

PTA Chair's Annual Report

2021/2022

Welcome to our first in person PTA AGM. It's lovely to see many of you here tonight.

Firstly, due to no one coming forward for Chair/Co-Chair position myself and Haydn will be staying on, however, this is the last year we can do so. We really need to get these roles filled, so please help us fill them by asking around your classes. Haydn and I have thoroughly enjoyed our years running the PTA so will gladly and happily continue this year too.

We had a pretty normal year last year which really helped us with our fundraising. We got to do our first Firework night, which was extremely successful and our winter wonderland outside for our Christmas Fair, again another excellent event that everyone really enjoyed. There were many events in between but another big event was the Summer Fair that we were able to do.

Our PTA website is working really well. This year we have decided to take a step back from writing a PTA newsletter each week to replace the communication by using our website to send out emails when fundraisers are live on the site to buy tickets. This helps the event planners with numbers and also with accounting purposes. We have also been using it for our second hand uniform shop which works really well. We are looking for another volunteer to take over from Colin to work on the website, role involves adding information to the website and sending out email notifications from the events teams to all users on the site.

We held a range of events with lots of different teams working with us to deliver them. The support from our community has been overwhelming. Why do we do these events - to bring our community together, deliver a fun and engaging event to our families whilst raising money for our children's education.

A thank you to our sponsors this year, Hound & Porter, Pilgrims Brewery and Batts Hill Gin.

Our events and fundraisers resulted in us around raising **£40,000.00**. This is in line with what we normally raise each year, so a big well done and thank you very much. This really is a tremendous amount and we know that Mrs. Davis spreads the funds across the school years for everyone to benefit, this will also be highlighted in her end of year report too. Our Treasurer report will also go through this in more detail.

The amount of times I have said thank you in this report just goes to show what a whole school team effort it all is. I would also like to thank the school and school staff, in particular Ruth and Aaron, not just for supporting the events, but for being such proactive supporters of the PTA, it wouldn't be possible without your help. I think it's one of the reasons why this PTA is so successful and creates such a strong bond between the families and the school.

A big thank you to Caroline who was our Secretary for 3 years, she has been a super star and we will miss her, however, I know she will be always raising her hand to help out at other events that we organize.

With that, welcome to Monisola who is now going to be the new Secretary. Thank you for joining us.

As I mentioned earlier there are lots of roles to be filled for next year, so please can we all get on the hunt and work together to find more volunteers. The more people we have the easier the job is.

Roles are:

Chair - Communication/liases with the secretary and event teams

Co-Chair - Turns up and helps with many events

Chief Event Organiser - Makes sure there are teams for the events and gives guidance and help

Website coordinator - keeps the website up to date with events/fundraisers, works closely with second hand uniform co-ordinator to ensure items are correct online.

Second hand uniform team - Manages orders and new clothing deliveries. Chair and others help out organising this too as well as organizing second hand uniform sales.

No-Uniform Organisers- sets the themes for the no-uniform days, turns up at the school gates with music and gets the kids to make it a fun entrance for everyone. They also can just make sure the dates and themes get set up and reminders go out to chair for the reps!

These roles need to be filled by next year, if you join us now you can get to know how everything works ready for September.

Please raise your hand!. It's honestly not that much work if you have a full team. The aim is to have a big team so everyone does 1 or 2 things throughout the year and it splits the workload.

If you want to find out more, please come and find us.

We look forward to another successful fundraising year!

Polly Grimstone

PTA Chair



Reigate
Parish Church
Primary School

September 2022: HT report to PTA

Last year the PTA raised money for this many items which were enjoyed by all the children.

Thank you to the PTA and the parents.

You are wonderful!



PTA request List for 2021-2022

Whole school items

Marvellous Me licence

Microsoft Licence

Money to support IT in school

Play equipment - play and lunchtime

Support for KS2 residentials

Contribution to investment in books for libraries / RWI / guided reading

science week

New Reception outdoor environment

new outdoor flooring and trim trail

Whole school curriculum events

Coach / mini bus to support attending PE event - year 1 coach to take them to the dance festival

Art week

PE equipment

PE coach during Sports Week

Word Guerrilla for Book Week (11.3.22)

extra resources for world book day

RPI dance workshop

SEND resources

Support for classes
year 6
contribution to post SATS celebration for year 6
Greek Day
Year 6 WW2 day 30/4/21
year 5
Planetarium (autumn 2) 1st choice
Victoria day 2nd choice
year 4
Egyptian day
Tudor Day 23/4/21
year 3
Roman Day
French Cafe Day
year 2
Animal workshop
year 1
Spirit of the wild workshop
Rectangular Infant Height 6 Seater Picnic Bench
Year 1 dance tuition
reception -
wooden blocks
Topic themed day (pirates)



Charity Name		1103371		CC16a
Receipts and payments accounts				
For the period from	Period start date	To	Period end date	

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	39,543	-	-	39,543	30,951
PY income received in year	720	-	-	720	675
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	40,263	-	-	40,263	31,626
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,263	-	-	40,263	31,626
A3 Payments					
General expenses	16,353	-	-	16,353	10,552
PY expense incurred in year	30	-	-	30	490
Invoices from the school	37,391	-	-	37,391	13,664
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	53,774	-	-	53,774	24,706
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	53,774	-	-	53,774	24,706
Net of receipts/(payments)	- 13,511	-	-	- 13,511	6,920
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,025	30	-	21,055	14,135
Cash funds this year end	7,515	30	-	7,545	21,055

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		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Independent examination of charity accounts checklist (CC32a)

A recommended checklist for examiners

This checklist is not suitable for the examination of voluntary group accounts.

