



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2021 Period start date
To 31st August 2022 Period end date

Charity name: Blackhorse PTA

Charity registration number: 1121813

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our objectives are to advance the education of pupils in the school in particular by: <ol style="list-style-type: none">1. Developing effective relationships between the staff, parents and others involved in the school;2. Engaging in activities or providing facilities or equipment which support the school and advance the education of pupils; and3. Organising school events and activities to raise funds which will make a positive contribution to Blackhorse Primary School pupils and families.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Thanks to the continuing hard work of our PTA committee, Happy Helper volunteers, staff and parents, we have been able to raise a total of £17,225. This is an income of £25,215.78 minus expenses of £7,990.78. We ran a variety of events throughout the school year: Bedtime Stories: £464.18 (plus £541.18 book credit for the school) Christmas Cards: £939.91 Wreath making: £533.21 Christmas Market: £2,342.67 Christmas Raffle: £1,515.17 BBQuiz: £530.36 Mother's Day Wrap: £196.81 Jubilee Memorabilia: £530.51 Smarties Challenge: £608.60

		<p>Father's Day Wrap: £46.72 Summer Festival: £3,920.22 Summer Raffle: £851.70</p> <p>We also raised £2,102.80 via Your School Lottery and the school choir raised £71.70 signing Christmas Carols.</p> <p>In addition to this, we have raised funds through selling refreshments at school (£867), we sold second-hand uniform (£117.50) and arranged clothing collections (£183.96).</p> <p>We sought extra sources of funding available and raised money through committee member's employee match fund schemes (£903), MyNameTags (£29) and online retailers (£269.98).</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The committee hold monthly meetings throughout the school year. These meetings are open to all parents and staff and are sometimes attended by a member of the school Senior Leadership Team (SLT). All requests for funding are discussed in detail at these meetings so the committee can ascertain if they fit the guidance on public benefit - in our case for pupils at Blackhorse Primary School and their families - before a vote is undertaken to decide if we can meet the funding request.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We aim to fund a variety of activities and resources across the school, wherever possible reaching children from all year groups. Funding provided by Blackhorse PTA to Blackhorse Primary School this year was:</p> <p>Christmas Books £387.10 Stage curtains, sets, lighting and audio equipment for the school hall £4,500 Travel fund for school trips £2,800 (this was a higher contribution than normal as there were no school trips in 2020/21 due to the COVID-19 pandemic) Music Explorers Samba sessions £440</p> <p>We have funds available for the following: Sinking Ships play equipment in the playground (£6,000), 2022/23 Music Explorers Ukulele sessions (£440), Aesop's Touring Company theatre performances (£800), Atlas book sets (£540), Micro bits for the school computing curriculum (£500) and £1,600 travel fund for school trips.</p> <p>We understand the main project, the Blackhorse Sports Pavilion, may no longer proceed due to escalating costs and planning complications. The PTA are in regular contact with the SLT at Blackhorse Primary School regarding this. The £10,000 which has been raised for this</p>

		project can be retained in the PTA bank account and redirected to other projects if the pavilion does not go ahead. One idea currently under consideration by the SLT is an outdoor classroom.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the 2021/22 school year, the PTA has available funds of £28,479.27. We have committed to the following funding for next year: Sinking Ships play equipment in the playground (£6,000), 2022/23 Music Explorers Ukulele sessions (£440), Aesop's Touring Company theatre performances (£800), Atlas book sets (£540) and Micro
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		bits for the school computing curriculum (£500).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The PTA always hold £2,000 in reserve in our bank account to ensure we are able to meet the up-front costs of running events like hiring entertainers, purchasing food and drinks to sell, paying licence costs and for cash floats.
Amount of reserves held	Para 1.22	£2,000 minimum
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	PTA UK Model Constitution version June 2016
How is the charity constituted?	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated and voted for at our annual general meeting attended by parents and school staff

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Blackhorse PTA
Other name the charity uses	
Registered charity number	1121813
Charity's principal address	Blackhorse Primary School Blackhorse Lane Emersons Green Bristol BS16 6TR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Wendy Matcham	Chair		
2	Laura Palmer	Treasurer		
3	Katherine Budden	Secretary		
4	Melanie Street			
5	Elizabeth Leeson			
6	Tiesha Robb			
7	Sarah Wilson			
8	Nick Anstruther			
9	Deanna Stephens			
10	Stacey Hodgkins			
11	Sarah Mankelow			
12	Victoria Warner			
13	Christopher Wheeler			
14	Sharon Albon-Crouch			
15	Marcie Buss			

Corporate trustees - names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)

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Full name(s)

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**Position (eg
Secretary, Chair, etc)**

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Date

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Expenses codes

EX-1	Refreshments
EX-2	Wreath making
EX-3	Christmas bottles
EX-4	School/PTA misc
EX-5	Christmas raffle
EX-6	Christmas Lights event
EX-7	Christmas cards
EX-8	Bedtime Stories
EX-9	FDW 2022
EX-10	MDW 2022
EX-11	BBQuiz
EX-12	Future events
EX-13	Summer Festival
EX-14	Smarties Challenge
EX-15	Jubilee Artwork
EX-16	Summer Raffle

Cash balance 1/9/2021			
	<u>Coin</u>	<u>Number</u>	<u>Value</u>
	£ 20.00	3	£ 60.00
	£ 10.00	9	£ 90.00
	£ 5.00	12	£ 60.00
	£ 2.00	17	£ 34.00
	£ 1.00	50	£ 50.00
	£ 0.50	55	£ 27.50
	£ 0.20	105	£ 21.00
	£ 0.10	85	£ 8.50
	£ 0.05	100	£ 5.00
	£ 0.02	26	£ 0.52
	£ 0.01	25	£ 0.25
	Total =		###

