



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Minchinhampton School PTA

On accounts for the year ended

31 August 2024

Charity no
(if any)

1118308

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2024.

Responsibilities and basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

26 June 2025

Name:

Joanna Adams

Relevant professional
qualification(s) or body
(if any):

FCA, ICAEW

Address:

18 Theescombe Hill

Amberley
Stroud GL5 5AT

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/a

Minchinhampton School PTA

Reference and administrative details

For the year ended 31 August 2024

Status	The organisation is a registered charity, registered on 9 March 2007	
Governing Document	The charity is constituted under a constitution dated 27 June 2006, as amended on 12 February 2015	
Charity Number	1118308	
Registered Office	Minchinhampton CofE Primary Academy School Road Minchinhampton Stroud Gloucestershire GL6 9BP	
Trustees	Liz Marney Jessy Bryan Sandra Sawyer Emma Robertson Joanna Minto Nicola Wood Amy Clarke Nick Moss Emma Austin Alice Banks	(Chair) (Vice Chair) (Treasurer) (Vice Treasurer) (Vice Treasurer) Appointed 26/09/24 (Vice Treasurer) (Secretary) (Headteacher)
Bankers	Lloyds Bank plc 12 Rowcroft Stroud Gloucestershire GL5 3BD	
Independent Examiner	Joanna Adams, FCA (Member of the ICAEW)	

Minchinhampton School PTA

Report of the trustees

For the year ended 31 August 2024

The trustees present their report and the unaudited financial statements (prepared on the receipts and payments basis) for the period ended 31 August 2024.

Structure, Management, and Governance

Minchinhampton School PTA is a charitable trust established under a constitution dated 27 June 2006 (amended on 12 February 2015) and registered with the Charity Commission on 9 March 2007.

The charity is governed by a board of trustees, as listed on page 1. The trustees delegate the day-to-day operation of the charity to a team of volunteers primarily consisting of parents/carers of children who attend the school, and school staff.

PTA committee meetings are generally held every half term, or as required. All parents/carers of children attending the school are invited to attend committee meetings, along with staff representatives from the school.

Sub-committees are set up as required to co-ordinate the various fundraising events throughout the year.

The trustees review the risks facing the charity on an ongoing basis and have put in place systems to manage and mitigate such risks.

Activities and objectives

The charity's objects are to raise funds in the local community and, where possible, further afield, entirely to be expended for the benefit of the pupils at Minchinhampton School - through the subsidy of educational trips, the purchase of "capital" items for use in school, whether sporting, artistic, cultural, or specifically educational and generally to help further the school's goals.

In setting their objectives and planning the charity's activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Summary

The income for 2023-24 was £44,648 slightly up from 2022-23 which came to 43,881. Expenditure for 2023-24 was £38,728 in comparison to £39,462 in 2022-23. The bank balances on 31st August 2024 were £6,751 in the Treasurers Current account and £16,826 in the Deposit account.

The trustees decided to increase the level of reserves to £5,500 for the year 2023-24 due to higher costs and a pledge to increase trip subsidy from £6/head to £10/head. As usual this will be reviewed in the new financial year.

The PTA ran three large successful fundraising events as well as several smaller social events. All of these could not have happened without the generosity of the small teams of people that organise them. The organisation of the larger events can be a mammoth task for those individuals, and we are very grateful to them. The PTA would also like to thank our occasional volunteers without whom these events couldn't be staffed.

It is important to note that even though Comedy Night occurred in mid-September 2024 most of the income from this event was taken in the previous financial year. The income and expenditure therefore straddle two financial years, and, in the accounts, it looks like it made a loss. Comparing the two amounts it shows that it made a profit of £999.

Minchinhampton School PTA

Report of the trustees

For the year ended 31 August 2024

The 2023 fireworks event was as popular as ever bringing people from the whole community together and resulted in raising a profit of £5,657. As a couple of items needed to be paid for in advance of the 2024 fireworks the profit and loss account shows a different amount. The items were a deposit to secure the toilet hire (£54) and to book a silent disco (£234).

Christmas Fair and raffle happened at the beginning of December; the profit was down £605 on the previous year making £4,709. Some of this could be related to a decision to not charge for some of the games and crafts to make the event not completely transactional. Christmas Trees contribution increased slightly to £386 thanks to the generosity of the Robb's who donate a percentage of the takings from the Minchinhampton School parents' sales.

The Quiz Night was held in early January with the food having a Burns Night theme with the Address to the Haggis making an appearance, the event raised £724 in comparison to £522 in the previous year.

The disco was popular as ever amongst the school children as a social event and profits were slightly up on the year before at £493.

The PTA contributed to the school's curriculum eco fashion show event by running a bar and clothes swap which made £317.

Easter Egg Hunt made £321 in comparison to £845 the year before. The reason for this is that it was decided to scale back the event and have it immediately after school on a Friday rather than a larger event on a weekend afternoon. Even though it was a much smaller event it appeared to be just as popular with the school and nursery children.

Despite a torrential downpour an hour into the Summer Fair it still made a robust profit of £5,507 when the sun came out. This ambitious school event will now fall back to its original pre-Covid pattern of every two years to alternate with the town run fair.

The ever-popular Ice Cream Friday returned in the summer term bringing in £465. The takings from the last day of term ended up being banked in September 2024. This money has not been included in these account figures, but the corresponding expenses have been paid in this financial year.

