

LVS PTA

Annual report and financial statements for the year ended 31 August 2020



Licensed Victuallers' School Parent Teacher Association

Charity number: 1095778

Annual Report and Financial Statements for the year ended 31 August 2020

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LVS PTA

Annual report and financial statements for the year ended 31 August 2020

Legal and Administrative Information

Trustees:	Sarah Sealey	<i>Chairman</i>
	Lindi Norgate	<i>Secretary</i>
	Zoe Stewart	<i>Treasurer</i>
	Stuart Beattie	<i>Trustee</i>

Registered charity no: 1095778

Registered date: 3rd February 2003

Address of Principal Office: LVS Ascot, London Road, Ascot, Berkshire, SL5 8DR

Governing document: Constitution adopted 24th September 2002

Bankers: Barclays Bank, 19 High Street, Ascot, Berkshire SL5 7JG

Trustees' Report for the year ended 31 August 2020

The trustees of LVS PTA (the "PTA" or "charity") have pleasure in presenting their Annual Report for the year ended 31 August 2019/20.

Objectives and Activities

The objective of the PTA is to advance the education of pupils in the school, in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school;
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Activities and achievement of objectives

Fundraising Events: Members of the PTA have organised and volunteered at a number of predominantly fundraising events throughout the school year. These raised a total of £14,296, which will be used to support the schools in line with the PTA's objectives. Fundraising activities included:

- Second hand uniform sales: £5022
- Winter ball, formal event for parents and staff: £3520
- Christmas Fayre: £2574
- Bag2School collections: £981
- Christmas Cards: £695
- Quiz night: £390

Funding: Funds have been provided to the schools to pay for:

- Gym flooring: £5000
- Lighting for the Theatre: £ 4974
- New Piano: £2001
- Video camera for the Drama department: £500
- Water play equipment for Juniors: £500
- Entertainment equipment for boarding houses: Up to £500 each house

Corporate Donors and Volunteers

We would like to thank everyone who has supported us this year, in particular those members who organise and/or help out at events. These events are fun for everyone but take a great deal of work behind the scenes, and would not happen if it wasn't for the dedicated staff and parents who give up their time to ensure that we raise money and community spirit for the school. If you would like to get involved, even in a small capacity, please let a member of the committee know. We can be contacted through either school office, or via the PTA Facebook page.

We are also grateful to Microsoft and Vodafone for their matched funding initiatives. If any other parents work for a company which offers matched funding, please contact the treasurer as this is an excellent way of raising funds.

Financial Review

The trustees are very grateful to all those who have donated funds to the PTA. If readers wish to donate to the activities of the PTA, please contact the treasurer at the registered address.

The first half of the academic year was a fantastic success, with many events raising a significant amount of money. However, there are some occasions where we just cannot plan for the events, and the impact of COVID-19 has thrown the wider world into disarray. We have had to cancel all our planned events from March to August, including the junior disco, summer boat cruise, and the LVStival at the end of the summer term. However, despite this, our income was higher than last year, mostly due to second hand uniform sales and some fantastic matched funding from Microsoft.

This means that the overall income from the year was £14,296, which is greater than the previous year.

Reserves policy and Reserves

The policy of the charity is to maintain unrestricted reserves, which is cash available at a level which equals the amount of capital needed to set up and organise a fundraising event (approx. £4,000).

The funds in excess of those held in line with the reserves policy, which totalled £21,886 at 31 August 2020, are expected to be utilised to support the charity's objectives during the next year.

Structure, Governance and Management

Trustees and organisation

The governing document of the PTA is a constitution adopted on 24th September 2002. A board of trustees administers the charity, which carries out its activities as the PTA. The day to day management of the charity has been delegated to the Chairman, Secretary and Treasurer.

The trustees who have served during the year and since year end are set out on page 1. Trustees are elected at an Annual General Meeting. For continuity, they should be elected from the committee although this does not debar others from nomination. Alternatively, to fill a casual vacancy, existing trustees may co-opt trustees to serve until the subsequent annual general meeting, at which they may be reappointed by the members.

The Chair, Secretary and Treasurer have notified their intention to stand again at the AGM.

This report has been prepared in accordance with the Charity Commission's Statement of Recommended Practice (revised 2005), "Accounting and Reporting by Charities". The annual report and financial statements have not been independently reviewed, as the criteria for requirement of such a review have not been met.

Approved by the trustees on 21st September 2020 and signed on their behalf by:

Zoe Stewart

Treasurer

Statement of Financial Activities for the year ended 31 August 2020

	Notes	2019-20 £
Incoming Resources:		
Incoming resources from generated funds:		
Voluntary income	2	2165
Activities for generating funds	3	23873
Incoming resources from charitable activities	4	0
Total incoming resources		26038
Resources Expended		
Cost of generating funds:		
Cost of generating voluntary income	2	(1172)
Fundraising trading: cost of goods sold and other costs	3	(10571)
Charitable activities	4	(15312)
Total resources expended		(27055)
Net (outgoing) / incoming resources		(-1017)
Total funds brought forward from 2017/8		28503
Total funds carried forward		27487

The notes on pages 8 to 11 form part of these accounts.

LVS PTA**Annual report and financial statements for the year ended 31 August 2020****Balance Sheet as at 31 August 2020**

	Notes	2019-20 £	2018-9 £
Current assets			
Stock	6	0	0
Debtors	7	2000	0
Cash at bank and in hand		35944	29085
		<u>37944</u>	<u> </u>
Creditors: amounts due within one year	8	(10457)	(582)
		<u>27487</u>	<u>28503</u>
Fund balances			
Unrestricted Funds	9	<u>27587</u>	<u>28503</u>

The notes on pages 9 to 11 form part of these accounts.

The balance sheet was approved by the trustees on 21st September 2020 and signed on their behalf by:-

Zoe Stewart (Treasurer)

Sarah Sealey (Chairman)

1 Accounting policies**(a) Accounting convention**

In preparing the financial statements the charity follows best practice as laid down in the Charity Commission's Statement of Recommended Practice (revised 2005), "Accounting and Reporting by Charities".

(b) Resources expended

Expenditure is included on an accruals basis.

(c) Fund accounting

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objectives. Restricted funds are created for a specific purpose if required and must be used for the specific purpose laid down by the donor. Expenditure which meets that purpose is allocated to the relevant restricted fund. 2020 balances are unrestricted unless otherwise stated.

(d) Stock

Stock is valued at the lower of i) cost, on a current purchase price basis, and ii) net realisable value.

2 Voluntary income and associated costsIndividual school fundraising**2019-20**

	Income	Expenditure	Net
	£	£	£
Junior Christmas cards	1608	(914)	695
Junior Disco	557	(258)	299
	<u>2165</u>	<u>(1172)</u>	<u>993</u>

2018-19

	Income	Expenditure	Net
	£	£	£
Junior Discos	949	(480)	469
	<u>949</u>	<u>(480)</u>	<u>469</u>

3 Activities for generating funds and associated costs**2019-20**

	Income	Expenditure	Net
	£	£	£
Second Hand Uniform Shop	5493	(471)	5022
Winter Ball 2020	12601	(9081)	3520
Christmas Fayre	3321	(747)	2574
Bag2School	981	0	981
Quiz night (Nov)	972	(582)	390
PTA Cruise 2020	0	332	332
Easyfundraising	223	0	223
Lottery	220	0	220
Quiz Night (March)	30	0	30
General	10	0	10
Stampastic	8	0	8
Party in the Park 2019	15	(23)	-8
	23873	(10571)	13302

2018-19

	Income	Expenditure	Net
	£	£	£
Party in the Park 2019	3991	(1153)	2838
Second Hand Uniform	1991	(19)	1972
Snowball	9665	(8215)	1450
Boat Cruise	5367	(4316)	1051
Carols in the Street	1843	(830)	1013
Quiz Night	1426	(1103)	322
Bag2School	259	0	259
Easyfundraising	162	0	162
Race Night	597	(508)	89
Stampastic	72	0	72
Bank account interest	0	0	0
	25372	(16144)	9228

