



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: Sefton Park School Parent Teacher Association

Charity registration number: 1133518

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of pupils in the school, in particular by: 1) Developing effective relationships between the staff, parents and others associated with the school; 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
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	Fundraising Events & Donations.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the Charity Commission's guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

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

Other		N/A

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	Fundraised a total of £31,315, invested primarily on enrichment funds for school pupils (£3,175), and improvements to the Safari Playground (£11,605), as well as £492 for Yr6 leavers hoodies/yearbooks and £364 on Christmas trees in the festive season.

Additional information (optional)

You may choose to include further statements where relevant about:

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

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total cash at bank and in hand £7,278 No liabilities.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Cash reserves in place for supporting future enrichment spend and allowing sufficient cashflow to perform fundraising events.
Amount of reserves held	Para 1.22	£7,278
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	N/A

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	Fundraising events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	No investment. Funds spent directly on equipment/services to enrich pupils' experience at the school.
A description of the principal risks facing the charity	Para 1.46	No significant risks.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		None
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated 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	By election at annual AGM, held in January each year

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	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Sefton Park School Parent Teacher Association
Other name the charity uses	N/A
Registered charity number	1133518
Charity's principal address	Sefton Park Infant & Junior School St Bartholomews Rd Bristol BS7 9BJ

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	Kester Manclark	Chair		
2	Andrew Ramage	Treasurer		
3	Martin Willis	Secretary		
4	Zoe Van der Velden	Vice-Chair		
5				
6				
7				
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11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A


Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew Ramage	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	16 January 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Sefton Park School PTA

No
1133518

Receipts and payments accounts

CC16a

For the period
from

01/09/2021


To

31/08/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Event income	31,060	-	-	31,060	10,251
Donations	255	-	-	255	325
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,315	-	-	31,315	10,576
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,315	-	-	31,315	10,576
A3 Payments					
Event Expenses	16,345	-	-	16,345	6,681
Donations to Charity	100	-	-	100	-
Enrichment	3,175	-	-	3,175	1,900
Yr6 Leavers Hoodies/Yearbooks	492	-	-	492	648
Donation toward Safari Playground	11,605	-	-	11,605	4,295
Christmas Trees & Teacher Gifts	364	-	-	364	468
Subscriptions	116	-	-	116	111
	-	-	-	-	-
	-	-	-	-	-
Sub total	32,197	-	-	32,197	14,103
A4 Asset and investment purchases, (see table)					
Zettle card readers (x2)	104	-	-	104	-
Gas BBQ	191	-	-	191	-
Sub total	295	-	-	295	-
Total payments	32,492	-	-	32,492	14,103
Net of receipts/(payments)	- 1,177	-	-	- 1,177	- 3,527
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,455	-	-	8,455	11,982
Cash funds this year end	7,278	-	-	7,278	8,455

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in hand	397	-	-
	Cash in Bank	6,881	-	-
		-	-	-
	Total cash funds	7,278	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Zettle Readers x2	Unrestricted	-	-
	Gas BBQ	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			A Ramage	17/01/2024

Independent assessment process & notes:**About the examiner:**

Hello! My name is Adrian McCormick and I am a parent of a child at Sefton Park Primary (since 2020). I have been working as an accountant since 2006 and a Chartered Accountant since 2010 and am qualified to perform this examination. This is the first charity examination I have performed but I have experience of being a Treasurer and Trustee of a charity between 2014 and 2017. To complete this examination I have researched the guidance provided by the Charity Commission and followed their process. Included in this document are high level notes for the Trustees to understand the process and a two-page report for submission to the Charity Commission alongside your accounts.

Direction	Examiner comments
Check whether the charity is eligible to have an independent examination	Yes. Income above £25k and below £250k
Check for any conflict of interest that prevents the examiner from carrying out their independent examination	No conflict of interest. I do not have close personal relationships with the trustees of the charity, being a major donor or through day-to-day involvement in the administration of the charity being examined
Record your independent examination	Yes – files and notes retained for 6 years including instruction from PTA to carry out independent assessment
Plan the independent examination	Yes – met with Treasurer (Andrew Ramage) in person, sharing of documents over email, record of Q&A on email
Check that accounting records are kept to the required standard	Confirmed – records kept in good order with good detail and reconciled to bank statements periodically
Check that the accounts are consistent with the accounting records	Confirmed – records match accounts
If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts.	n/a
Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts	n/a
The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts	Included in my report
Check the form and content of the accounts	Confirmed
Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence	Confirmed
Compare the trustees' annual report with the accounts	Confirmed
Write and sign the independent examination report	Confirmed
- Statutory duty to report matters of material significance to the Commission	n/a
- Examiner's discretion to report relevant matters to the Commission	n/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**

Charity Name
Sefton Park PTA

**On accounts for the year
ended**

31/08/2022

**Charity no
(if any)**

1133518

Set out on pages

n/a

(remember to include the page numbers of additional sheets)

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 of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* *Please delete the words in the brackets if they do not apply.*

Signed: Adrian McCormick

Date: 27/02/2024

Name: Adrian McCormick

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

Chartered Institute of Management Accountants

Address:

162 North Road

BS6 5AL

Bristol

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 brief details of any items that the examiner wishes to disclose.

N/A