



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	September	2022		31	August	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Jennifer Curran	Chairperson		
2	Kelly-Ann Kemp	Vice Chairperson	July 2023 to present	
3	Charlotte Wigfield	Secretary		
4	Claire Stubbs	Treasurer		

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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

By Election

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.

Section C Objectives and activities

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

The object of the Association is to advance the education of pupils in the school, in particular by developing effective relationships between the staff, parents and others associated with the school, engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

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)

The charity has held various fundraising events over the course of the year. These events have been to raise funds for the benefit of Duffield Meadows School and to support a sense of community within the school. Fundraising events have included a Circus, Winter Fair, a Summer Party, a sponsored Challenge, a Duck Race, various children's discos, and picnics, along with various minor ad hoc events.

The PTFA uses the money raised to contribute to various aspects of the school, for example, buying books and other school equipment, funding Teaching Assistant hours, contributing towards Christmas Parties for pupils.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In the year ended 31 August 2023, Duffield Meadows PTFA raised £37,917 through events (before deducting event expenses of £14,858). This, along with previously accrued funds, allowed us to donate £25,513 to the school. This amount was spent on various items from large purchases of the new library and picnic tables; to the provision of educational human torsos for each classroom, a SEN reading pen, topic books and various ad hoc items of equipment.

The lottery sustained enough members to allow the full £3,000 contribution towards teaching assistant hours to be made.

Section E

Financial review

Brief statement of the charity's policy on reserves

As Duffield Meadows PTFA has no ongoing financial commitments or liabilities, we do not have a reserves policy. All funds will be invested in future projects with appropriate approval.

Details of any funds materially in deficit

N/A

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**

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	<i>ccstubbs</i>
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Full name(s)

Kelly-Ann Kemp	Claire Stubbs
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Position (eg Secretary, Chair,
etc)

Vice Chairperson	Treasurer
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Date

15/05/2024

DUFFIELD MEADOWS SCHOOL PTFA

Registered Charity No. 1105717

STATEMENT OF FINANCIAL ACTIVITIES

Year Ending 31st August 2023

Income		Corrected	Submitted
	2022-23	2021-22	2021-22
Detail			
Fundraising/Donations (Main)	£37,875.60	£24,309.18	£24,309.18
Fundraising/Donations (100 Club)	£5,390.00	£5,425.00	£5,425.00
Sale of second hand uniform (Cash)	£40.77	£71.40	£71.40
Interest (Savings)	£0.52	£0.01	£0.01
TOTAL	£43,306.89	£29,805.59	£29,805.59

Expenditure			
	2022-23	2021-22	2021-22
Detail			
Fundraising/Donations (Main)	(£14,857.88)	(£6,627.78)	(£6,627.78)
Contributions to school (Main)	(£25,513.16)	(£6,476.03)	(£6,476.03)
Contributions to school (100 Club)	(£3,000.00)	(£3,000.00)	(£3,000.00)
Prize payments (100 Club)	(£1,435.50)	(£1,853.00)	(£1,853.00)
Miscellaneous (Main)	(£1,014.18)	(£497.54)	(£497.54)
TOTAL	(£45,820.72)	(£18,454.35)	(£18,454.35)
NET MOVEMENT	(£2,513.83)	£11,351.24	£11,351.24

BALANCE SHEET			
	2022-23	2021-22	2021-22
Detail			
Assets	£29,417.34	£33,269.45	£31,269.45
Cash in bank (Main)	£25,604.11	£29,074.96	£29,074.96
Cash in bank (Savings)	£123.82	£123.30	£123.30
Cash in bank (100 Club)	£3,258.11	£2,303.61 *	£303.61 *
Cash	£5.00	£3.00	£3.00
Equipment	£312.30	£294.58	£294.58
Creditors	£114.00	£1,470.00	£1,470.00
Liabilities	£0.00	£0.00	£0.00
Cheques Written but not cashed	£0.00	£0.00	£0.00
Equity	£29,417.34	£33,269.45	£31,269.45
Retained Earnings	£29,417.34	£33,269.45	£31,269.45
NET ASSETS	£28,991.04	£31,504.87	£29,504.87

* Note: In year 2021-22, £2,000 was transferred out of the 100 Club account to Main account but this was not correctly recorded in the balance sheet for the 100 Club account balance. Correction has been made.

Treasurer Claire Stubbs

C Stubbs

Dated: 17/04/2024

Independent Examiner: Charlotte Dye

C Dye

Dated: 19/04/2024

DUFFIELD MEADOWS SCHOOL PTFA

Registered Charity No. 1105717

MAIN ACCOUNT

Year Ending 31st August 2023

Contributions To School - £100 per Class

Detail	Income	Expenditure	Balance
£100 per class	£0.00	£1,014.95	£1,014.95
Total £100 Per Class	£0.00	£1,014.95	£1,014.95

Contributions To School - Wish List Requests

Detail	Income	Expenditure	Balance
Shoe Racks	£0.00	£1,404.00	£1,404.00
Picnic Tables	£0.00	£2,797.12	£2,797.12
Library	£0.00	£15,919.77	£15,919.77
Resources for forest schools	£0.00	£400.97	£400.97
First Aid Room	£0.00	£412.95	£412.95
Wrens Sand Table	£0.00	£179.95	£179.95
Human Torsos	£0.00	£604.84	£604.84
Sparrows book stand	£0.00	£195.00	£195.00
Butterfly Kits	£0.00	£230.89	£230.89
SEN Reading PEN	£0.00	£303.94	£303.94
Total wish-list	£0.00	£22,449.43	£22,449.43