Leftover stock from the Summer Festival which will be used at a future event:

Classic ales box
IPA selection box
Carling box
Thatchers Gold box
Prosecco

We also have a random bucket of ales and cider

Xmas books

Expenses put through last year: £72.62

MDW 2022:

Expenses put through last year: £247.94

Stock left for next year (2023): Box of 49 items in the red shed

FDW 2022:

FDW items: 321 as at 26/05/2022

Expenses put through last year: £97.91

Other:

Loads of takeaway containers in red shed
Nachos from the BBQ in red shed - USED AT SUMMER FESTIVAL
Foil at Chris's house (large industrial sized one)
c240 hot dogs leftover from the Summer Festival. Use at xmas
2 jars of coffee bought for the Summer Festival plus whatever is left of the opened jar

1	£10.00	Estimated as receipt unclear
1	£10.00	Estimated as receipt unclear
1	£8.00	
4	£32.00	
17	£101.83	
	£161.83	

Bank and cash reconciliation for year September 2021 - August 2022

Laura Palmer

DATE	REF.	DESCRIPTION	CASH IN	CASH OUT	CASH TOTAL	BANK IN	BANK OUT	BANK TOTAL
09/01/2021		Opening Balances (End of year accounts)			356.77			19,360.45
09/06/2021	BACS	Your School Lottery			356.77	213.50		19,573.95
09/21/2021	CASH	Uniform sales	106.50		463.27			19,573.95
09/21/2021	CASH	Uniform sales (given to the school office)	10.00		473.27			19,573.95
09/28/2021	BACS	Uniform sales transferred to the PTA bank account			473.27	1.50		19,575.45
09/29/2021	BACS	Raffle ticket sponsorship (3 Peaps in a Podcast)			473.27	30.00		19,605.45
10/01/2021	CASH	Refund for uniform sale due to broken zip - no receipt		2.50	470.77			19,605.45
10/05/2021	BACS	Your School Lottery			470.77	153.60		19,759.05
10/06/2021	BACS	Lloyds matched funding			470.77	903.00		20,662.05
10/07/2021	BACS	Raffle ticket sponsorship (T A Baylis Electrical)			470.77	30.00		20,692.05
10/11/2021	BACS	Wreath making workshop ticket sales via bank transfer			470.77	125.00		20,817.05
10/12/2021	BACS	Your School Lottery			470.77	29.10		20,846.15
10/12/2021	BACS	Wreath making workshop ticket sales via bank transfer			470.77	425.00		21,271.15
10/12/2021	BACS	Christmas card order - L Dembicki			470.77	10.00		21,281.15
10/13/2021	BACS	Wreath making workshop ticket sales via bank transfer			470.77	225.00		21,506.15
10/13/2021	BACS	Raffle ticket sponsorship (MPRC)			470.77	30.00		21,536.15
10/13/2021	BACS	Christmas card order - R Lehto-Dyer			470.77	21.00		21,557.15
10/14/2021	BACS	Wreath making workshop ticket sales via bank transfer			470.77	25.00		21,582.15
10/15/2021	BACS	Christmas card order - J&K Budden			470.77	22.00		21,604.15
10/15/2021	BACS	Transfer from Wendy for sweets			470.77	0.40		21,604.55
10/15/2021	BACS	Refreshment sale at Achievement Assembly and in the playground afterwards	59.85		530.62			21,604.55
10/18/2021	BACS	Wreath making workshop ticket sales via bank transfer			530.62	75.00		21,679.55
10/18/2021	BACS	Christmas card order - JM Large			530.62	17.25		21,696.80
10/18/2021	CHEQUES	Christmas card orders			530.62	815.50		22,512.30
10/18/2021	CASH	Christmas card orders	1,795.85		2,326.47			22,512.30
10/19/2021	BACS	Wreath making workshop ticket sales via bank transfer			2,326.47	97.50		22,609.80
10/20/2021	BACS	Wreath making workshop ticket sales via bank transfer			2,326.47	50.00		22,659.80
10/20/2021	CASH	Wreath making workshop (Sharon had only transferred £22.50 by mistake so she gave the extra £2.50 in cash)	2.50		2,328.97			22,659.80
10/21/2021	BACS	Christmas card orders			2,328.97	7.25		22,667.05
10/22/2021	BACS	Bedtime Stories payments via SumUp (paid between 22nd Oct and 10th Nov)			2,328.97	463.47		23,130.52
11/01/2021	CASH	Bedtime Stories payments	17.50		2,346.47			23,130.52
11/01/2021	BACS	Wreath making workshop ticket sales via bank transfer			2,346.47	200.00		23,330.52
11/02/2021	BACS	Your School Lottery			2,346.47	159.60		23,490.12
11/03/2021	BACS	Wreath making workshop deposit payment to Gullick & Fell			2,346.47		400.00	23,090.12
11/03/2021	BACS	Wreath making workshop ticket sales via bank transfer			2,346.47	50.00		23,140.12
11/04/2021	BACS	Easy Fundraising			2,346.47	15.33		23,155.45
11/04/2021	BACS	Wreath making workshop ticket sales via bank transfer			2,346.47	25.00		23,180.45
11/08/2021	BACS	Bedtime Stories book sales (SumUp payment of £91.61 minus ticket sales which are detailed above)			2,346.47	64.79		23,245.24
11/10/2021	BACS	Christmas card invoice from Class Fundraising Ltd			2,346.47		1,740.94	21,504.30
11/10/2021	EX-501	Wendy expenses - Raffle tickets			2,346.47		75.78	21,428.52
11/10/2021	EX-401	Sharon expenses - Christmas books			2,346.47		387.10	21,041.42
11/10/2021	EX-101	Marcie expenses - Refreshments (given in cash)		39.19	2,307.28			21,041.42
11/10/2021	BACS	Bedtime Stories payments via bank transfer			2,307.28	12.50		21,053.92
11/11/2021	CASH	Bedtime Stories book sales (Mon-Thurs)	122.83		2,430.11			21,053.92
11/11/2021	CASH	Bedtime Stories refreshment sales	46.40		2,476.51			21,053.92
11/11/2021	BACS	Rags to Riches			2,476.51	80.28		21,134.20
11/11/2021	BACS	Bedtime Stories books sales (SumUp)			2,476.51	161.95		21,296.15
11/12/2021	BACS	Bedtime Stories books sales (iZettle)			2,476.51	132.92		21,429.07
11/12/2021	BACS	Bedtime Stories books sales (SumUp)			2,476.51	116.81		21,545.88
11/12/2021	CASH	Cash book sales (Fri)	29.95		2,506.46			21,545.88
11/15/2021	BACS	Bedtime Stories books sales (SumUp)			2,506.46	50.06		21,595.94
11/16/2021	BACS	Bedtime Stories books sales (iZettle) - includes £9 gross of refreshment sales			2,506.46	286.46		21,882.40
11/25/2021	BACS	Bedtime Stories books sales (SumUp)			2,506.46	30.43		21,912.83
11/22/2021	BACS	Wreath making workshop ticket sales via bank transfer			2,506.46	25.00		21,937.83
11/23/2021	BACS	Wreath making workshop - ticket refund (Deanna Stephens)			2,506.46		25.00	21,912.83
11/25/2021	BACS	Wreath making workshop ticket sales via bank transfer			2,506.46	50.00		21,962.83
11/25/2021	CASH	Wreath making workshop - ticket refund (Rachel Curtis)		25.00	2,481.46			21,962.83
11/25/2021	BACS	Raffle ticket sales via bank transfer			2,481.46	35.00		21,997.83
11/25/2021	BACS	Raffle ticket sales via bank transfer (A Ager)			2,481.46	10.00		22,007.83
11/25/2021	CASH	Wreath making refreshments	46.50		2,527.96			22,007.83
11/25/2021	CASH	Wreath making - Mini raffle on the night	50.00		2,577.96			22,007.83
11/26/2021	BACS	Liz Leeson bank transfer for wreath refreshments			2,577.96	1.50		22,009.33
11/26/2021	BACS	Raffle ticket sales via bank transfer			2,577.96	10.00		22,019.33
11/26/2021	BACS	Wreath making refreshments (SumUp)			2,577.96	73.75		22,093.08
11/26/2021	BACS	Raffle ticket sales via bank transfer (SM Moore £5 and JE & AM Moore £10)			2,577.96	15.00		22,108.08
11/29/2021	BACS	Raffle ticket sales via bank transfer			2,577.96	20.00		22,128.08

