

St Alban's PFA Chair's Report for 2021-22

by Jane Burke

The role of the PFA is set out in our constitution (available on our website for all) and has not been changed in the past year: we exist to assist with building the social community of the school and to raise funds to create better learning experiences for our children. All parents are automatically members. Our constitution is closely modelled on that suggested by the central PFA body 'Parentkind' (of which we are members and with whom we have our insurance).

This report confirms the trustees have had regard to the guidance issued by the Charity Commission on public benefit. It should be read alongside the financial report, which fully details exactly how our money is raised and spent, our £2000 savings deminimis and the positive financial position at the year end. We hold no investments or property, pay no salaries, make no grants and have no debts. Our principal achievement for the year is the £18,210 given to the school and the £1305 donation to the DEC Ukraine appeal.

The Committee must be three at least and at the AGM it was confirmed that Emma-Jane Farrell would be continuing as temporary Chair until her maternity leave, Emma Boland would be Secretary and Carolina Stannard would return as Treasurer. Jane Burke and Angela Bennett continue as committee members with Jane's roles covering tax, banking and return filing. (From November to March, Jane became acting Chair after which the committee proceeded without a chair.) Any member can stand for any of the posts available, they need to only be proposed and seconded by two other members, and if ever there were more than one person standing then a vote would be held. Furthermore, we are supported by a wonderful events committee of volunteers and a similarly brilliant small team of year reps. We are an official charity and the trustees are Joseph McCrossan and the Committee. Bank Signatories include Jane, Carolina, Teeba Lundy and Elizabeth Callery. Caiohme Keenan kindly employs her professional expertise to advise us all on Health and Safety. Our return to the charity commission for the previous year was filed on time and has not been queried.

Every year we agree on a draft plan for events and fundraising. Mr McCrossan represents the teachers and liaises with the governors in agreeing the plan. All fundraising campaigns over £2000 are explicitly agreed to be in line with the school's prioritised investment plans. We circulate the draft in rough to those who will help most often and then communicate it to all members (as a plan). We are always open to flexibly changing the plan for better suggestions or to respond to changes in events and this has been proven true this year more than most.

Highlights of the past year include:

- Pumpkin parties were able to proceed again and were hugely enjoyed by the majority of the children with some very inventive entries to the pumpkin carving competition.
- A fun and craft-filled Advent Fair that set off the advent period in cheer - with old favourites and successful new additions to the stalls. Parents were unable to attend after-school - due to covid - so no Carols or hot food at the end. We trialled the sale of Christmas trees, though this produced disappointing sales.
- 'Ice Cream' sales all proceeded (though they were ice lolly sales, again due to covid and uncertainty over the application of Natasha's law to ice cream in cones assembled on site)
- A very well attended Spring Social organised by year 5 families - complete with bar, curry and dancing - that was a fantastic return to parents being allowed to attend events in school - contributed to a brilliant sense of a return to participating in the school community for many.
- We trialled a 'break the rules days' for our annual sponsored event. This was an idea stolen from other primary schools, and allowed children to pay to break a pre-agreed list of rules harmlessly. The school council contributed ideas, with silly hair and squash in water bottles being favourites amongst the children.
- The achievement of a push for fundraising towards a new set of laptops - the £5000 target was achieved with help from a large one-off donation but also very many contributions from all families. This took our payments to the school over the year to over £10,000, including theatre performances, science week, Y4 brass instruments, topic box materials, Y6 coach hire, and minibus service/MOT. This year there were fewer in-year emergency school repairs than usual!
- A full Summer Fete - with perfect weather for an afternoon with friends in the school grounds. This included a full BBQ and bar, Irish dancing, raffles, book stalls, tombolas, water fights, crockery smash, sporting challenges and very popular hook the duck and splat the rat! The stylish bunting deserves a mention too!
- A move to taking digital payments on two hand-held card devices.

Uniform sales, bags to school, Christmas cards, strawberries/music evenings and Christmas lunches completed a return to our more normal post-covid offering to the pupils and parents. Indeed, the only event that was cancelled completely this year were the cake sales in the Autumn term.

I would like to personally thank the committee for their tireless support, the events committee for an amazing Advent Fair at very short notice, and the Year Reps for keeping me on the straight and narrow and actually making everything happen. The members have supported us every time with overwhelming good will and we exist only because of them. Thank you especially Emma for saving us all by taking on the secretary role brilliantly and crucially bringing the committee up to the legal quorum.

