

## Trustees Annual Report (1) , External Scrutiny (2) and Accounts (3) for Dundonald Primary School PTA for Period 1 October 2020 to 30 September 2021

**(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, Emma James, Nicky Adams, Sarah Bailey, Andrea Deol, Ili Afifuddin	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	Nicola Hennigan, Ili Afifuddin	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 virtual social functions throughout the pandemic including Pumpkin Trail, online wreath making workshop, online Christmas auction, Christmas Bingo trail and the Wimbledon summer activity pack. 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:

- School equipment including cupboards and hall chairs
- Math resources
- Guided reading books and book corner books
- 2nd hand uniform
- 2021 Calendar
- Math resources
- Dictionaries, atlases thesauruses

## **(2) External Scrutiny**

The accounts presented for the period 1 October 2020 to 30 September 2021 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**

	Main	Regular Donation	All
Opening bank balance - at 1 Oct 2020	38,099	345	38,444
Closing bank balance - at 30 Sept 2021	35,961	3,535	39,496
Net cash movement	-£2,138	£3,190	£1,052

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

**Monies raised through events and donations to PTA in main bank account**  
**1 Oct 2020 -30 Sept 2021**

Pumpkin trail	£840
MUFTI	£930
Second Hand Uniform	£649
Bingo trail	£367
Wreath making	£659
Calendars	£592
Xmas Trees	£4,149
Donations	£20,347
Amazon Smile	£175
Easy Fundraising	£277
Leavers	£1,072

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<b>Total</b>	<b>£30,056</b>
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**Transfer of funds to Dundonald Primary School and other costs**

School donation	-£21,913
General expenses incl. school cupboards	-£9,285
Classroom and staff gifts	-£996

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<b>Total</b>	<b>-£32,194</b>
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<b>Net movement</b>	<b>-£2,138</b>
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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 2021

**Charity no  
(if any)**

1121689

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### **Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2021.

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:** 25 July 2022

**Name:** Thomas Harper

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

ICAEW Chartered Accountant  
Membership #1418555

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