



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/01/2023
Period end date

Period start date To 31/12/2023

Charity name: Russell Lower School Parent Teacher Association

Charity registration number: 1095343

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of pupils in Russell Lower School by; a) Developing effected relationships between the staff, parents and other associated with the school. b) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main focus of our activities is to raise funds to purchase equipment and materials to support the learning of pupils in the school. This benefits the pupils by providing items and experiences, which would not normally be available to them via normal school spending. We also aim to provide fun activities for the children and their parents and carers, to ensure everyone in the school feels included, regardless of their personal background, faith, gender and circumstances.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year we kept in mind the Charity Commission Guidance on public benefit at our trustee meetings.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A

Policy on social investment including program related investment	Para 1.38	Any surplus funds which are not needed at the present time are placed on deposit to earn interest.
Contribution made by volunteers	Para 1.38	A great contribution is made by the Committee members who freely give up their valuable time to organise the various activities. Without this we would not have been able to achieve so much.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the year we continued to hold our regular activities of children's discos, cinema day, doughnut sale, frozen ice lolly Friday & Mistletoe Mingle, which although they do not raise great sums of money are enjoyed by parents and children alike and enable them to meet in a social atmosphere.</p> <p>We held our bi-annual Ball for parents and staff of the school which was a fabulous social event and raised significant funds.</p> <p>We also held our summer fair, Elfridge's children's Christmas shop and the Christmas raffle which continue to be popular and raise significant funds.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The position was very strong following the bi-annual Ball and this will enable the charity to fund equipment and activities at school in the coming year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity holds sufficient reserves to fund committed expenditure in the coming period. This is reported in each committee meeting.
Amount of reserves held	Para 1.22	£39,128
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no known uncertainties about the Charity's ability to continue as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	Standard Constitution of the PTA (UK) (formally NCPTA) adopted on 5th November 2002.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by teachers and parents of the school annually at the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		The Charity is a member of Parentkind (UK) which provides helpful advice and guidance.

Reference and Administrative details

Charity name	Russell Lower School Parent Teacher Association
Other name the charity uses	N/A
Registered charity number	1095343

Charity's principal address	Russell Lower School Queens Road Amphill Bedfordshire MK45 2TD

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	Lindsay Birtles	Co-Chair		
2	Lynsey Wright	Co-Chair	01/01/2023 - 02/03/2023	
3	Jo-Anne Budge	Vice Chair		
4	Nina Page	Treasurer	01/01/2023 - 02/03/2023	
5	Georgina Venn	Treasurer	02/03/23 - 31/12/2023	
6	Kevin Venn	Treasurer	02/03/23 - 31/12/2023	
7	Rachel Butcher	Secretary	01/01/2023 - 02/03/2023	
8	Katie Gibbons	Secretary	02/03/23 - 31/12/2023	
9	Sian Carter	Secretary	02/03/23 - 31/12/2023	
10	Becky Griffiths		01/01/2023 - 02/03/2023	
11	Amy Macfarlane		02/03/23 - 31/12/2023	
12	Kristina Smith		02/03/23 - 31/12/2023	
13	Grace Parker		01/01/2023 - 02/03/2023	
14	Lucienne Mann			
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Georgina Venn

Position (eg
Secretary, Chair, etc)

Treasurer

Date

24/10/2024



Receipts and payments accounts

CC16a

For the period
from

1/1/2023

To

31/12/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising events	25,663	-	-	25,663	13,442
Donations	1,313	-	-	1,313	1,097
Deposit account interest	151	-	-	151	16
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,127	-	-	27,127	14,555
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,127	-	-	27,127	14,555
A3 Payments					
Equipment purchased	2,152	-	-	2,152	12,163
Licences and subscriptions	160	-	-	160	136
Sundry expenses	344	-	-	344	71
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,656	-	-	2,656	12,370
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,656	-	-	2,656	12,370
Net of receipts/(payments)	24,471	-	-	24,471	2,185
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	50,641	-	-	50,641	48,456
Cash funds this year end	75,112	-	-	75,112	50,641

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £

B1 Cash funds	Current account	59,017	-	-
	Deposit accounts	16,050	-	-
	Cash	45	-	-
	Total cash funds	75,112	-	-

(agree balances with receipts and payments account(s))		OK	OK	OK
B2 Other monetary assets		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-

B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Details			
			-	-
			-	-
			-	-
			-	-

B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Details			
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Russell Lower School Parent Teacher Association

On accounts for the year
ended

31st December 2023

Charity no
(if any)

1095343

Set out on pages

1 and 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 31/12/2023.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Date:

21.10.2024

Name:

Andrew Robert Upton

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

FCCA

Address:

40 Kimbolton Road

Bedford

MK40 2NR

Only complete if the examiner needs to highlight 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.

Nothing to disclose