Next year we very much hope to have a full programme of events, and look forward to fully welcoming the families who have joined the school during the covid period. We strive to support the community and not to burden it. It will always be true, that the more people who can and choose to get directly involved, the more fun we all have. Our provision will be all the better for the introduction of new ideas, talents and enthusiasms. Time volunteered will always be gladly received and warmly welcomed.

It has been a privilege to be (acting) Chair again, and although personal circumstances mean I had to take a sabbatical from the end of March due to ill health, I will (of course) continue to support the committee and community actively.

Parents and Friends Association of St Albar 2021/22 Annual Accc

	2021/22	equals actual in bank on 31 aug adjusted for outstanding payments from 19/20	2020/21	
Opening Balance 1 September	£ 7,431.11		3338.68	(£939 was bene
Income	£ 35,614.15		15,268.65	
Expenditure	£ 4,839.49		292.15	
Funding paid to school	£ 18,210.00		£ 10,128.33	
Money spent		(Donation to WC)	329	
(Donation to Ukraine)	£ 1,305.00	(Bfund out)	632.56	
Closing Balance of Accounts on 31 August	£ 18,690.77		7,225.29	
Actual in bank on 31 August* (* cheques uncashed and money owed)	£ 177.36 £ 18,868.13		7431.11	(306.44 Bfund)

	Income	Expenditure	Net income	Income	Expenditure	Net income	Income
Lottery licence	0.00	40.00	(40.00)	0.00	40.00	(40.00)	0.00
Advent fair	2,109.52	358.80	1,750.72	0.00	0.00	0.00	1,848.64
Icecream sales	1,155.10	117.90	1,037.20	0.00	50.00	(50.00)	0.00
Cake sales	0.00	0.00	0.00	0.00	0.00	0.00	1,029.30
Bag2school	243.00	0.00	243.00	261.00	0.00	261.00	138.00
Uniform sales	583.55	0.00	583.55	363.00	0.00	363.00	185.00

Pumpkin party	373.00	333.00	40.00	0.00	0.00	0.00	594.45
Veg boxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Christmas Cards	526.50	0.00	526.50	0.00	0.00	0.00	194.00
Sponsored Event**	2,605.16	0.00	2,605.16	1,706.00	0.00	1,706.00	3,000.00
Concert - strawberries	160.00	0.00	160.00	0.00	0.00	0.00	0.00
Social Evening	2,497.47	1,598.14	899.33	178.00	0.00	178.00	0.00
Leavers disco	994.45	368.95	625.50	0.00	0.00	0.00	0.00
Summer Fete**	4,154.22	1,204.50	2,949.72	823.00	0.00	823.00	0.00
Equipment/expenses		50.00	(50.00)	0.00	0.00	0.00	0.00
Christmas crackers/tablecloths	0.00	0.00	0.00	0.00	91.15	(91.15)	0.00
PTA UK (insurance and membership)	0.00	116.00	(116.00)	0.00	111.00	(111.00)	0.00
Easter eggs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations direct to bank**	11,911.00	0.00	11,911.00	1,486.00	0.00	1,486.00	852.00
Donations via website (not event)	1,298.47	0.00	1,298.47	7,480.00	0.00	7,480.00	75.00
Easyfundraising & amazonsmile	545.67	0.00	545.67	299.47	0.00	299.47	80.78
Lego/Easter egg auction/craft fair	0.00	0.00	0.00	222.10	0.00	222.10	0.00
Waitrose	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gift Aid	3,315.00	0.00	3,315.00	1,724.08	0.00	1,724.08	0.00
Knitting club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parent Sponsored Activities	1,111.59	0.00	1,111.59	0.00	0.00	0.00	0.00
World book day & Global day	165.55	0.00	165.55	726.00			
Christmas trees/Wreaths	927.00	652.20	274.80				
** raffle only in 21/22	937.90	0.00	937.90				

** Break the rules day

** Big donation

Subtotals

10,000.00

35,614.15

4,839.49

30,774.66

15,268.65

292.15

14,250.50

7,997.17

Money paid to fund school

18,210.00

10,128.33

-10,128.33

Money spent on charitable donations

1,305.00

-1,305.00

329.00

-329.00

Money spent on playground

0.00

0.00

0.00

Totals	35,614.15	24,354.49	11,259.66	15,268.65	10,749.48	4,519.17	7,997.17
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The charity trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the co

Equipment/expenses = £50

Gift Aid is claimed a year in arrears - income for money raised will be claimed in 23/24

