

## **Trustees' Annual Report – 01/09/21 – 31/08/22**

### **Section A – Reference and Administration Details**

Charity: Friends of Oake, Bradford and Nynhead School  
Registered Number: 1093712  
Charity's Principal Address: Gardener's Hall, Back Lane, Bradford on Tone, TA4 1HH

Trustees:

- Julie Jones (Treasurer)
- Eliza Summers (Chair)
- Kate Herdman (PTA member)

Names / Addresses of advisers: N/A

### **Section B – Structure, Governance and Management**

Type of governing document: Constitution

How is the charity constituted: Association

Trustee Selection Methods: Appointed by quorate PTA committee

Additional Governance Issues (optional):

- The charity is very small and therefore does not have a complex organisational structure. There is a Chair, vice-chair, secretary and treasurer and then additional members (minimum 4 additional members). These positions are agreed at a yearly AGM (September) following nomination and seconding. Meetings occur at least three times per year with an Agenda and Minutes kept as a record of discussions and funding agreements.
- We do not work within a wider network or have any specific relationship with related parties.

### **Section C – Objectives and Activities**

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

To advance the education of pupils in Oake, Bradford and Nynhead School in particular by developing effective relationships between the staff, parents and others associated with the school as well as engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils and enrich their school experience.

Summary of the main activities' undertaken for the public benefit in relation to these objects:

- Fundraising events such as cake sales, firework displays, discos

- Expenditure agreed at regular meetings to support the school and the educational experience for pupils (see Section D)

### **Section D – Achievements and Performance**

Summary of main achievements of the charity during this year:

- The PTA funded an author talk and creative writing workshop for Key Stage 2 senior pupils to support the 'Class Read'
- An 'in school' Christmas Play performance of The Snow Queen
- Contributions towards transport costs including to Kilve Court residential and a Dunster beach trip, Bristol Museum, Taunton Museum, Bovington Tank Museum, Coldharbour Mill.
- Funded playground equipment to support fitness, coordination and social skills
- Provided a Jubilee bookmark for all children to mark the Platinum Jubilee
- Funded a noticeboard to improve communication between parents, teachers and pupils regarding PTA activities and fundraising.
- Funded a play tent for pre-school children to support both play and rest periods
- Funded a whole school outreach visit from Exmoor Zoo
- As well as many books and putting aside £4000 towards the ongoing ELSA (Emotional Literacy Support Assistant) building project.

### **Section E – Financial Review**

Brief statement of the charity's policy on reserves:

- £7000 – in reserve to ensure no loss from annual firework display even in the event of last minute cancellation (PTA funds cost of fireworks and location charges)
- £4000 – kept in reserve for funding a rolling educational resource programme (online and paper)

Details of any funds materially in deficit:

Nil

Further financial review details (optional):

Please see Independent Examiners Report submitted separately

### **Section F – Other Optional Information**

### **Section G – Declaration**

The trustees declare they have approved the trustees' report above


Signed on behalf of the charity's trustees

Signature ELIZABETH SUMMERS

Full Name ELIZABETH SUMMERS

Position CHAIR

Date 11/1/2024

  
JULIE JONES  
TREASURER  
11/1/24

## Treasurers Report for PTA AGM 27<sup>th</sup> Sept 2022

Balance b/f from Bank Account 01/09/2021 **£23,193.04**

### Summary of Events since 1<sup>st</sup> September 2021

Event	Expenses	Receipts	Outcome
Fireworks	9333.22	21686.2	12352.98
Non Uniform Day			
Easy Fundraising		307.46	307.46
Bags of Help			
Disco	917.67	777.08	-140.59 (+279.44)
PTA	295.57		-295.57 (-314.24)
Bingo			
My NameTags.com		37	37
School Purchases	5983.85		-5983.85 (6108.47)
Santa Presents	137.9		-137.9
Leavers Books	182.82		-182.82
Christmas Cards etc	581.41	739.25	157.84
Parent Donation		70.00	70.00
Film Night	114.79	121	6.21 (94.21)
Charity Donation		3000	3000
Lottery Licence			
Christmas Tree Shop / Homeware sale		310	310 (355.10)
Smarties	53.94	340.85	286.91

Total Expenses :     £ 17601.17

Total Profit : £ 27388.84

Balance: £ 9787.67

Balance c/f in Santander Acc as at 1<sup>st</sup> Sept 2022     **£32980.71**

Accrue for Fireworks   £8000

Inc in school budget for learning resources     ~£3823

**Available to spend   £21,157.71**

Notes:

### **Purchases for school:**

Hobgoblin Theatre 684  
 E Carroll author                     400  
 Transport                     1232.50 + 420 (x2)  
 Playground                     500.50

