

# Trustees' Annual Report for the period

Period start date

Period end date

From

01

10

2020

To 30

09

2021

## 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
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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

**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)**

#### **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.

#### **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.

**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)**

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**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 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



## Section D

## Achievements and performance

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

During the year the charity ran fewer events due to Covid 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 2020/21 included:

- Robertswood Rangers – school football club for all years run by volunteer parents
- Uniform Sales
- 100 Club
- Gift shops
- Dare to be different day and mufti days

Events were fewer due to covid

## 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

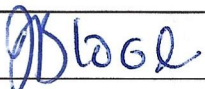
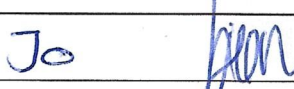
## Other optional information

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 2020/21	Treasurer

Date

20 May 2022
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# Receipts and Payments for the Year ended 30 September 2021

	<u>2020/2021</u>		<u>2019/2020</u>		b/(w)
RECEIPTS	£	£	£	£	
<u>Receipts from Events</u>					
Summer Fayre	0.00		0.00		0
Xmas night	0.00		6,144.92		-6,145
PTA 100 Club (£1476)	0.00		2,132.00		-2,132
Colour run	0.00		1,807.49		-1,807
Bingo/Quiz night	0.00		203.84		-204
Panto Group	0.00		6,049.84		-6,050
		0.00		16,338.09	-16,338
<u>Other Receipts</u>					
Uniform	7,208.93		7,647.30		-438
Interest	0.00		7.51		-8
RRFC	7,431.01		33,378.28		-25,947
Raffles	0.00		488.00		-488
Bookclub	0.00		709.72		-710
Floats	0.00		1,514.00		-1,514
Gift shops/Easter	6,134.19		464.89		5,669
Tuck	0.00		564.09		-564
Donation	3,210.28		1,597.79		1,612
Miscellaneous	3,794.17		21,433.00		-17,639
		27,778.58		67,804.58	-40,026
<b>TOTAL RECEIPTS</b>		<b>27,778.58</b>		<b>84,142.67</b>	<b>-56,364</b>
<i>OK re: RRFC website</i>					
<u>PAYMENTS</u>					
<u>Payments for Events</u>					
Summer Fayre	0.00		0.00		0
Xmas night	0.00		1,695.01		-1,695
PTA 100 Club (£800)	0.00		4,340.00		-4,340
Colour run	0.00		0.00		0
Bingo/Quiz night	0.00		407.15		-407
Panto Group	0.00		589.93		-590
		0.00		7,032.09	-7,032
<u>Other Payments</u>					
Uniform	5,138.80		9,755.65		-4,617
RRFC	29,267.39		8,813.51		20,454
Miscellaneous	1,785.89		21,553.01		-19,767
Floats	0.00		1,514.00		-1,514
Bookclub	0.00		572.90		-573
Gift shops/Easter	1,536.46		236.23		1,300
Raffles	0.00		0.00		0
Donation	0.00		0.00		
Tuck	0.00		330.00		-330
		37,728.54		42,775.30	-5,047
<b>NET FUNDS GENERATED IN THE YEAR</b>		<b>-9,949.96</b>		<b>34,335.28</b>	<b>-44,285</b>
Donations to School		5,000.00		25,000.00	-20,000
<b>NET (DEFICIT)/RECEIPTS FOR THE YEAR</b>		<b>-14,949.96</b>		<b>9,335.28</b>	<b>-24,285</b>



Bank Balance b/f	37,583.49	28,827.14
Net Receipts / (Deficit) for the Year	-14,949.96	9,335.28
Prior years adjustment re 100 club		-578.93
Bank Balance c/f	<u>22,633.53</u>	<u>37,583.49</u>

CUMULATIVE

**Robertswood Combined School PTA 1091179**  
**Statement of assets & liabilities at the end of the period**  
30 Sept 2020                      30 Sept 2021

b/(w)

**Cash Funds**

PTA Bank Accounts	22,633.53	37,583.59	-14,950
100 Club bank accounts	-	1,724.43	-1,724
RR cash float	-	-	0
<b>Total cash funds</b>	<u>22,633.53</u>	<u>39,308.02</u>	<u>- 16,674</u>

**Other monetary assets**

Uniform stocks	-	4,939.50	-4,940
	<u>-</u>	<u>4,939.50</u>	<u>- 4,940</u>

Approved By:

Position held:

Date:

*[Signature]* PCA  
 INDEPENDENT EXAMINER

20-5-22

I checked last year's figures with the charity commission website. I have test checked the transactions and agreed these figures above with the Bank Statements. Also the transfer from the 100 club. The prior years' adjustment is required as in 2020/21 the 100 club bank account was closed and balance transferred into the Barclays main account. I have checked the w.t. off point with the bank paying in slips. Please refer to receipts and payments schedule above.

*[Signature]* PCA  
 20-5-22

## 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 2021, 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 Acthave 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: 20/05/2022

Signed:

*Martyn Green* FCA

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*see note on  
account summary*