Owing - nil

Two signatories are required on withdrawals on the account, current signatories are JB, SP, EC, TL, CS

HMRC authorised person is JB

Authorised to file charity commission return is JB

(Figures in green are reported for charities under 2

Authorised for Gambling licence JB

Closing balance does not reconcile with actual bank as money owing and cheques uncashed

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	2019/20		2018/19		2017/18
volent fund)	24740.92		9819.85		11889.76
	7,997.17		27792.19		16712.57
	1,173.47		4456.58		3341.7
	5244.95		6481.87	(2 years together)	13065.54
(KS2 playground)	21,834.00	(KS2 playground)	1956.33	(Donation to Street Child)	2437.72
(Donation to ACT)	1500				
	2,985.67		24717.26		9757.37
	3,353.76	126.33	24781.86		11574.49

Expenditure	Net income	Income	Expenditure	Net income	Income	Expenditure	Net income
20.00	(20.00)	0.00	20.00	(20.00)	0.00	20.00	(20.00)
342.04	1,506.60	1,888.47	266.12	1,622.35	1,555.92	253.46	1,302.46
0.00	0.00	921.70	16.98	904.72	632.92	53.91	579.01
0.00	1,029.30	920.63	0.00	920.63	806.14	0.00	806.14
0.00	138.00	124.00	0.00	124.00	116.00	0.00	116.00
0.00	185.00	467.27	0.00	467.27	243.60	0.00	243.60

468.27	126.18	559.31	427.84	131.47	536.55	460.25	76.30			
0.00	0.00	0.00	0.00	0.00	44.32	0.00	44.32			
0.00	194.00	336.00	0.00	336.00	237.00	0.00	237.00			
0.00	3,000.00	5,364.25	0.00	5,364.25	4,875.54	0.00	4,875.54			
0.00	0.00	66.80	40.00	26.80	0.00	64.92	(64.92)			
0.00	0.00	3,016.50	1,399.85	1,616.65	969.00	431.54	537.46			
0.00	0.00	1,086.10	464.13	621.97	1,111.61	467.44	644.17			
128.58	(128.58)	4,666.43	1,043.59	3,622.84	4,462.56	1,305.31	3,157.25			
104.58	(104.58)	0.00	256.07	(256.07)	0.00	84.87	(84.87)			
0.00	0.00	0.00	50.00	(50.00)	0.00	45.00	(45.00)			
110.00	(110.00)	0.00	105.00	(105.00)	0.00	105.00	(105.00)			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
0.00	852.00	875.00	0.00	875.00	730.00	0.00	730.00			
0.00	75.00	160.86	0.00	160.86						
0.00	80.78									
0.00	0.00	530.00	355.00	175.00	209.41	0.00	209.41			
0.00	0.00	220.00	0.00	220.00	182.00	0.00	182.00			
0.00	0.00	197.87	0.00	197.87	0.00	0.00	0.00			
0.00	0.00	0.00	12.00	(12.00)	0.00	50.00	(50.00)			
0.00	0.00	6,391.00	0.00	6,391.00						

1,173.47 6,823.70 27,792.19 4,456.58 23,335.61 16,712.57 3,341.70 13,370.87

5,244.95 -5,244.95 6,481.87 -6,481.87 13,065.54 -13,065.54

1,500.00 -1,500.00 2,437.72 -2,437.72

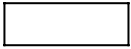
21,834.00 -21,834.00 1,956.33 -1,956.33

29,752.42	-21,755.25	27,792.19	12,894.78	14,897.41	16,712.57	18,844.96	-2,132.39
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**Independent Examiners Report to The Association of Parents and Friends of
St Alban's Catholic School Trustees, for the period 1 September 2021 to 31
August 2022**

Charity No: 1108918

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

An independent examination is a form of external scrutiny that provides a limited check on specific matters. This limited form of check (sometimes referred to as 'negative assurance') provides less assurance in terms of the depth of work to be carried out, versus an audit, and is limited as to the matters on which the examiner report

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102). IER 2 October 2018 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.

In order to reliably make these attestations the profit and loss account was obtained and a sample of items were requested and verified to underlying independent third party records (such as bank statements, cheque books and or invoices)

The review was undertaken from February through May 2023 with the Trustee Carolina Stannard.

Signed: 

Date: 17 May 2023

Name: Anthony I. Mbadiwe

Relevant professional Qualification: Association of Chartered Certified Accountants – Fellow

Email Address: anthony_mbadiwe@yahoo.co.uk