1. Self-assessment checklist

The questions in this checklist are designed to help the examiner to undertake their independent examination in accordance with the legal requirements and good practice recommendations set out in the Commission's guidance on Independent examination of charity accounts: Directions and guidance for examiners (CC32).

The examiner is recommended to use the checklist alongside the Directions for independent examination. Not all the checks listed will apply in the case of every independent examination and so the checklist is not a substitute to the examiner using their own judgment as to what is necessary.

The prompt 'step done' may prompt a 'yes' or 'no'. A 'no' answer does not always indicate a problem because it may simply be that the step was either not applicable or found not to be necessary to the examination undertaken in which case the words 'not applicable' or 'not necessary' might be entered in place of a working paper reference.

Some answers may be 'no' because the evidence or information that was needed could not be obtained and this will need to be considered when the examiner makes their report. It is recommended that all the steps for each Direction are completed with a working paper reference added.

It may be that the examiner completes the checklist as they go through the examination or as a completeness check at the end as they bring their examination to a conclusion and prepare their report. There is no legal requirement to use this checklist and examiners may substitute their own checklist or take an alternative approach.

If the checklist is completed it is recommended that this forms part of the formal record of their independent examination undertaken and is kept in the file of examiner's working papers.

2. Checklist

The Directions and documentation	Step done?	Working paper reference
Direction 1: Check whether the charity is eligible to have an independent examination		
Checked the charity audit threshold applying to the accounts to be reviewed	Y	1 - £39.5k income
Checked an audit is not required for any other reason	Y	
Confirmed the charity is eligible for independent examination	Y	
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation	Y	
If the charity has one or more subsidiaries confirmed that group accounts are not required by law	n/a	
If a charitable company checked that the audit exemption statement has been made	n/a	
If applicable, rechecked the threshold calculation during the examination	Y	
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies	n/a	
If applicable, informed the trustees that the charity is not eligible for an independent examination	n/a	
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company	Y	
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason	None	
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	n/a	
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination		
Confirmed that there are no close personal relationships with the trustees that compromise independence	Y	
Confirmed as having no day to day involvement in the administration of the charity	Y	
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	n/a	
Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent	Y	

The Directions and documentation	Step done?	Working paper reference
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body	Y	ICAEW qualified
If applicable, informed the trustees that you are not eligible to carry out the independent examination	n/a	
Direction 3: Record your independent examination		
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)	Y	
Evidence of appointment on file	no	Continuation from prior year
If issued, letter of engagement signed by the trustees on file	n/a	
Documentation of steps required by Direction 1 are all done	Y	
Documentation that steps required by Direction 2 are all done	Y	
Analytical review documented	Y	
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	Y	
Verification and vouching procedures undertaken and any checks made are on file	Y	
Copy of approved accounts on file	Y	
Copy of trustees' annual report on file	Y	
Copies of information relied upon as part of the examination are on file	Y	
If applicable, copies of written assurances given	Y	
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file	Y	
Recorded any matters of material significance about which a report must be made direct to the Commission	Y	
Recorded whether to exercise discretion and report on relevant matters direct to the Commission	Y	
Direction 4: Plan your independent examination		
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	Y	
Planned specific examination procedures appropriate to the circumstances of the charity	Y	
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	Y	
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	Y	Sample check
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	

The Directions and documentation	Step done?	Working paper reference
Direction 5: Check that accounting records are kept to the required standard		
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Y	Note on bank stats
Asked the trustees about how they ensure the accounting records are complete	Y – ref to bank	
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	n/a	
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported		
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	Y	
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	Y	
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	n/a	
If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts	n/a	CF bank stats
Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts		
Checked that the disclosures required by the SORP have been made and are complete	n/a	
Considered whether there are any implications for the examiner's report and reporting to the Commission	n/a	
If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report	n/a	
Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts		
Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Y	
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	None	

The Directions and documentation	Step done?	Working paper reference
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity	n/a	
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	n/a	
Noted any implications for the examiner's report and for separate reporting to the Commission	n/a	
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts		
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	Y	Unchanged policies
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	Y	Unchanged policies
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	n/a	
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	n/a	
Noted any implications for the examiner's report and for separate reporting to the Commission		
Direction 10: Check the form and content of the accounts		
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Y	
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	n/a	
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	n/a	
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence		
Carried out an analytical review	Y	

The Directions and documentation	Step done?	Working paper reference
Following the analytical review, selected material items in the accounts for further explanation or supporting evidence	Y	
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts	Not misstated	
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	
Direction 12: Compare the trustees' annual report with the accounts		
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	All consistent	
Compared the trustees' annual report with the accounts for any material inconsistency	Y	
Noted any implications for the examiner's report and for separate reporting to the Commission	Y	
Direction 13: Write and sign the independent examination report		
Reviewed the conclusions from the independent examination		
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report		
Checked that the examiner's report covers all of the matters required		
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented		
Signed and dated the examiner's report		
Reported matters of material significance direct to the Commission		
Exercised discretion and reported relevant matters direct to the Commission		