

**Trustees Annual Report (1) , External Scrutiny (2) and Accounts (3) for Dundonald Primary School
PTA for Period 1 October 2019 to 30 September 2020**

- (1) Trustees Annual Report During the period the active and enthusiastic Parent Teacher Association has continued at Dundonald Primary School. The PTA Committee was elected at the annual AGM on behalf of the members and comprises the following:

PTA Role	Name	Description of role
Chair	Andrea Deol Sarah Bailey	The Chair oversees all PTA activities, liaises with school and governors, coordinates projects & volunteers, welcomes and involves new members. The chair works closely with the secretary and treasurer to ensure that events run effectively and to prepare the annual report and accounts.
Secretary	Nadine Armstrong	The secretary is responsible for taking minutes during meetings to provide a record of decisions taken and actions agreed, the coordination of production of notices/flyers to promote PTA events and the liaison with the PTA Chair to prepare agendas.
Trustees	Nissa Redmond, Rebecca Myatt, Lizzie Wright, Charlotte Franolic, Nicky Adams, Sarah Bailey, Andrea Deol	The trustees are responsible that the PTA is well run, solvent and delivers on its charitable purpose. The trustee is legally responsible for the charity and compliance with The Charities Act 2011.
Treasurer	Emma James Nicola Hennigan	The treasurer's role is to manage the funds that the PTA raises. The treasurer is responsible for the PTA accounting, financial reporting, authorising payments (with another committee member), banking monies raised.
Active Members	Various	Active members organise specific events and activities and provide general support.

Members of the PTA have worked together to organise fundraising activities and social functions including film nights, Christmas and summer fairs, children's discos and the ever popular Quiz night. The money raised for the school with the aim of funding resources which provide a wider and richer experience for pupils at Dundonald and is used directly to benefit the school. The PTA endeavour to spend the funds in ways that will benefit all children across the various areas of the school and curriculum. These are usually 'extras' that the school budget would not cover and make the children's experiences at school more fulfilling and exciting.

The PTA liaise with the school about what they would like to be funded. As there are more things on the 'wish list' than funds available there is a process of prioritising and voting to arrive at a final agreement. All parents and staff have a right to hand in requests. A presentation of the PTA's finances is delivered at each Annual General Meeting (AGM) at the beginning of the academic year.

Examples of this spending during the year has include:

- New iPads and Chromebooks for classroom use
- Guided reading books and book corner books
- Dictionaries, atlases, thesauruses
- Outdoor equipment inc. mud kitchen
- SEN equipment
- Maths resources
- Computers and computing equipment

(2) External Scrutiny

The accounts presented for the period 1 October 2019 to 30 September 2020 have been reviewed by Mr Thomas Harper of Surbiton, London. Mr Harper is a Chartered Accountant, registered with the ICAEW and is wholly independent from the school. As part of the review, Mr Harper performed the following:

- Agreed the accounts presented to underlying detailed workings.
- agreed the accounts presented to opening and closing bank statements;
- re-cast the accounts;
- identified all significant payments within the underlying detailed workings, including all payments made to the school and agreed these to the accounts presented; and
- reviewed the detailed workings for anything that might be large or unusual and questioned as appropriate to understand the purpose of the cash flow.

After the review, Mr Thomas Harper concluded that the accounts presented are a true and fair reflection of the activities and transactions undertaken by Dundonald Primary School PTA during the period of the review. Furthermore, see Appendix A

(3) Accounts

Bank account cash receipts and payments			
	Main	Donation	All
Opening bank balance - at 1 Oct 2019	23,567	325	23,892
Closing bank balance - at 30 Sept 2020	38,099	345	38,444
Net cash movement	14,532	20	14,552

Detailed breakdown of net proceeds from events in main bank account below:

Monies raised through events and donations to PTA in main bank account	
Donations	25,011
125 Year Grand Auction	7,168
Xmas Fair	8,332
Quiz Night	1,656
Froggle Show	474
Mad Science	630
Wreath making	367
Xmas Cards	535
Calendars	789
Xmas Trees	508
Mufti Day	432
Mufti	559
Cakes	385
Spooky Disco	355
Second Hand Uniform	385
Easy Fun raising	291
Amazon Smile	71
2nd hand uniform	155
Valentines DiscoYr1&2	67
Valentines DiscoYr3/4/5/6	472
Virtual Quiz Night	289
Total	48,930
Transfer of funds to Dundonald Primary School and other costs	
School donation	-32,785
General Expenses	-503
May magic show	-195
Staff gifts	-602
Y6 collections	-100
Welcome back bunting	-110
Plants/decoration	-103
Total	-34,398
Net movement	14,532

Note; 'Donation' bank account acts as a sweep account where parents can make a regular monthly donation (usually approx. £15 per month). This money is transferred on a regularly basis straight to the school. No fundraising or other activity is carried out via this account.

Appendix A



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Dundonald Primary School Parent Teacher Association

**On accounts for the year
ended**

30 September 2020

**Charity no
(if any)**

1121689

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

**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.

Signed: THarper

Date: 17 July 2021

Name: Thomas Harper

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

ICAEW Chartered Accountant
Membership #1448555

Address: 222 Raeburn Avenue, Surbiton, Surrey. KT5 9EE