11/30/2021	BACS	Raffle ticket sales (iZettle)	2,577.96	1.96		22,130.04
11/30/2021	BACS	Wreath making workshop balance payment to Gullick and Fell	2,577.96		432.00	21,698.04
11/30/2021	BACS	Payment to Travelling Books	2,577.96		1,001.96	20,696.08
11/30/2021	EX-201	Katherine expenses - Wreath making	2,577.96		56.64	20,639.44
11/30/2021	EX-701	Katherine expenses - Christmas cards	2,577.96		8.00	20,631.44
11/30/2021	EX-601	Katherine expenses - Christmas Market	2,577.96		21.00	20,610.44
11/30/2021	BACS	Wreath making workshop - ticket refund (Wendy Matcham)	2,577.96		25.00	20,585.44
11/30/2021	EX-202	Liz expenses - Prosecco for Wreath making	2,577.96		49.90	20,535.54
11/30/2021	CHEQUE	Raffle ticket sales via bank transfer	2,577.96	10.00		20,545.54
12/01/2021	CASH	Banking excess cash	1,240.00	1,240.00		21,785.54
12/03/2021	BACS	Raffle ticket sales via bank transfer (K Jones)	1,337.96	50.00		21,835.54
12/06/2021	EX-801	Stacey expenses - Bedtime Stories drinks and biscuits	1,337.96		69.93	21,765.61
12/06/2021	EX-602	Stacey expenses - Champagne flutes and cracker toys for Christmas Market	1,337.96		15.00	21,750.61
12/07/2021	BACS	Your School Lottery	1,337.96	206.00		21,956.61
12/07/2021	EX-901	Sarah W expenses - FDW 2022	1,337.96		8.27	21,948.34
12/07/2021	EX-603	Sarah W expenses - Christmas Market	1,337.96		87.63	21,860.71
12/09/2021	CASH	Takings from the Christmas market (cash) - including sales of toys and Christmas goodies at the performances	2,196.46			21,860.71
12/08/2021	BACS	Transfer from Liz for two light bottles	3,534.42	10.00		21,870.71
12/08/2021	BACS	Transfer from Wendy for a light bottle and a cracker	3,534.42	6.00		21,876.71
12/09/2021	BACS	Transfer from Wendy for mulled wine	3,534.42	2.00		21,878.71
12/09/2021	BACS	Transfer from Wendy for reindeer food/hot choc reindeer	3,534.42	5.00		21,883.71
12/09/2021	BACS	Transfer from Wendy for drinks	3,534.42	5.00		21,888.71
12/09/2021	BACS	Transfer from Wendy for toy	3,534.42	3.50		21,892.21
12/09/2021	BACS	Transfer from Sarah W for tombola	3,534.42	5.00		21,897.21
12/09/2021	BACS	Transfer from Katherine for raffle	3,534.42	25.00		21,922.21
12/10/2021	BACS	Transfer from Laura for light bottle and beers	3,534.42	9.00		21,931.21
12/10/2021	BACS	Transfer from Tiesha for food	3,534.42	5.00		21,936.21
12/10/2021	BACS	Transfer from Sally Ashton for light bottles	3,534.42	21.00		21,957.21
12/10/2021	BACS	Takings from the Christmas market (SumUp card machine)	3,534.42	400.97		22,358.18
12/13/2021	BACS	Transfer from C Mannering for light bottles	3,534.42	5.00		22,363.18
12/13/2021	BACS	Transfer from Taylor for light bottles	3,534.42	8.00		22,371.18
12/13/2021	BACS	Amazon Smile	3,534.42	37.36		22,408.54
12/13/2021	BACS	Transfer from Laura for light bottles	3,534.42	8.00		22,416.54

