

**CHALKWELL HALL INFANT JUNIOR PTA  
TRUSTEES' REPORT AND FINANCIAL ACCOUNTS**

**For the year ended 31 August 2020**

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## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Charity Name**

Chalkwell Hall Infant Junior PTA

### **Registered charity number**

1094927

### **Charity's principal address**

Chalkwell Hall Infant Junior Parent Teachers Association  
Chalkwell Hall Junior School  
London Road  
Leigh on Sea  
Essex  
SS9 3NL

### **Names of Trustees**

Danielle Maynard (chairperson)  
David Baldwin (treasurer)

The Trustees were co-opted by the PTA committee. They will hold their position until they stand down or are requested to stand down.

## **TRUSTEES' REPORT FOR THE YEAR ENDING 31 AUGUST 2020**

The Trustees present their report and the financial accounts for the year ended 31 August 2020. In preparing the financial accounts for the charity, the Trustees have adopted the disclosures required by the *Accounting and Reporting by Charities Statement of Recommended Practice (SORP)* issued by the Charity Commission in 2006.

### **Structure, Governance and Management**

The Chalkwell Hall Infant Junior PTA (PTA) is registered with the Charities Commission of England and Wales. The governing document is the constitution.

Members of the PTA are parents/carers of children attending the schools as well as teachers and all ancillary staff.

The management of the Association is vested in a committee.

The PTA committee consists of a Chairperson, Treasurer and Secretary together with other members. The officers and the committee are elected annually at the Annual General Meeting.

Trustees are either agreed at the AGM, or co-opted at the committee meetings.

Committee meetings are held approximately once every two months, where possible, the Head Teachers of both schools attend the meetings.

Sub-committees may be formed by the committee to work on specific events/activities and will report back to the committee.

The PTA aims to make all of its activities accessible to all children at the two schools. The trustees declare that they have throughout their activities had regard to the guidance issued by the Charities Commission on public benefit and safeguarding.

### **Objectives and activities**

1. To promote close, positive co-operation and communication between parents, carers, teachers and others associated with the schools.
2. Engaging in activities to raise funds in order to support the schools and advance the education of all pupils attending the schools.

The Christmas and Summer events in particular give parents and carers the chance to become involved with the PTA by offering to help on stalls or with setting up and clearing away. Many members of staff and school children also give their time to support these events which shows the commitment and dedication that both staff and families have towards the prosperity and success of the schools.

The PTA also hosts, inflatables fun afternoons for the children as well as quiz nights, movie nights and parent only nights out. These events seek to further enhance the positive relationship between those associated with the schools as well as supporting the financial objectives of the PTA.

The PTA provides regular updates to parents/carers of its targets for each year, planned events, money raised from events and other activities as well as details of what the monies raised by the PTA will be spent on.

Parents / carers are invited to attend meetings and support the PTA in any way they reasonably can. Our fundraising would not be possible without the support and commitments of our small but dedicated committee but we would also like to thank all the parents, carers and staff that help and support in order that the PTA can continue to raise its financial targets year on year.

### **Achievements and performance and financial review**

The accounts enclosed with this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP, 2006) and with relevant charities legislation and regulations. The receipts and payments method has been adopted in the preparation of the financial accounts.

The financial accounts report the gross income and set out how this was expended. The charity has had a successful year raising funds for the schools. Income from events and other activities amounted to £47,495 which was offset by the costs of putting on the events, administrative expenses and advances to the schools, as detailed below, resulting in a net cash deficit for the year of £24,292..

As at 31 August 2019 the PTA had cash deposits of £67,357. As set out below, the school utilised part of these funds in addition to the cash raised from events in 2020 to purchase a number of laptops for the junior school and to help support, in due course, the fitting out of new classrooms in the infant school planned for construction in the spring of 2021.

