation requests are identified by the school and agreed by the PTA committee with the Headmaster and School Governors.

Section F

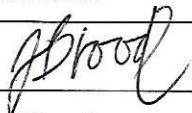

Other optional information

n/a

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)	Jo Blood	Kirsty Etherington
Position (eg Secretary, Chair, etc)	Joint Chair 2019/20	Treasurer
Date	14 June 2021	

Receipts and Payments for the Year ended 30 September 2019

	<u>2019/2020</u>		<u>2018/2019</u>		b/(w)
	£	£	£	£	
RECEIPTS					
<u>Receipts from Events</u>					
Summer Fayre	0.00		7,246.93		-7,247
Xmas night	6,144.92		6,258.36		-113
Frankie's Special	0.00		768.72		-769
PTA 100 Club	2,132.00		2,386.50		-255
Colour run	1,807.49		1,064.75		743
Bingo/Quiz night	203.84		910.55		-707
Panto Group	6,049.84		9,189.18		-3,139
		16,338.09		27,824.99	-11,487
<u>Other Receipts</u>					
Uniform	7,647.30		8,785.25		-1,138
Interest	7.51		48.34		-41
RRFC	33,378.28		16,159.54		17,219
Raffles	488.00		459.00		29
Bookclub	709.72		1,565.97		-856
Floats	1,514.00		4,286.00		-2,772
Gift shops/Easter	464.89		1,980.03		-1,515
Tuck	564.09		354.70		209
Donation	1,597.79		4,342.37		-2,745
Miscellaneous	21,433.00		623.27		20,810
		67,804.58		38,604.47	29,200
TOTAL RECEIPTS		84,142.67		66,429.46	17,713
				<i>8 to CC website</i>	
PAYMENTS					
<u>Payments for Events</u>					
Summer Fayre	0.00		3,054.30		-3,054
Xmas night	1,695.01		1,956.16		-261
Frankie's Special	0.00		47.87		-48
PTA 100 Club	4,340.00		1,171.49		3,169
Colour run	0.00		974.80		-975
Bingo/Quiz night	407.15		226.00		181
Panto Group	589.93		1,881.68		-1,292
		7,032.09		9,312.30	-2,280
<u>Other Payments</u>					
Uniform	9,755.65		6,647.82		3,108
RRFC	8,813.51		19,973.90		-11,160
Miscellaneous	21,553.01		1,484.73		20,068
Floats	1,514.00		4,737.50		-3,224
Bookclub	572.90		1,002.94		-430
Gift shops/Easter	236.23		1,405.63		-1,169
Raffles	0.00		43.00		0
Donation	0.00		2,060.00		
Tuck	330.00		0.00		330
		42,775.30		37,355.52	7,523

NET FUNDS GENERATED IN THE YEAR	34,335.28	19,761.64	12,471
Donations to School	25,000.00	19,117.50	5,883
NET (DEFICIT)/RECEIPTS FOR THE YEAR	9,335.28	644.14	8,691
Bank Balance b/f	28,827.14	28,183.00	
Net Receipts / (Deficit) for the Year	9,335.28	644.14	
Bank Balance c/f	38,162.42	28,827.14	

38148-59
 8/21/21

Robertswood Combined School PTA 1091179
Statement of assets & liabilities at the end of the period

30 Sept 2020

30 Sept 2019

b/(w)

Cash Funds

PTA Bank Accounts	37,583.59	24,893.95	12,690
100 Club bank accounts	1,724.43	3,932.43	-2,208
RR cash float	-	-	0
Total cash funds	39,308.02	28,826.38	10,482

Other monetary assets

Uniform stocks	4,939.50	4,862.50	77
	4,939.50	4,862.50	77

Approved By: _____

Position held: _____

Date: _____

Independent Examiner's Report to the Trustees of Robertswood Combined School PTA Trust

I report on the accounts of the Trust for the year ended 30 September 2020, which are set out on pages 2 to 3.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- 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 Commissioners. 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 by an audit and, consequently, I do not express an opinion on the view given by the accounts.

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 41 of the Charities Act 1993; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Martyn Green
Chartered Accountant
4 Longfield
Little Kingshill
Buckinghamshire
HP16 0EG

Date: 14/06/2021

Signed:

Page 1

*I checked last year with the
charity from website and I have test checked
transactions, and the bank records
are confirmed and checked to the
bank statements, cheque books and transfers
between banks. Please refer to
receipts and payments schedule.*

*Martyn Green
FCA*