Blackhorse PTA - Year End Accounts for September 2021 to August 2022

<u>Term</u>	<u>Event</u>	<u>Income</u>	<u>Expenditure</u>	<u>Net Income</u>
Term 1	No events	0.00	0.00	0.00
Term 2	Bedtime Stories	1,562.36	1,098.18	464.18
	Christmas cards	2,688.85	1,748.94	939.91
	Wreath making	1,473.00	939.79	533.21
	Christmas lights/market	2,861.96	519.29	2,342.67
	Christmas raffle	1,667.10	151.93	1,515.17
Term 3	BBQuiz	877.50	347.14	530.36
Term 4	Mothers day wrap	401.92	205.11	196.81
	Jubilee items	545.50	14.99	530.51
Term 5	Smarties challenge	711.10	102.50	608.60
Term 6	Fathers day wrap	335.90	289.18	46.72
	Summer Festival	6,071.15	2,150.93	3,920.22
	Summer raffle	1,010.90	159.20	851.70
Other Income	Refreshment Sales	1,130.60	263.60	867.00
	Easy Fundraising & Amazon Smile	269.98	0.00	269.98
	Clothes Recycling	183.96	0.00	183.96
	Matched funding	903.00	0.00	903.00
	Grants	0.00	0.00	0.00
	Uniform sales	117.50	0.00	117.50
	School Lottery	2,102.80	0.00	2,102.80
	Other	300.70	0.00	300.70
Totals		£ 25,215.78	£ 7,990.78	£ 17,225.00

NOTE: £247.94 expenses for MDW 2022 put through last school year. 49 gifts remaining for 2023 MDW

NOTE: £97.91 expenses for FDW 2022 put through last school year. We used 18 bags of leftover chocs from B&B for FDW. 1
NOTE: Choir invoice for £75 paid in the 2022/23 accounts so we need to deduct £75 from the net income figure

NOTE: We used 18 bags of leftover chocs (c.£18) from Beauty & the Beast for FDW

NOTE: Actual figure will be higher than this; takings were not split out in the end of year refreshments and uniform sale

£71.70 raised by the choir for singing Christmas carols outside Co-op in December 21

PTA Expenditure - money to school

£8,127.10

(Christmas books (plus £72.62 spent last year for Dec 21))

PTA Miscellaneous running costs

£335.85

(Parentkind membership, items bought for future events and stationery costs)

Total PTA Expenditure

£8,462.95

Overall Expenditure

£ 16,453.73

Profit of income over expenditure

£ 8,762.05

Year end balance at 31/8/2021

£ 19,717.22

plus Profit

£ 8,762.05

Year End Balance at 31/8/2022

£28,479.27

PTA funds donated to Blackhorse Primary School

Date	Details	Class Texts	Xmas Books	Misc	Funding requests	Yr 6 Leavers Presents	Future events
11/10/2021	Sharon expenses (EX-401) - Christmas books		387.10				
02/08/2022	Invoice for stage lighting, curtains and audio system				4,500.00		
02/08/2022	Invoice for school travel fund				2,800.00		
03/15/2022	Invoice payment to school for Music Explorers				440.00		
TOTAL		£0.00	£387.10	£0.00	£7,740.00	£0.00	£0.00

TOTAL COSTS

BUDGET:

£1,000	Lighting and power to the red shed
£540	Atlas book sets
£800	Aesop theatre shows
£6,000	Shipwreck
£440	Music Explorers
£500	Microbits for the school computing ciriculum
£10,000	Sports pavilion
£19,280	

TOTAL

£	387.10
£	4,500.00
£	2,800.00
£	440.00
£	-
£	-
£	-
£	-
£	-

£8,127.10

£8,127.10

Miscellaneous PTA expenditure

Date	Details	Misc	Treasurer
01/04/2022	Parentkind membership and insurance	128.00	
02/08/2022	Laura expenses (EX-402) - Allergen labels and 2nd class stamps	8.99	7.92
04/20/2022	Chris expenses (EX-403) - Takeaway containers and foil	40.75	
04/20/2022	Chris expenses (EX-404) - Nachos for a future event - USED AT SUMMER FESTIVAL 2022		
07/06/2022	Chris expenses (EX-1201) - Coffee and hot dogs for a future event (likely xmas 2022)		
07/06/2022	Katherine expenses (EX-405) - Champagne flutes to be used at any event with drinks	17.01	
TOTAL		£194.75	£7.92

[illegible]

