

## Trustees Annual Report (1) , External Scrutiny (2) and Accounts (3) for Dundonald Primary School PTA for Period 1 October 2022 to 30 September 2023

- (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	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	Tara McSweeney	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	Andrea Deol, Ili Afifuddin, Marisa Westcott, Louise Crowley, Charlotte Franolic, Tara McSweeney	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	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
- Learning resources:
  - Guided reading books
  - Other reading corner books
  - Timetables
- 2023 Calendar
- Stationaries
- Green project - planting flowers and small trees at school

## (2) External Scrutiny

The accounts presented for the period 1 October 2022 to 30 September 2023 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 2022	43,554	640	44,194
Closing bank balance - at 30 Sept 2023	64,762	3,628	68,390
Net cash movement	<b>£21,208</b>	<b>£2,988</b>	<b>£24,196</b>

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 2022 -30 Sept 2023**

Summer Fair	£ 14,389.40
Xmas Fair	£ 15,759.72
Strip & SumUp payments for PTA school events	£ 23,608.54
Direct donations/ Charities Trust	£ 3,276.89
Amazon Smile	£ 375.27
Easy Fundraising	£ 317.16
<b>Total</b>	<b>£57,726.98</b>

**Transfer of funds to Dundonald Primary School and  
other costs**

School donation includes learning resources	-£ 16,372.28
Other school & event expenses	-£ 20,146.50

<b>Total</b>	<b>-£36,518.78</b>
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<b>Net movement</b>	<b>£21,208.20</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 2023

**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 30/09/2023.

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:** 30/07/2024

**Name:** Thomas Harper

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

ICAEW Chartered Accountant  
Membership #1448555

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