

## **Annual Report for School Year 2022-23**

### **PTA**

#### **Brandlehow Primary School PTA**

Brandlehow Road,

SW15 2ED

Charity Number: 1123004

#### **Governance**

London Trustees (for the year **2022-2023**):

Katherine Hill

Tanja Petch

Alison Berresford

Heather Sibly

Trustees were elected when the PTA was first established as a charity and Committee members are elected/re-elected at the Annual General Meeting held at the beginning of the school year, normally at the beginning of October. Committee members are comprised of a Chair(s), Treasurer(s), Secretary(s), Events/Entertainment Co-ordinator(s) and Catering Co-ordinator(s). Decisions are made by majority consensus of meeting attendees and/or committee members.

#### **PTA Objectives**

The primary goals of the PTA are to:

- > Organise and run fundraising events to raise money to pay for 'extras' needed by the school such as school trips, classroom resources, playground equipment etc.
- > Organise fun events for children such as the KS1 Halloween Disco, KS2 Movie Night and Year 6 Leavers Prom
- > Organise social events for the parents such as the Parents Christmas party and Quiz Night
- > Support the school and teachers by responding to requests for assistance, such as reading with children, accompanying school trips, supporting events such as the Fun Run and Sports Day, book changes etc. Summary financial results and accounts are provided in the attached PDF document.

Key fundraisers included:

- > Christmas Fair 2022 (including board sponsorship)
- > Summer Fete 2023 (including board sponsorship)
- > Cake sales (run by individual classes)
- > School calendars and merchandise
- > Second-hand uniform sales
- > Easy Fundraising

Notable expenditure included:

- > School Trips
- > Christmas pantomime for children's entertainment
- > Classroom resources (misc.)
- > School events such as Sports Day, Fun Run, Science Week, Sports week and Creative Week

The PTA has a surplus of funds which it will seek to manage for the benefit of the school. It will maintain a positive cash balance on the PTA funds at all times.

Date	Type	Cost Centre	Amount		
<b>01/ 09/ 2022</b>		<b>OPENNING BALANCE</b>		<b>50,461.71</b>	
2022/23	Transfer	TRANSFER TO PTA SAVERS ACCOUNT	-40,000.00	-40,000.00	
2022/23	Expenses	SCHOOL TRIP	-7,723.90		
2022/23	Expenses	SINGING PROJECTS & UKELELES	-4,243.81		
2022/23	Expenses	CLASSROOM RESOURCES	-2,390.92		
2022/23	Expenses	MISCELLANEOUS - DEFIBRILLATOR	-1,543.00		
2022/23	Expenses	PTA EXPENSES	-1,027.98		
2022/23	Expenses	YEAR 6 PARTY	-905.62		
2022/23	Expenses	EVENT - CHRISTMAS PANTOMIME	-650.00		
2022/23	Expenses	PLAY GROUND	-489.95		
2022/23	Expenses	SANTA BOOKS	-384.26		
2022/23	Expenses	EVENT - KINGS CORONATION	-356.65		
2021/22	Expenses	SCHOOL TRIPS	-322.00		
2022/23	Expenses	MAGAZINE SUBSCRIPTIONS	-312.99		
2022/23	Expenses	STAFF GIFTS	-306.00		
2022/23	Expenses	NATIVITY ITEMS	-284.35		
2022/23	Expenses	FIRST AID COURSE YEAR 6	-250.00		
2022/23	Expenses	STAFF PARTY	-250.00		
2022/23	Expenses	BOOKS	-167.81		
2022/23	Expenses	PTA MISCELLANEOUS	-146.03		
2022/23	Expenses	HOUSE REWARDS	-128.98		
2022/23	Expenses	AFTER SCHOOL CLUB	-103.24		
2022/23	Expenses	SPORTS DAY	-89.23		
2022/23	Expenses	GARDENING	-84.95		
2022/23	Expenses	EVENT - FUN RUN	-46.12		
2022/23	Expenses	TEACHERS COLLECTION	-41.50		
2022/23	Expenses	EVENT - PTA COFFEE MORNING	-5.65		
<b>2022/ 23</b>		<b>TOTAL EXPENSES</b>		<b>-22,254.94</b>	
2022/23	Fundraising	EVENT - MOVIE NIGHT	23.33		
2022/23	Fundraising	SECOND HAND FANCY DRESS	56.69		
2022/23	Fundraising	EVENT - WORLD BOOK DAY	118.36		
2022/23	Fundraising	DONATIONS / UNKNOWN	132.15		
2022/23	Fundraising	EVENT - CRAZY HAIR DAY	139.57		
2022/23	Fundraising	XMAS CARDS	236.25		
2022/23	Fundraising	DONATION	290.40		
2022/23	Fundraising	EVENT - PARENTS PARTY	382.14		
2022/23	Fundraising	EVENT - HALLOWEEN DISCO	440.09		
2022/23	Fundraising	EVENT - SPRING QUIZ	613.88		
2022/23	Fundraising	EVENT - EY SANTA	878.83		
2022/23	Fundraising	UNIFORMS	1,535.93		
2022/23	Fundraising	MERCHANDISE	2,005.08		
2022/23	Fundraising	CHARITABLE GIVING	3,911.57		
2022/23	Fundraising	ONLINE AUCTION	4,021.81		
2022/23	Fundraising	SUMMER FAIR	4,779.33		
2022/23	Fundraising	CAKE SALE	5,118.24		
2022/23	Fundraising	WINTER FAIR	5,184.31		
<b>2022/ 23</b>		<b>TOTAL FUNDRAISING</b>		<b>29,867.96</b>	
<b>31/ 08/ 2023</b>		<b>CLOSING BALANCE</b>		<b>18,074.73</b>	
<i>CHECK</i>	<i>0.00</i>				

## **Independent Examiner's Report to the trustees of Brandlehow School PTA**

I report on the accounts of the charity for the year ended 31st August 2023.

### **Respective responsibilities of trustees and examiner**

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with section 130 of the Charities Act; and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Graham Darbourne FCA  
TC Group  
6 North Street  
Orwell  
Peterborough  
PE8 4AL

Date 22/3/2024

## **Independent Examiner's Report to the trustees of Brandlehow School PTA**

I report on the accounts of the charity for the year ended 31st August 2023.

### **Respective responsibilities of trustees and examiner**

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with section 139 of the Charities Act; and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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Date 22/3/2024

