

Report for Small Non-Company Charity

Charity Name

Summercroft Primary School PTA

Charity Registration Number

1115461

Address

The Old Pump House, 82 Woodside Green, Great Hallingbury, Bishop's Stortford, Essex, CM22 7UW

Trustee Names

Mr Stephen Jess and Mrs Kathryn Ali

Structure and how it is managed including how it recruits trustees:

The PTA is formed of the following:

The two trustees are Mr Stephen Jess who is the Acting Head Teacher for Summercroft Primary School and Mrs Kathryn Ali who is also the Chair of the PTA. Historically we have always simply had the Head Teacher of the school and the Treasurer or Chair of the PTA as trustees so we haven't ever needed to recruit for the positions.

Company Secretary - Victoria Collar-Brown

Treasurer - Sarita Kainth

Other Members of the PTA: Penny Scorah, Julie Corne, Kate Shah, Philippa Murphy, Michelle Cundall, Sarah Thomas, Stephany Ricciardi and Lauren Creed.

We regularly encourage members from the school community to join the PTA. We have regular meetings, usually monthly but can be more or less frequent depending on the events that we are running.

As a charity the PTA must ensure that the funds we raise are spent on the purposes for which we have been set up and no other purposes.

We operate a bias towards approval. We start from the position that the school acts in good faith and knows what is best for the children's educational needs.

Therefore when assessing an application we expect to approve the application unless material issues related to any of the assessment criteria are raised.

We will assess applications based on these 4 criteria:

Assessment criteria	Description
<p>1</p> <p>Educational benefit for children</p>	<p>The PTA is a charity set up to further the educational attainment of children attending Summercroft Primary school.</p> <p>Education includes both formal and non formal education.</p> <p>All applications for funding must deliver this.</p>
<p>2</p> <p>Help the widest range of children where practical</p>	<p>We want the funds we distribute to benefit as many children as possible.</p> <p>We recognise that some funding applications necessarily target a single year group or class and in principle this is acceptable as normally we would expect this to be an annual repeating event.</p> <p>We also recognise that there will be occasions where a specific event or activity is a one off. To deal with these we plan to include a budget line in the yearly PTA funding budget for these types of application that all teachers can request from.</p> <p>If the funding application is particularly narrow in its benefit and the funding amount is significant we might need to consider the option of rejecting the application.</p>
<p>3</p> <p>Value for money</p>	<p>The funds that the PTA distributes must represent value for money.</p> <p>Our main concern in assessing value for money is that the school has identified the most cost efficient way of achieving the benefit they would like us to fund.</p> <p>Generally we would expect this to simply cover good purchasing practice such as multiple quotes.</p> <p>However for high value funding applications we may also want to obtain comfort that the school has identified the right option for achieving its goals.</p> <p>For example if a minibus was being funded we may want to assess whether outright purchase, leasing or ad hoc renting options would deliver the desired outcomes more cost efficiently.</p>

4 Yearly budget

We need to ensure that the PTA does not spend funds that it does not have.

We also do not want to spend more every year than we raise in funding. To help assess this we will ask the school to provide us with an outline budget for PTA requests at start of each FY.

The following rules will apply:

1) No application will ever be approved if there is not cleared cash in the PTA bank account to fully fund it.

2) In general applications for a given year will require funds to have been raised first before they are paid out.

3) Regular Year on year applications (e.g. science week, pantomime, maths week, art week etc) will be exempt from clause 2.

These rules are subject to no material changes in our financial situation.

Process for assessing applications

1. School prepares a funding application in the template and sends it to PTA
2. PTA discusses application at their next meeting using the process above
3. A decision can only be made if at least 75% PTA members are present or at least two of the Chair/secretary/treasurer are present.
4. Decision may be approved by e-mail if necessary.
5. Once decision is made school is informed

Process for funds to reach school

1. School will purchase the goods or services
2. Copy of the invoice will be sent to the PTA Treasurer
3. PTA Treasurer will raise a cheque payable to the school for the invoice amount which requires a signature from two registered signatories.
4. Scans of all paperwork to be kept electronically.

Activities and objectives in the year

The objective for the charity is to raise and distribute funds for Summerville Primary School for use which meets the criteria set out above.

In the year ending March 2020 we raised funds through the following events and initiatives; Easter Hunt, Sponsored Bounce, Wine Tasting, Halloween Disco, Christmas cards and gifts, Christmas Movie and Munch, Treats and Treasures, 2nd Hand Uniform Sales, Woodland Run, Happy Bags Clothes Donations, a grant from The Entertainer and Matched Funding from employers from the school community. We raised funds totalling an income of £33,342.58 and profit of £23,325.13.

The bank account was in credit of £52,494.75 in March 2020 without any debts. We do not have a reserves policy but ideally we would like to have £10,000 credit in the bank so that volunteers do not feel pressurised to raise funds.

Please refer to the financial accounts for further detail.

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Summercroft Primary School PTA

No (if any)

Receipts and payments accounts

CC16a

For the period
from

4/6/2019

To

4/5/2020

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 events	32,343	-	-	32,343	18,930
Grant	1,000	-	-	1,000	-
Sub total (Gross income for AR)	33,343	-	-	33,343	18,930
A2 Asset and investment sales, (see table).					
		D35	-	-	-
Sub total					
Total receipts	33,343	-	-	33,343	18,930
A3 Payments					
Cost of fundraising events	7,588	-	-	7,588	6,325
Insurance	239	-	-	239	-
Subscriptions	239	-	-	239	-
Grants paid	6,558	-	-	6,558	8,950
Sub total	14,623	-	-	14,623	15,275
A4 Asset and investment purchases, (see table)					
Storage container	1,995	-	-	1,995	-
Sub total	1,995	-	-	1,995	-
Total payments	16,618	-	-	16,618	15,275
Net of receipts/(payments)	16,725	-	-	16,725	3,655
A5 Transfers between funds					
A6 Cash funds last year end	35,984	-	-	35,984	32,329
Cash funds this year end	52,708	-	-	52,708	35,984

£368 difference to banked vs return

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	52,708	-	-
		-	-	-
		-	-	-
	Total cash funds	52,708	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-

£43 difference between income les:

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixtures & Fittings (storage container)	Unrestricted	1,995	

	Details	FundAmount due to (optional) which liability relates	When due (optional)	
B5 Liabilities				

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

Signature

Print Name

Date of approval

K.H.Ali

KATHRYN ALI

29/1/20

Balance at 31/03/2019	B2,983.77
Balance at 31/03/2020	52,494.75
Cheques not yet cleared	
Chq 577	-28.69
Chq 586	-108.40
Chq 582	-238.80
Chq 571	-339.46
Money received not banked	
Treats & Treasures	81.16
Various FY21 event	-288.52
Grant declared in 2018/19	1,205.50
Donations declared in 201	-154.22
Float	85.00
Adjusted closing balance	<u>52,708.32</u>

Independent examiner's report to the trustees of Summercroft Primary School PTA

I report to the trustees on my examination of the accounts of Summercroft Primary School PTA for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:

A handwritten signature in black ink, appearing to read 'Tanne Shorter', with a long horizontal flourish extending to the right.

Tanne Shorter, FCA

206 Stansted Road, Bishop's Stortford, CM23 2AR

28 January 2021