

# Trustees' Annual Report for the period

Period start date

Period end date

From

01

10

2021

To 30

09

2022

## 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	Chair		PTA Committee
2	Kirsty Etherington	Treasurer		PTA Committee
3	Edward Richings	Headteacher		Governors
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5				
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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

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Business Controller – Finance	Mandy Kudhail	4 Mark Drive, Chalfont St Peter, Bucks, SL90PP

### 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

### 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 a number of successful fund raising events took place allowing for a significant charitable donation to be made to Robertswood school, in the form of equipment purchases, with the proceeds of the events.

The main events/ fund raising activities for 2021/22 included:

- Robertswood Rangers – school football club for all years run by volunteer parents
- Summer and Christmas fairs
- Bingo night
- Gift shops
- Dare to be different day and mufti days

## 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.

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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)

JBlood

KEM

Full name(s)

Jo Blood

Kirsty Etherington

Position (eg Secretary, Chair,  
etc)

Chair 2021/22

Treasurer

Date

9 June 2023

# Receipts and Payments for the Year ended 30 September 2022

	<u>2021/2022</u>		<u>2020/2021</u>		b/(w)
RECEIPTS	£	£	£	£	
<u>Receipts from Events</u>					
Summer Fayre	7,293.08		0.00		7,293
Xmas night	5,021.02		0.00		5,021
PTA 100 Club (£1476)	0.00		0.00		0
Colour run	310.84		0.00		311
Bingo/Quiz night	1,390.74		0.00		1,391
Panto Group	6,198.85		0.00		6,199
		20,214.53		0.00	20,215
<u>Other Receipts</u>					
Uniform	0.00		7,208.93		-7,209
Interest	0.00		0.00		0
RRFC	24,924.90		7,431.01		17,494
Raffles	607.85		0.00		608
Bookclub	0.00		0.00		0
Floats	3,456.00		0.00		3,456
Gift shops/Easter	6,994.89		6,134.19		861
Tuck	0.00		0.00		0
Donation	2,250.00		3,210.28		-960
Miscellaneous	338.92		3,794.17		-3,455
		38,572.56		27,778.58	10,794
<b>TOTAL RECEIPTS</b>		<b>58,787.09</b>		<b>27,778.58</b>	<b>31,009</b>
 <u>PAYMENTS</u>					
<u>Payments for Events</u>					
Summer Fayre	1,664.78		0.00		1,665
Xmas night	2,028.67		0.00		2,029
Colour run	782.75		0.00		783
Bingo/Quiz night	427.14		0.00		427
Panto Group	1,301.54		0.00		1,302
		6,204.88		-	6,205
<u>Other Payments</u>					
Uniform	0.00		5,138.80		-5,139
RRFC	24,544.86		29,267.39		-4,723
Miscellaneous	684.43		1,785.89		-1,101
Floats	3,456.00		0.00		3,456
Bookclub	0.00		0.00		0
Gift shops/Easter	2,760.75		1,536.46		1,224
Raffles	0.00		0.00		0
Donation	0.00		0.00		0
Tuck	0.00		0.00		0
		31,446.04		37,728.54	-6,283
<b>NET FUNDS GENERATED IN THE YEAR</b>		<b>21,136.17</b>		<b>-9,949.96</b>	<b>31,086</b>
 Donations to School		15,000.00		5,000.00	10,000
<b>NET (DEFICIT)/RECEIPTS FOR THE YEAR</b>		<b>6,136.17</b>		<b>-14,949.96</b>	<b>21,086</b>

Bank Balance b/f	22,633.53	37,583.49
Net Receipts / (Deficit) for the Year	6,136.17	-14,949.96
Prior years adjustment re 100 club		
Bank Balance c/f	<u>28,769.70</u>	<u>22,633.53</u>

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

**Cash Funds**

PTA Bank Accounts	28,769.70	22,633.53	6,136
100 Club bank accounts	-	-	0
RR cash float	-	-	0
<b>Total cash funds</b>	<u>28,769.70</u>	<u>22,633.53</u>	<u>6,136</u>

Approved By: M. K. H. H. H.  
Position held: SENIOR BUSINESS CONTROLLER  
Date: 09.06.23.

\* ① Adjustment for 4 uncashed cheques from 2020 totalling £140.



## 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 2022, 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.

Mandy Kudhail  
Business Controller  
4 Mark Drive  
Chalfont St Peter  
Buckinghamshire  
SL90PP

Date: 09/06/2023

Signed:

