



Trustees' Annual Report for the period

Period start date

Period end date

From

1 September 2019

To

31 August 2020

Section A

Reference and administration details

Charity name

Holy Trinity School PTA (Marlow)

Other names charity is known by

Registered charity number (if any)

1099466

Charity's principal address

Holy trinity CE (A) School

Wethered Road

Marlow, Buckinghamshire

Postcode

SL7 3AG

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	Eve Bunt	Chair		
2	Lucy Trice	Treasurer		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

How the charity is constituted

Trustee selection methods

Association
Elected by Committee

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To raise fund which can be used to further support and enhance the education of the pupils at the school by providing extra facilities and activities not normally provided by the LEA.

The main activities to raise funds this year were the Christmas Bazaar, Christmas Pantomime, Christmas Calendars and an evening of entertainment for parents. Other activities this year included Bag to School, Donuts, and Smartie Tubes.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

We raised £18,717.23 this year, and we were able to renew the school's Text Service licence, and contribute £12,000 towards the school's extra curriculum activities. We also paid for a new Learning Activity Area called the Willow Circle, providing a sheltered area on the school field where teachers can hold outside lessons.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our reserves will be carried over to the next Financial Year.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

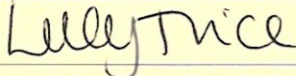
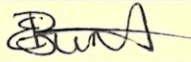
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lucy Trice	Eve Bunt
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	10/10/21	



Receipts and payments accounts

CC16a

For the period from

1/9/19

To

31/8/20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fund Raising	27,378	0	0	27,378	34,988
Bank Interest	7	0	0	7	9
Bank Refund	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total(Gross income for AR)	27,385	0	0	27,385	34,997
A2 Asset and investment sales, (see table).					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	27,385	0	0	27,385	34,997
A3 Payments					
Cost of fundraising events	7,589	0	0	7,589	16,436
Admin Costs (fees and licences)	20	0	0	20	20
Insurance	110	0	0	110	105
Miscellaneous	445	0	0	445	2,863
School Appropriations	16,687	0	0	16,687	18,433
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total	24,851	0	0	24,851	37,857
A4 Asset and investment purchases, (see table)					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	24,851	0	0	24,851	37,857
Net of receipts/(payments)	2,534	0	0	2,534	-2,869
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	18,296	0	0	18,296	21,166
Cash funds this year end	20,830	0	0	20,830	18,296

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Current Account	15,813	0	
	Savings Account	5,018	0	
		0	0	
	Total cash funds	20,830	0	
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets				
		0	0	0

	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0

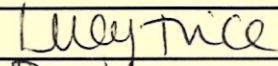
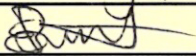
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		0	
		0	
		0	
		0	
		0	

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

Signature	Print Name	Date of approval
	Lucy Trice	10/10/21
	Eve Bunt	10/10/21

HOLY TRINITY C OF E SCHOOL PTA TREASURERS REPORT 2019/20

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 1 SEPT 2019 TO 31 AUGUST 2020

		Income	Expense	£ Profit
<u>FUNDRAISING PROFITS</u>				
3 Min Rock Star		£2,170.19	£1,098.27	£1,071.92
Bag 2 School		£371.20	£0.00	£371.20
Calendars		£1,486.37	£357.96	£1,128.41
Christmas Bazaar		£7,666.00	£2,500.10	£5,165.90
Disco - Winter		£979.66	£148.09	£831.57
Donuts - Oct		£258.70	£175.00	£83.70
Donuts - February		£159.50	£55.00	£104.50
Donations Creative		£460.00	£0.00	£460.00
Donations General		£5,048.07	£0.00	£5,048.07
Donations Standing orders		£2,909.00	£0.00	£2,909.00
Easy Fundraising		£254.28	£0.00	£254.28
Gift Aid		£1,530.99	£0.00	£1,530.99
Pantomime		£2,583.61	£2,079.00	£504.61
Smartie Tubes		£415.40	£90.40	£325.00
Leavers Hoodies		£1,085.16	£1,085.16	£0.00
(Totals)		£27,378.13	£7,588.98	£19,789.15

SUNDRIES

(Totals) £0.00

INTEREST

Interest Received:Direct Reserve

(Totals) £7.62

TOTAL INCOME

£27,385.75

NETT EVENT INCOME TOTAL

£19,796.77

LESS: DIRECT EXPENDITURE

TERM

ADMINISTRATIVE PTA

Indemnity Insurance PTA-UK	02/01/2020	Paid to PTA UK	£110.00
Lotteries Licence	16/01/2020	Paid to WDC	£20.00

(Totals) £130.00

MISCELLANEOUS PTA

EQUIPMENT FOR THE HUB	02/12/2019	1 PAID TO KATHY MURRAY	£98.96
GIFTS FOR TEACHERS	16/12/2019	2 ASDA	£45.00
AMAZON PRIME MEMBERSHIP	31/01/2020	3 AMAZON	£79.00
CHRISTINGLE	27/02/2020	4 PAID TO CLARE BARFORD	£87.11
LIBRARY BOOKS	26/02/2020	5 PAID TO LEIGH DRURY	£53.37
PDQ MACHINE - IZETTLE	20/03/2020	6 PAID TO JULIA PENDLEBURY	£81.60

(Totals) £445.04

TOTAL DIRECT EXPENDITURE

£575.04

TOTAL SURPLUS FOR THE YEAR

£19,221.73

UPDATED 09/10/21

HOLY TRINITY C OF E SCHOOL PTA TREASURERS REPORT 2019/2020

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 1 SEPT 2019 TO 31 AUGUST 2020

TOTAL SURPLUS FOR THE YEAR	£19,221.73
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CUMULATIVE FUND B/FWD	Current Account	£13,285.29
	Savings Account	£5,010.27
(Totals)		£18,295.56

<u>TOTAL FUNDS AVAILABLE</u>	£37,517.29
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LESS: SCHOOL APPROPRIATIONS EXPENDITURE

School Funding

09/12/2019	CHQ 1660	1 AUTUMN TERM	£4,000.00
13/01/2020	CHQ 1659	2 TEXT SERVICE AND LEAVERS T-SHIRTS	£1,531.90
30/04/2020	CHQ 1661	3 SPRING TERM	£4,000.00
30/04/2020	CHQ 1662	4 SUMMER TERM	£4,000.00
27/03/2020	BACS	5 WONDERFUL WOODS LIMITED	£3,155.00

(Totals)	£16,686.90
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<u>TOTAL APPROPRIATION EXPENDITURE</u>	£16,686.90
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<u>TOTAL FUNDS AT YEAR END</u>	£20,830.39
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REPRESENTED BY

Current Account	UPDATED xxxxxxxx	Bank Account balance	Reconciled as on cash book
Savings Account		£11,801.80	£15,812.50
		£5,017.89	£5,017.89

<u>TOTAL CASH FUNDS</u>	£16,819.69	£20,830.39
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report
on the accounts

For the accounts of a charity, the independent examiner's report must be made available to all members.

Report to the trustees/ members of	Holy Trinity School PTA	
On accounts for the year ended	31/08/2020	Charity no (if any) 1009466
Set out on pages	1-2	
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020 20</p> <p>As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").</p> <p>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.</p>	
Independent examiner's statement	<p>[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.]</p> <p>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,:</p> <ul style="list-style-type: none">• the accounting records were not kept in accordance with section 130 of the 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. <p>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.</p> <p>* Please delete the words in the brackets if they do not apply.</p>	
Signed:	Date: 31/10/21	
Name:	DAVID BRUCE	
Relevant professional qualification(s) or body (if any):	A.C.A.	
Address:	22A SUNNYBANK, MARLOW, SL7 3BL	

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 details of any items that the examiner wishes to disclose.