Non-event Fundraising

Date	Description	Online fundraising (Easy Fundraising and Amazon Smile)		Clothes recycling	
06/09/21	Your School Lottery				
21/09/21	Uniform sales				
28/09/21	Uniform sales				
01/10/21	Refund for uniform sale due to broken zip				
05/10/21	Your School Lottery				
06/10/21	Lloyds matched funding				
12/10/21	Your School Lottery				
02/11/21	Your School Lottery				
04/11/21	Easy Fundraising	£	15.33		
11/11/21	Rags to Riches			£	80.28
07/12/21	Your School Lottery				
13/12/21	Amazon Smile	£	37.36		
15/12/21	Donations given to the school choir singing carols at Co-op in Downend				
05/01/22	Your School Lottery				
08/02/22	Your School Lottery				
18/02/22	Easy Fundraising	£	44.37		
21/02/22	Rags to Riches			£	103.68
22/02/22	Your School Lottery				
23/02/22	Amazon Smile	£	59.52		
08/03/22	Your School Lottery				
15/03/22	My Name Tags				
15/03/22	Uniform sales				
05/04/22	Your School Lottery				
04/05/22	Your School Lottery				
09/05/22	Amazon Smile	£	38.28		
07/06/22	Your School Lottery				
27/06/22	Benevity Donation				
05/07/22	Your School Lottery				
02/08/22	Your School Lottery				
09/08/22	Your School Lottery				
16/08/22	Amazon Smile	£	44.13		
23/08/22	Easy Fundraising	£	30.99		
30/08/22	Benevity Donation				

TOTAL INCOME

£

269.98

£

183.96

Matched funding	Grants	Uniform Sales	School Lottery	Other
			£ 213.50	
		£ 116.50		
		£ 1.50		
		-£ 2.50		
£ 903.00			£ 153.60	
			£ 29.10	
			£ 159.60	
			£ 206.00	
				£ 71.70
			£ 161.60	
			£ 196.40	
			£ 28.80	
			£ 153.60	
				£ 29.00
		£ 2.00	£ 151.60	
			£ 147.20	
			£ 186.00	
				£ 100.00
			£ 147.60	
			£ 142.40	
			£ 25.80	
				£ 100.00

£	903.00	£	-	£	117.50	£	2,102.80	£	300.70
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INCOME

* NOTE: We used 18 bags of leftover chocs (c.£18) from Beauty & the Beast for FDW

Description	Amount
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Refreshment sale at Achievement As	60.25
Cash takings for refreshments at Be £	156.60
Card takings for refreshments at Be £	26.50
Cake sale cash takings £	320.70
Cake sale bank transfer takings £	1.50
Sports Day refreshments cash taking £	351.30
Ice pops, uniform and refreshme £	153.20
New reception intake refreshmer £	18.25
Sum Up takings - Ice pops, unifo £	42.30

TOTAL INCOME	£ 1,130.60
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TOTAL COSTS	£263.60
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PROFIT	£867.00
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Bedtime Stories - 8th-12th November 2021

Date	Details	Drink & cookies	Refreshment s	Admin	TOTAL
11/10/2021	Card payment fees for ticket sales			£ 11.53	£ 11.53
11/25/2021	Card payment fees for book sales			£ 14.61	£ 14.61
11/25/2021	Card payment fees for refreshment sales			£ 0.15	£ 0.15
11/30/2021	Book payment to Travelling Books			£ 1,001.96	£ 1,001.96
12/06/2021	Stacey expenses (EX-801) - Drinks and biscuits	£ 69.93			£ 69.93
	TOTAL	£69.93	£0.00	£1,028.25	£1,098.18

Summary

	<u>Cost</u>	<u>Sales</u>	<u>Profit</u>
Tickets	£81.46	£ 505.00	£ 423.54
Refreshments	£0.15	£ 55.40	£ 55.25
Book sales	£1,016.57	£1,001.96	-£ 14.61
TOTALS	£1,098.18	£1,562.36	£ 464.18

BOOK FAIR INFORMATION

Book sales	£ 1,001.96
PTA purchases	£0.00
Total sales	£1,001.96
60% COMMISSION=	£541.18

INCOME

Date	Type
10/22/2021	BACS
11/01/2021	CASH
11/10/2021	BACS
11/08/2021	BACS
11/12/2021	BACS
11/11/2021	BACS
11/12/2021	BACS
11/16/2021	BACS
11/11/2021	CASH
11/11/2021	CASH
11/15/2021	BACS
11/12/2021	CASH
11/25/2021	BACS

Tickets
SumUp
Cash
BACS
TOTAL:

	Mon	Tues	Weds	Thurs	Fri
Cash book sales	£7.99	£24.96	£7.99	£81.89	£29.95
Vouchers for books	£0.00	£0.00	£0.00	£15.00	£9.99
Card payments for books	£65.91	£135.28	£172.74	£424.32	£50.93
Cash refreshments	£0.00	£0.00	£0.00	£46.40	£0.00
Card payments for refreshments	£0.00	£0.00	£0.00	£9.00	£0.00

Description	Amount	
Bedtime Stories payments via SumUp (parent)	£ 475.00	(£463.47 after card payment fees deducted - see expenses on the left)
Bedtime Stories payments	£ 17.50	
Bedtime Stories payments	£ 12.50	
Book sales (Mon)	£ 65.91	(£64.79 after card payment fees deducted - see expenses on the left)
Book sales (Tues)	£ 135.28	(£132.92 after card payment fees deducted - see expenses on the left)
Book sales (Weds)	£ 164.75	(£161.95 after card payment fees deducted - see expenses on the left)
Book sales (Thurs) and £9 of refreshment	£ 118.82	(£116.81 after card payment fees deducted - see expenses on the left)
Book sales (Thurs)	£ 291.53	(£286.46 after card payment fees deducted - see expenses on the left)
Cash book sales (Mon-Thurs)	£ 122.83	
Cash refreshment sales	£ 46.40	
Book sales (Fri)	£ 50.93	(£50.06 after card payment fees deducted - see expenses on the left)
Cash book sales (Fri)	£ 29.95	
Book sales (balance from SumUp)	£ 30.96	
TOTAL INCOME	£ 1,562.36	
TOTAL COSTS	£1,098.18	
PROFIT	£ 464.18	