In the summer term of 2023, the school approached the PTA to fund a fun and safe outdoor space for the children to spend their break times. A 4-phase plan was drawn up to meet this need. The profits from many of the events were designated towards the project and a sponsorship campaign was organised. This involved the school children running 1000 laps to raise £1,000. The online sponsorship was carried out through Localgiving in addition to the traditional collection of cash with paper forms. As the PTA can now claim Gift Aid this was claimed through Localgiving with the online donations. A gift aid claim for the cash donations will be made after April 2025 and will also be designated to the remaining phases of the project.

There is still a £500 restricted fund that exists that comes from a grant that was received for the SEN part of the outdoor space which is still to be constructed.

Donations to the school £21,186 were slightly down from the previous year which was £23,878. The PTA honoured the usual annual commitments of Scrapstore subscription, trips subsidy, Coram Beanstalk training for reading volunteers and Year 6 leavers gifts. School curriculum resources such as the Nessy subscription, dyslexia books and early years equipment were also funded. The remainder of the money donated to the school was for the outdoor space. Even though both Phase 1 and Phase 2 were completed by the end of the summer holidays the balance on Phase 2 was not paid until September 2024; so, this does not feature in this year's accounts.

Minchinhampton School PTA

Report of the trustees

For the year ended 31 August 2024

Committee overheads were down on the previous year as the only equipment that was purchased were extra SumUp machines for use in the larger events (£90). There was the cost of refilling our gas cylinders for an event BBQ (£53). In the future it has been decided if this requires doing it will be charged to the actual event that requires this. The remaining overheads were the annual subscriptions for Localgiving, Parentkind and the small lottery license. There is also the monthly subscription to Xero an accounting package which is linked to the PTA bank feed and makes the reconciliation of monies far less onerous on the treasurer.

Regarding expenses there were just the AGM expenses (£19) and the repayment of a donation that was made in error to the PTA (£26 after fees). This was down to a volunteer not realising that a specific email address login for SumUp directs the money to the PTA. As a result, all registered people with our SumUp account will only have their accounts activated immediately prior to an event except for those that are registered using a minchpta.com email address.

There are a variety of other revenue and donation streams that add to the PTA's annual income these include uniform sales, Your School Lottery, easyfundraising, Localgiving, and Bristol Textiles. This year Localgiving was used as a platform for online sponsorship. Even though it provided a simple way for us to collect money there was a fee taken off and a 20p charge/transaction. When the next Localgiving subscription is due for renewal it will be reviewed with the possibility of managing online donations in a different way.

The trustees who served during the period and up to the date of the signing of this report are listed on page 1.

Approved by the trustees on 30/06/25 and signed on their behalf by:



Position Chair

Balance Sheet

Minchinhampton School PTA

As at 31 August 2024

	31 AUG 2024	31 AUG 2023
Bank & Cash		
Current Account	6,750.89	12,385.80
Deposit Account	16,825.17	5,269.74
Cash Floats	-	-
Total Bank & Cash	23,576.06	17,655.54
Total Cash Funds	23,576.06	17,655.54
Reserves		
Opening Balance	17,655.54	13,236.70
Current Year Earnings	5,920.52	4,418.84
Total Reserves	23,576.06	17,655.54

Profit and Loss

Minchinhampton School PTA

For the year ended 31 August 2024

	2024	2023
Income		
Events		
Fireworks Income	13,069.16	13,834.81
Christmas Fair Income	5,493.24	5,945.21
Comedy Night Income	1,829.06	2,379.00
Valentine's Disco Income	658.15	651.80
Quiz Night Income	1,256.95	1,021.89
Eco Event Income	406.53	-
Easter Egg Hunt Income	590.25	1,253.89
CogFest Income	-	1,591.28
Summer Fair Income	9,014.86	11,435.45
Total Events	32,318.20	38,113.33
Sales		
Ice Cream	1,013.48	1,269.07
Uniform	263.00	441.06
Book Bags	-	20.40
Christmas Cards	397.00	707.10
Total Sales	1,673.48	2,437.63
Donations		
Bristol Textiles	157.20	184.50
Christmas Trees	385.95	354.90
Easyfundraising	171.75	273.73
Local Giving	4,372.19	552.21
School Lottery	1,039.37	1,397.20
Other Donations	3,834.80	523.45
Total Donations	9,961.26	3,285.99
Bank Interest		
Bank Interest	194.62	43.65
Total Bank Interest	194.62	43.65
SEN/Sensory Equipment	500.00	-
Total Income	44,647.56	43,880.60
Expenditure		
Donations Paid to School		
Donations to School	21,185.59	23,877.98
Total Donations Paid to School	21,185.59	23,877.98
Event Costs		
Fireworks Expenditure	7,700.18	6,546.72
Christmas Fair Expenditure	785.07	632.90
Comedy Night Expenditure	2,959.09	250.00

	2024	2023
Valentine's Disco Expenditure	165.24	249.80
Eco Event Expenditure	90.47	-
Quiz Night Expenditure	533.84	500.54
Easter Egg Hunt Expenditure	269.32	409.52
Summer Fair Expenditure	3,508.25	4,833.55
Total Event Costs	16,011.46	13,423.03
Sales Costs		
Ice Cream Expenditure	548.62	635.42
Total Sales Costs	548.62	635.42
Overheads		
General Overheads	925.07	1,506.58
Committee Expenses	56.30	18.75
Total Overheads	981.37	1,525.33
Total Expenditure	38,727.04	39,461.76
Profit / Loss	5,920.52	4,418.84