Contributions to school - Annual Commitments

Detail	Income	Expenditure	Balance
Year 6 T Shirts	£0.00	£566.51	£566.51
Sports Day Ice lolly's	£0.00	£47.72	£47.72
Year 6 enterprise Challenge	£0.00	£265.00	£265.00
Year 6 enterprise Refund	£0.00	£265.00	£265.00
Infant/Junior Christmas Disco	£0.00	£260.00	£260.00
Carnival Float	£0.00	£232.48	£232.48
School Pet	£0.00	£27.83	£27.83
School Books	£0.00	£914.24	£914.24

Total annual commitments	£0.00	£2,048.78	£2,048.78
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Total contribution to school	£0.00	£25,513.16	£25,513.16
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Miscellaneous

Detail	Income	Expenditure	Balance
DCA Membership	£0.00	£10.00	£10.00
Gambling Licence	£0.00	£60.00	£60.00
Parentkind	£0.00	£140.00	£140.00
PTFA Resources	£0.00	£779.79	£779.79
General Stock	£0.00	£24.39	£24.39

Total Other	£0.00	£1,014.18	£1,014.18
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Fundraising & Donations

Detail	Income	Expenditure	Balance
School Picnic	£1,037.70	£624.59	£413.11
Neon Disco	£1,346.92	£385.90	£961.02
Winter Fair	£2,820.65	£520.75	£2,299.90
Santa Scamper	£80.00	£94.47	£14.47
Wrap A present	£1,670.00	£664.52	£1,005.48
Christmas Cards	£381.90	£0.00	£381.90
Christmas Productions	£396.00	£80.01	£315.99
Doughnuts	£306.00	£184.68	£121.32
Valentine Disco	£1,179.35	£293.05	£886.30
Easter Trail	£345.51	£139.55	£205.96
Cocktail Evening	£1,150.00	£561.21	£588.79
20.23	£1,020.45	£11.80	£1,008.65
Quiz and Chips	£587.50	£226.31	£361.19
Duck Race	£607.00	£127.47	£479.53
Circus	£11,439.25	£7,294.22	£4,145.03
Coronation Celebrations	£928.56	£755.51	£173.05
Textile Recycle	£228.00	£0.00	£228.00
Oscars/Yr6 Leavers	£310.50	£182.30	£128.20
Frozen Fridays	£332.00	£34.82	£297.18
Summer Party	£9,233.00	£2,418.70	£6,814.30
Online Shopping	£627.40	£0.00	£627.40
Non Uniform Sales	£287.10	£2.94	£284.16
Prior year events	£1,540.45	£232.72	£1,307.73
Miscellaneous	£20.36	£1.36	£19.00
Events for 2023-24	£0.00	£21.00	£21.00

Total Fundraising	£37,875.60	£14,857.88	£23,017.72
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Movements Between Accounts

Detail	Income	Expenditure	Balance
Transfer of funding from £100 Club account (Barclays)	£0.00	£0.00	£0.00

Total Other	£0.00	£0.00	£0.00
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Paid in from cash held in school office	£38.77		
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Total (Main account)	£37,914.37	£41,385.22
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Net Movement (main account)	£3,470.85
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MAIN ACCOUNT

Opening Balance	£29,074.96
Net Movement	-£3,470.85
Closing Balance at 31/08/2023	£25,604.11

DUFFIELD MEADOWS SCHOOL PTFA

Registered Charity No. 1105717

SAVINGS ACCOUNT

Year Ending 31st August 2023

Detail	Income	Expenditure	Balance
Interest	£0.52		£0.52
Sales			
Total Interest	£0.52	£0.00	£0.52

Total (Savings account)	£0.52	£0.00
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Net Movement (Savings Account)	£0.52
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SAVINGS ACCOUNT

Opening Balance	£123.30
Net Movement	£0.52
Closing Balance at 31/08/2023	£123.82

100 Club

Year Ending 31st August 2023

Detail	Income	Expenditure	Balance
STO deposits	£5,330.00	£0.00	£5,330.00
Cheque entries	£0.00	£0.00	£0.00
Cash enteries	£60.00	£0.00	£60.00
Prizes	£0.00	£1,435.50	£1,435.50
Contribution to school (TA hours)	£0.00	£3,000.00	£3,000.00

Movements Between Accounts

Detail	Income	Expenditure	Balance
Transfer of funding from £100 Club account (Natwest	£0.00	£0.00	£0.00

Total (Lottery Account)	£5,390.00	£4,435.50
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Net Movement (Lottery account)	£954.50
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100 Club

Opening Balance	£2,303.61
Net Movement	£954.50
Closing Balance at 31/08/2023	£3,258.11

CASH IN HAND

Year Ending 31st August 2023

Detail	Income	Expenditure	Balance
Sales of second hand uniform	£40.77		£40.77
Paid into bank		(£38.77)	(£38.77)

Total (Lottery Account)	£40.77	(£38.77)
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Net Movement (Cash in hand)	£2.00
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CASH IN HAND

Opening Balance	£3.00
Net Movement	£2.00
Closing Balance at 31/08/2023	£5.00

Duffield Meadows PTFA

Independent Examiners Report 2023

I have examined the Duffield Meadows PTFA accounts for the Financial Year commencing 1st September 2022 and ending 31st August 2023. The examination was completed in accordance with the CC32a independent examiners checklist. I have been provided with all the documentation necessary to provide me with assurance that the accounts are a true representation of the accounting records.

I confirm that I am an independent examiner that has had no correspondence or involvement with the Duffield Meadows PTFA or their trustee members other than being their examiner for their 2022 report. My qualification, accounting experience and further research has given me the necessary qualities and knowledge to independently examine the charities accounts.



Signed
Charlotte Dye
B(Sc) Accounting and Finance

31/03/2024
Dated