£	475.00	
£	17.50	
£	12.50	
£	505.00	199 tickets sold (one parent paid £7.50 extra)

Christmas Cards 2021

INCOME

[illegible]

Date

12/10/2021
13/10/2021
15/10/2021
18/10/2021
18/10/2021
18/10/2021
21/10/2021

Type	Description	Amount	
BACS	Christmas card order - L Dembicki	£	10.00
BACS	Christmas card order - R Lehto-Dyer	£	21.00
BACS	Christmas card order - J&K Budden	£	22.00
BACS	Christmas card order - JM Large	£	17.25
CHEQUES	Christmas card cheques	£	815.50
CASH	Christmas card cash	£	1,795.85
BACS	Christmas card order	£	7.25
TOTAL INCOME		£	2,688.85
TOTAL COSTS			£1,748.94
PROFIT		£	939.91

Wreath making - 25th November 2021

Date	Details	Cost
11/03/2021	Wreath making deposit	400.00
11/26/2021	SumUp card machine charges	1.25
11/30/2021	Wreath making balance payment	432.00
11/30/2021	Katherine expenses (EX-201) - TENS licence and	56.64
11/30/2021	Liz expenses (EX-202) - Prosecco for Wreath maki	49.90
TOTAL		£889.89

INCOME

Date	TOTAL
11/10/2021	400.00
12/10/2021	1.25
13/10/2021	432.00
14/10/2021	56.64
18/10/2021	49.90
19/10/2021	£ -
20/10/2021	£ -
20/10/2021	£ -
01/11/2021	£939.79
03/11/2021	
04/11/2021	
22/11/2021	
23/11/2021	
25/11/2021	
25/11/2021	
25/11/2021	
25/11/2021	
26/11/2021	
26/11/2021	
30/11/2021	

Type	Description		Amount
BACS	Wreath making tickets	£	125.00
BACS	Wreath making tickets	£	425.00
BACS	Wreath making tickets	£	225.00
BACS	Wreath making tickets	£	25.00
BACS	Wreath making tickets	£	75.00
BACS	Wreath making tickets	£	97.50
BACS	Wreath making tickets	£	50.00
CASH	Wreath making tickets	£	2.50
BACS	Wreath making tickets	£	200.00
BACS	Wreath making tickets	£	50.00
BACS	Wreath making tickets	£	25.00
BACS	Wreath making tickets	£	25.00
BACS	Wreath making ticket refund	-£	25.00
BACS	Wreath making tickets	£	50.00
CASH	Wreath making ticket refund	-£	25.00
CASH	Refreshment sales	£	46.50
CASH	Wreath making - Mini raffle on the night	£	50.00
BACS	Bank transfer for refreshments	£	1.50
BACS	Wreath making refreshments (SumUp)	£	75.00
BACS	Wreath making ticket refund	-£	25.00
	TOTAL INCOME	£	1,473.00
	TOTAL COSTS		£939.79
	PROFIT	£	533.21

Sharon had only transferred £22.50 by mistake so she

gave the extra £2.50 in cash

Christmas raffle - 9th December 2021

Date	Details	Ticket printing	Card machine charges	Prizes	TOTAL
11/10/2021	Wendy expenses (EX-501) - Raffle tickets	75.78			£75.78
11/30/2021	iZettle card machine charges		0.04		£0.04
12/13/2021	Deanna expenses (EX-502) - Hamper for the Christmas Raffle			50.45	£50.45
12/15/2021	SumUp card machine charges	0.66			£0.66
02/08/2022	Laura expenses (EX-503) - Amazon voucher raffle prize			25.00	£25.00
					£0.00
					£0.00
					£0.00
	TOTAL	£76.44	£0.04	£75.45	£151.93
	<u>Summary</u>	<u>Cost</u>	<u>Sales</u>	<u>Profit</u>	

INCOME

Date	Type
09/29/2021	BACS
10/07/2021	BACS
10/13/2021	BACS
11/25/2021	BACS
11/25/2021	BACS
11/26/2021	BACS
11/26/2021	BACS
11/29/2021	BACS
11/30/2021	BACS
11/30/2021	BACS
12/03/2021	BACS
12/09/2021	BACS
12/13/2021	BACS
12/14/2021	BACS
12/14/2021	BACS
12/14/2021	CHEQUE
12/15/2021	BACS
12/15/2021	BACS
12/16/2021	CASH

Description	Amount
Raffle ticket sponsorship (3 Peaps in a Podcast)	£30.00
Raffle ticket sponsorship (T A Baylis Electrical)	£30.00
Raffle ticket sponsorship (MPRC)	£30.00
Raffle ticket sales	£35.00
Raffle ticket sales (A Ager)	£10.00
Raffle ticket sales	£10.00
Raffle ticket sales (SM Moore £5 and JE & AM Moo	£15.00
Raffle ticket sales	£20.00
Raffle ticket sales (iZettle)	£2.00
Raffle ticket sales	£10.00
Raffle ticket sales (K Jones)	£50.00
Raffle ticket sales (K Budden)	£25.00
Raffle tickets sales (P Warner)	£10.00
Transfer from Marcie for raffle tickets	£20.00
Donation from Rob Eacott for us to buy gifts for t	£75.00
Raffle ticket sales (S Mankelow)	£10.00
Takings from the raffle (SumUp card machine)	£40.00
Raffle ticket sales (W Matcham)	£10.00
Cash takings	£1,235.10
TOTAL INCOME	£1,667.10
TOTAL COSTS	£151.93
PROFIT	£ 1,515.17