#### *Advances to schools*

The Head Teachers notify the PTA of what they would like the funds raised in each year to be spent on with payments made to each school as required. The surplus cash at the start of the financial year along with the money raised during the year ended 31 August 2020 enabled the payment of over £23,000 to each of the infant and junior schools during the year.

#### *Reserves policy*

The charity does not have a policy on reserves, but the treasurer looks to maintain enough money in the bank accounts to fund all forthcoming expenses such as floats and expenses for future events as well as annual licences and charity registration fees. At no point in the year were any bank accounts overdrawn.

### **Independent Examination of Accounts**

The financial accounts are enclosed with this Trustees report in Appendix 1. Clouders ( Audit & Accounts) Limited were appointed as the Independent Examiner to examine the accounts and financial records. No payment was made for their services but the PTA would like to thank them for their time in this regard.

### **Other**

We would like to thank all parents, carers and school staff who have made this a successful and profitable year for the PTA which we anticipate will ultimately benefit all of the children at each school.

## Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature:

A handwritten signature in black ink, appearing to be 'David Baldwin', written over a horizontal line.

Name: David Baldwin

Position: Treasurer

Date: 22 April 2021

**CHALKWELL HALL INFANT JUNIOR PTA**  
**TRUSTEE'S REPORT**  
**APPENDIX 1 - FINANCIAL ACCOUNTS**

**CHALKWELL HALL INFANT JUNIOR PTA**

**Charity Number: 1094927**

**FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31ST AUGUST 2020**

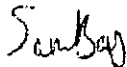
**CLOUDERS**

**CHARTERED CERTIFIED ACCOUNTANTS**

**CHALKWELL HALL INFANT JUNIOR PTA**  
**Charity Number: 1094927**  
**FINANCIAL ACCOUNTS**  
**FOR THE YEAR ENDED 31ST AUGUST 2020**

**INDEPENDENT EXAMINATION**

In accordance with instructions given to us, we have prepared, without carrying out an audit, the trading and profit and loss account and balance sheet from your accounting records and from information and explanations supplied to us.



**S Bailey ACCA**  
**20/04/2021**

**Clouders (Audit & Accounts) Ltd**  
**Chartered Certified Accountants**  
**Charter House**  
**105 Leigh Road**  
**Leigh-on-Sea**  
**Essex SS9 1JL**

**CHALKWELL HALL INFANT JUNIOR PTA****Charity Number: 1094927****INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST AUGUST 2020**

	<u>2020</u>	<u>2019</u>
<b>RESTRICTED FUNDS</b>		
<b><u>INCOME</u></b>		
Donation	-	50,000
Tax recovered	-	12,500
		62,500
<b><u>EXPENDITURE</u></b>		
School	-	62,500
<b>Balance</b>	-	-
<b><u>UNRESTRICTED FUNDS</u></b>		
<b><u>INCOME</u></b>		
Donations & Grant	42,020	2,892
Sundry	1,043	736
Activities	4,432	82,404
	47,495	86,032
<b><u>LESS EXPENDITURE</u></b>		
Activities	24,891	44,876
Administration	442	2,209
Donation to School	46,454	16,977
	71,787	64,062
<b><u>Excess of Income over expenditure</u></b>	<u>(24,292)</u>	<u>21,970</u>

**CHALKWELL HALL INFANT JUNIOR PTA****Charity Number: 1094927****BALANCE SHEET AS AT 31ST AUGUST 2019**

	<u>2020</u>	<u>2019</u>
<b><u>BALANCES HELD</u></b>		
Barclays Community Account	4,055	17,195
Barclays Community Account	6,796	5,290
Nat West Community Account	32,010	44,704
Nat West Community Account	204	168
	<u>43,065</u>	<u>67,357</u>
<b><u>REPRESENTED BY:</u></b>		
<b><u>UNRESTRICTED FUNDS</u></b>		
Opening Balance	67,357	45,387
Add Excess Income over expenditure	(24,292)	21,970
	<u>43,065</u>	<u>67,357</u>