Noticeboard	2005.06
Jubilee Bookmarks	121.3
Exmoor Zoo	356.50
Playtent	48.99
Flower Tree	65
Dunster Beach icecreams	150

Leaver's Books	182.82
----------------	--------

**Spending cashed / spent AFTER 1<sup>st</sup> September so in 2022-2023 account year**

Paid Out:

Geography Books £124.62

C Ball for light/bolt for PTA cupboard £18.67

Paid In:

Homewares £45.10

Film Night Tickets (cash) 44 x £2 = £88

Disco Cash (ticket takings and door takings £420.03

Balance as per 19<sup>th</sup> Sept 2022: £33390.55 (avail £215667.55)





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Charity Name

Friends of Oake, Bradford & Nynhead School

On accounts for the year  
ended

01/09/2022

Charity no  
(if any)

1093712

Set out on pages

1-2

(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 **01 / 09/ 2022**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*Alison Belfield*

Date:

31/12/2023

Name:

Mrs Alison Belfield

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

AAT NVQ level 4

BA (hons) Business Studies with accounting

Address:

63 Lee Park, West Buckland, Wellington TA21 9PX

## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.

1. Income in the year is overstated by £3630.00. This relates to amounts drawn from the bank to be used as floats and then repaid to the bank and treated as an expense. This error has not affected income after expenses, so I do not feel it is material, although it would bring income before expenses down to below £25,000.
2. Cash receipts in the year of £553.13 are not included as income of the year but are included in the following financial year when they are paid into the PTA bank account.
3. The PTA paid an invoice from the school twice in error – the £420.00 was claimed twice as an expense in this financial year, but credit was given in the following financial year against a school invoice.

No matters of material significance identified and advice on accounts preparation, especially use of floats, and matching all income and expenses to the year they relate has been given.

The Charities Commission return had already been submitted when the review was undertaken so amendments to figures submitted have not been made.

This was an exceptional year for the PTA as they arranged the only firework display locally (Nov 2021) and attendance massively exceeded expectations. This is unlikely to be repeated as tickets for subsequent firework displays are now purchased in advance and paid on-line, with numbers limited, therefore cash floats will not required to the level seen this year.



## Treasurers Report for PTA AGM 27<sup>th</sup> Sept 2022

Balance b/f from Bank Account 01/09/2021 **£23,193.04**

### Summary of Events since 1<sup>st</sup> September 2021

Event	Expenses	Receipts	Outcome
Fireworks	9333.22	21686.2	12352.98
Non Uniform Day			
Easy Fundraising		307.46	307.46
Bags of Help			
Disco	917.67	777.08	-140.59 (+279.44)
PTA	295.57		-295.57 (-314.24)
Bingo			
My NameTags.com		37	37
School Purchases	5983.85		-5983.85 (6108.47)
Santa Presents	137.9		-137.9
Leavers Books	182.82		-182.82
Christmas Cards etc	581.41	739.25	157.84
Parent Donation		70.00	70.00
Film Night	114.79	121	6.21 (94.21)
Charity Donation		3000	3000
Lottery Licence			
Christmas Tree Shop / Homeware sale		310	310 (355.10)
Smarties	53.94	340.85	286.91

Total Expenses : £ 17601.17

Total Profit : £ 27388.84

Balance: £ 9787.67

*[Signature]* 20/11/2023  
JULIE JONES

Balance c/f in Santander Acc as at 1<sup>st</sup> Sept 2022 **£32980.71**

Accrue for Fireworks £8000

Inc in school budget for learning resources ~£3823

**Available to spend £21,157.71**

*Quill*

C. Bacc. 21/11/23

*[Signature]* 21/11/23  
ELIZABETH SUMMERS

### Notes:

#### **Purchases for school:**

Hobgoblin Theatre	684
E Carroll author	400
Transport	1232.50 + 420 (x2)
Playground	500.50
Noticeboard	2005.06

Jubilee Bookmarks	121.3
Exmoor Zoo	356.50
Playtent	48.99
Flower Tree	65
Dunster Beach icecreams	150

Leaver's Books	182.82
----------------	--------

**Spending cashed / spent AFTER 1<sup>st</sup> September so in 2022-2023 account year**

Paid Out:

Geography Books £124.62

C Ball for light/bolt for PTA cupboard £18.67

Paid In:

Homewares £45.10

Film Night Tickets (cash) 44 x £2 = £88

Disco Cash (ticket takings and door takings £420.03

Balance as per 19<sup>th</sup> Sept 2022: £33390.55 (avail £215667.55)