Christmas Lights/Market - 9th December 2021

Date	Details	Running costs	Food	Tea, coffee, hot choc and mince pies	Bar	Christmas goodies (crackers, hot choc cones, reindeer food)	Krispy Kreme	Xmas light bottles	Toys
11/30/2021	Katherine expenses (EX-601) - TENS licence	21.00							
12/06/2021	Stacey expenses (EX-602) - Champagne flutes and cracker toys for Christmas M				10.00	5.00			
12/07/2021	Sarah W expenses (EX-603) - Christmas Market					32.63	55.00		
12/09/2021	SumUp card machine fees	6.93							
12/13/2021	Katherine expenses (EX-604) - Cracker fillings, veg chilli		9.78		37.01	7.56			18.00
12/14/2021	iZettle card machine fees	1.27							
12/14/2021	SumUp card machine fees	0.13							
12/15/2021	SumUp card machine fees	0.40							
12/15/2021	Vicky expenses (EX-605) - Food, drink and cutlery		8.00	25.35					
12/15/2021	Chris expenses (EX-606) - Food		180.61						
12/16/2021	SumUp card machine fees	0.19							
02/08/2022	Laura expenses (EX-607) - Crackers and reindeer hot choc cones					34.44			
03/15/2022	Sharon expenses (EX-608) - Cork lights for the Christmas bottles at the Christmas Market							65.99	

TOTAL	£29.92	£198.39	£25.35	£47.01	£79.63	£55.00	£65.99	£18.00
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<u>Summary</u>	<u>Cost</u>	<u>Sales</u>	<u>Profit</u>
Entry (minus running costs)	£29.92	£ 169.21	£ 139.29
Food	£198.39	£ 913.90	£ 715.51
Tea, coffee, hot choc and mince pies	£25.35	£ 173.90	£ 148.55
Bar	£47.01	£ 183.10	£ 136.09
Christmas goodies	£79.63	£ 228.00	£ 148.37
Krispy Kreme	£55.00	£ 78.00	£ 23.00
Xmas light bottles	£65.99	£ 231.00	£ 165.01

Some of these takings were mixed up with the h

Toys	£18.00	£ 454.40	£ 436.40
Tombola	£0.00	£ 393.45	£ 393.45
TOTALS	£519.29	###	###

INCOME

TOTAL	Date	Type	Description	Amount
£ 21.00	12/09/2021	CASH	Takings from the Christmas market (cash)	£2,196.46
£ 15.00	12/08/2021	BACS	Transfer from Liz for two light bottles	£10.00
£ 87.63	12/08/2021	BACS	Transfer from Wendy for a light bottle and a cracker	£6.00
£ 6.93	12/09/2021	BACS	Transfer from Wendy for mulled wine	£2.00
£ 72.35	12/09/2021	BACS	Transfer from Wendy for reindeer food/hot choc reind	£5.00
£ 1.27	12/09/2021	BACS	Transfer from Wendy for drinks	£5.00
£ 0.13	12/09/2021	BACS	Transfer from Wendy for toy	£3.50
£ 0.40	12/09/2021	BACS	Transfer from Sarah W for tombola	£5.00
£ 33.35	12/09/2021	BACS	Takings from the Christmas market (card machines	£407.90
£ 180.61	12/10/2021	BACS	Transfer from Laura for light bottle and beers	£9.00
£ 0.19	12/10/2021	BACS	Transfer from Tiesha for food	£5.00
£ 34.44	12/10/2021	BACS	Transfer from Sally Ashton for light bottles	£21.00
£ 65.99	12/13/2021	BACS	Transfer from C Mannering for light bottles	£5.00
£ -	12/13/2021	BACS	Transfer from Taylor for light bottles	£8.00
£ -	12/13/2021	BACS	Transfer from Laura for light bottles	£8.00
£ -	12/14/2021	BACS	Takings from the Christmas market (iZettle card mac	£70.70
	12/14/2021	BACS	Takings from the Christmas market (SumUp card mac	£7.50
£519.29	12/14/2021	BACS	Transfer from Marcie for food at the Christmas Marke	£10.00
	12/15/2021	BACS	Takings from the Christmas market (SumUp card mac	£23.90
	12/15/2021	BACS	Transfer from Laura for toys	£2.00
	12/16/2021	BACS	Transfer from Wendy for toy	£1.00
	12/16/2021	BACS	Transfer from Sarah W for toys	£2.00
	12/16/2021	BACS	Takings from the Christmas market (SumUp card mac	£11.00
	12/16/2021	BACS	Transfer from Sharon for light bottles	£30.00
	12/16/2021	CASH	Expected cash from Christmas Market sales	£7.00
			TOTAL INCOME	£2,861.96
not drinks takings. Estimated profit is actually £90-100			TOTAL COSTS	£519.29

PROFIT

£2,342.67

BBQuiz - Thursday 17th March 2022

[illegible]

Mothers Day Wrap - 24th March 2022

Date	Details	Gifts	Wrapping Paper/gift bags
03/15/2022	Sarah W expenses (EX-1001) - MDW ad	40.25	83.50
04/20/2022	Wendy expenses (EX-1002) - MDW gifts	57.60	
05/26/2022	Sarah W expenses (EX-1003) - MDW	23.76	

TOTAL	£121.61	£83.50	£0.00	£0.00
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MDW 2022:

Expenses put through last year: £247.94

Stock left for next year (2023): Box of 49 items in the red shed

Date	Description	Amount
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TOTAL	Date	Description	Amount
£ 123.75	25/03/22	Transfer from Katheri	£ 2.00
£ 57.60	25/03/22	Cash takings	£ 396.42
£ 23.76	01/04/22	Transfer from Wendy	£ 3.50
£ -			
£ -			
£ -			
£ -			
£ -			
£ -			
£ -			
£ -			
£205.11		TOTAL INCOME	£ 401.92
		TOTAL COSTS	£205.11
		PROFIT	£196.81