4 Charitable activities and associated Income

Expenditure on charitable activities:

	2019-20
	£
Gym equipment (2019 grant)	(5000)
Theatre lighting	(4974)
Music keyboards (2019 grant)	(2002)
Junior school: water pump & tray	(500)
Osbourne house TV	(500)
Drama camcorder	(500)
Administrative costs	(325)
Reception class ducklings	(312)
SEN software (2019 grant)	(300)
Kew House – projector	(300)
Hampton House - projector	(300)
Blenheim House - projector	(300)
	<u>(15312)</u>

2018-19

	£
Outdoor classroom	(8000)
Keyboards	(2870)
Radio Microphones	(1696)
Administrative costs	(344)
SEN Software	(136)
	<u>(13046)</u>

5 Staff Costs

No staff are employed by the charity and hence no staff costs have been expended.

6. Stock

No stock is kept.

7. Debtors

	2019-20	2018-19
	£	£
PTA Ball deposit 2020	<u>(2000)</u>	<u>0</u>
	<u>(2000)</u>	<u>0</u>

LVS PTA**Annual report and financial statements for the year ended 31 August 2020****8. Creditors: amounts due within one year**

	2019-20	2018-19
	£	£
School reconciliation		
(uncashed cheque)	10457	
Kath Lambert (Xmas fete)		33
Stuart Beattie (Quiz night)		549
	<u>10457</u>	<u>582</u>

9. Funds

	At 1 Sept 2019 £	Income £	Expenditure £	At 31 Aug 2020
Unrestricted				
General	28034	13302	(14500)	26836
Junior	469	993	(812)	650
Total Funds	<u>28503</u>	<u>14,296</u>	<u>(15312)</u>	<u>27486</u>

	Reserves policy £	Expected grants** £	Unallocated Available funds £
Unrestricted			
General	(4000)	(1600)	21,236
Junior	0	0	650
Total Funds	<u>(4000)</u>	<u>(1600)</u>	<u>21,886</u>

** Expected grants to be made in 2020/21:

Item	Cost £
Kew house	(200)
Hampton House	(200)
Blenheim House	(200)
Junior school	<u>(1000)</u>
Total Funds	<u>(1600)</u>

9 Related Party Transactions

Lindi Norgate is employed by the school and is a trustee of the charity. Transactions with the schools are disclosed in notes 4 and 8. None of the Trustees received any remuneration from the charity during the year.

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2 Voluntary income and associated costs

Individual school fundraising

2019-20

	Income	Expenditure	Net
	£	£	£
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Junior Disco	557	(258)	299
	<u>2165</u>	<u>(1172)</u>	<u>993</u>

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	Income	Expenditure	Net
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Keyboards	(2870)
Radio Microphones	(1696)
Administrative costs	(344)
SEN Software	(136)
	<u>(13046)</u>

5 Staff Costs

No staff are employed by the charity and hence no staff costs have been expended.

6. Stock

No stock is kept.

7. Debtors

	2019-20	2018-19
	£	£
PTA Ball deposit 2020	<u>(2000)</u>	<u>0</u>
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LVS PTA**Annual report and financial statements for the year ended 31 August 2020****8. Creditors: amounts due within one year**

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Item	Cost £
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Hampton House	(200)
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Junior school	<u>(1000)</u>
Total Funds	<u>(1600)</u>

9 Related Party Transactions

Lindi Norgate is employed by the school and is a trustee of the charity. Transactions with the schools are disclosed in notes 4 and 8. None of the Trustees received any remuneration from the charity during the year.

Licensed Victuallers' School Parent Teachers Association
LVS Ascot
London Road
Ascot
SL5 8DR

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2020.

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 have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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



Cath Beattie
ACMA CGMA

24 June 2021