

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

For the year ended 31 August 2021

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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)
Sally Firman (incoming treasurer)
David Baldwin (outgoing 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 2021

The Trustees present their report and the financial accounts for the year ended 31 August 2021. 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. Even with the difficulties arising as a result of the coronavirus pandemic the charity has had a successful year raising funds for the schools. Income from events and other activities amounted to £29,785 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 £22,434.

As at 31 August 2021 the PTA had cash deposits of £20,632. As set out below, the school utilised part of these funds in addition to the cash raised from events in 2021 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 completion by the end 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 2021 enabled the combined payment of over £40,000 to the 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:



Name: David Baldwin

Position: Treasurer

Date: 24 September 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 2021

CLOUDERS
CHARTERED CERTIFIED ACCOUNTANTS

CHALKWELL HALL INFANT JUNIOR PTA
Charity Number: 1094927
FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021

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
23/09/2021

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

The Chalkwell Hall Infants & Juniors PTA

Income and expenditure for the year ended 31 August 2021

<u>Unrestricted funds</u>	2021	
	£	£
<u>Income</u>		
Activities	29,075	
Sundry	181	
Donations	529	
		29,785
<u>Less Expenditure</u>		
Activities	10925	
Administration	423	
Donations to Schools	40871	
		52,219
Excess of expenditure over income		<u>(22,434)</u>

The Chalkwell Hall Infants & Juniors PTA
Balance Sheet as at 31 August 2021

2021
£

Balances held

Barclays Community Account	10,587
Barclays Community Account	0
Nat West Community Account	10,045
Nat West Community Account	0
	<hr/>
	20,632

Represented by

Unrestricted funds

Opening balance	43,066
Add Excess Expenditure over Income	(22,434)
	<hr/>
	20,632