Jubilee items - 7th May 2022

Date	Details	Printing	Postage	
07/06/2022	Katherine expenses (EX-1501) - Jubilee art	3.00	11.99	
TOTAL		£3.00	£11.99	£0.00

		INCOME			
TOTAL		Date	Type	Description	Amount
£	14.99	17/06/22	BACS	Jubilee Project tak	£ 545.50
£	-				
£	-				
£	-				
£	-				
£0.00	£14.99			TOTAL INCOME	£ 545.50
				TOTAL COSTS	£14.99
				PROFIT	£530.51

Smarties Challenge - May/June 2022

Date	Details	Smarties
06/15/2022	Stacey expenses (EX-1401) - Smarties Cha	102.50

TOTAL	£102.50	£0.00	£0.00
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		INCOME			
TOTAL		Date	Type	Description	Amount
£	102.50	24/05/22	BACS	Transfer from pa	£ 5.00
£	-	13/06/22	BACS	Transfer from pa	£ 10.00
		15/06/22	CASH	Cash takings	£ 611.75
		20/06/22	CASH	Cash takings	£ 84.35
£	-				
£	-				
£	-				
£	-				
£0.00	£102.50			TOTAL INCOME	£ 711.10
				TOTAL COSTS	£102.50
				PROFIT	£608.60

Fathers Day Wrap - June 2022

Date	Details	Gifts	Wrapping Paper/gift bags
12/07/2021	Sarah W expenses (EX-901) - FDW	8.27	
05/26/2022	Sarah W expenses (EX-902) - FDW	148.91	
06/27/2022	Sarah W expenses (EX-903) - FDW	132.00	

TOTAL	£289.18	£0.00	£0.00	£0.00
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FDW items: 321 as at 26/05/2022

Expenses put through last year: £97.91

NOTE: We used 18 bags of leftover chocs (c.£18) from Beauty & the Beast for F

Stock left for next year (2023): Box of 147 items in the red shed

Date	Description	Amount
17/06/22	Transfer from a paren	£ 1.00
20/06/22	FDW cash takings	£ 301.90
29/06/22	FDW cash takings	£ 33.00
TOTAL INCOME		£335.90
TOTAL COSTS		£289.18
PROFIT		£46.72

DW

INCOME

[illegible]

Summer raffle - 1st July 2022

Date	Details	Tickets	Prizes	TOTAL
07/15/2022	Mel expenses (EX-1601) - Summer raffle tickets	£78.00		£78.00
07/15/2022	Wendy expenses (EX-1602) - Summer raffle hamper baskets, ti		81.20	£81.20
TOTAL		£78.00	£81.20	£159.20

NOTE: Get teachers to walk around at the festival selling tickets again next year
Also have tickets on the bar or PTA stall at the festival

INCOME

Date	Type	Description	Amount
06/20/2022	BACS	Summer Festival Sponsorship -	£35.00
06/21/2022	BACS	Summer Festival Sponsorship -	£35.00
06/29/2022	BACS	Summer Raffle ticket purchase	£5.00
06/30/2022	BACS	Summer Raffle ticket purchase	£15.00
07/04/2022	CASH	Summer Raffle cash takings	£900.90
07/04/2022	CHEQUE	Summer Raffle ticket purchase	£10.00
07/04/2022	CHEQUE	Summer Raffle ticket purchase	£10.00

TOTAL INCOME	£1,010.90
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TOTAL COSTS	£159.20
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PROFIT	£851.70
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INCOME

BOOK FAIR INFORMATION

Book sales	£0.00			
Sponsored read	£0.00			
Total	£0.00			
60% COMMISSION=	£0.00	Plus sponsored read money of £xx =	£0.00	For the school

Description	Amount
-------------	--------

TOTAL INCOME	£	-
TOTAL COSTS		£0.00
PROFIT	£	-

l to spend on books

Halloween Disco - DATE

Date	Details	Food	Drink	Running costs
	TOTAL	£0.00	£0.00	£0.00
	<u>Summary</u>	<u>Cost</u>	<u>Sales</u>	<u>Profit</u>
	Tickets	£0.00		£ -
	Hot food	£0.00		£ -
	Refreshments	£0.00		£ -
	Tattoos	£0.00		£ -
	Finger lights/rings	£0.00		£ -
	Nails	£0.00		£ -
	Lucky dip	£0.00		£ -
	TOTALS	£0.00	£0.00	£0.00

INCOME

Finger lights	Sweets	Lucky dip	Tattoo	TOTAL
			£	-
			£	-
			£	-
			£	-
			£	-
			£	-
			£	-
			£	-
			£	-
			£	-
			£	-
			£	-
£0.00	£0.00	£0.00	£0.00	£0.00

Date Type

Description

Amount

TOTAL INCOME

£

-

TOTAL COSTS

£0.00

PROFIT

£

-

Easter Trail - 2nd to 18th April 2021

Date

Details

Crème eggs Toy eggs

TOTAL

£0.00

£0.00

£0.00

	TOTAL	INCOME
		Date

£0.00	£0.00
-------	-------

Description

Amount

TOTAL INCOME

£ -

TOTAL COSTS

£0.00

PROFIT

£0.00

Crazy hair day - 27th May 2021

Date	Details	TOTAL
		£ -

TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00
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Date _____

Type

Description

Amount

TOTAL INCOME	-
TOTAL COSTS	£0.00
PROFIT	£0.00



Section A

Independent Examiner's Report

**Report to the
trustees/ members
of**

Charity Name
Blackhorse PTA

**On accounts for the
year ended**

31st August 2022

**Charity
no (if
any)**

1121813

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2022**.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 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:

Date:

17 July 2023

Name:

Susan Bailey

Relevant

FCA (ICAEW membership number: 1154746)

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

Address:

45 Grove Avenue

Bristol

BS9 2RP

Section B

Disclosure

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

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