



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> September 2023 (Period start date)

To 31<sup>st</sup> August 2024 (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	<b>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.</b>
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	<b>Fundraising Events &amp; Donations.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have had regard to the Charity Commission's guidance on public benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

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

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	<b>Fundraised a total of £32.326, invested primarily on enrichment funds for school pupils (£4.173), as well as £10,000 donation towards woodland playground improvement works, £456 for Yr6 leavers yearbooks and £370 on Christmas trees in the festive season.</b>

### 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	<b>Total cash at bank and in hand £20,290 No liabilities.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Cash reserves in place for supporting future enrichment spend and allowing sufficient cashflow to perform fundraising events.</b>
Amount of reserves held	Para 1.22	<b>£20,290</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

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

## Structure, Governance and Management

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

### 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	<b>N/A</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>N/A</b>
Relationship with any related parties	Para 1.51	<b>N/A</b>
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	Zoe Van der Velden	Chair		
2	Andrew Ramage	Treasurer		
3				
4				
5				
6				
7				
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10				
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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
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## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

N/A
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## Other optional information

N/A
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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)		
Full name(s)	Andrew Ramage	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	17 January 2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Sefton Park School PTA

No  
1133518

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2023

To


31/08/2024

### 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 £
<b>A1 Receipts</b>					
Event income	32,205	-	-	32,205	28,135
Donations	121	-	-	121	200
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>32,326</b>	<b>-</b>	<b>-</b>	<b>32,326</b>	<b>28,335</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>32,326</b>	<b>-</b>	<b>-</b>	<b>32,326</b>	<b>28,335</b>
<b>A3 Payments</b>					
Event Expenses	16,079	-	-	16,079	11,787
Enrichment	4,173	-	-	4,173	2,985
Yr6 Leavers Hoodies/Yearbooks	456	-	-	456	480
Christmas Trees	370	-	-	370	378
Subscriptions	153	-	-	153	140
Donation towards Woodland Playgroup	10,000 #	-	-	10,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>31,231</b>	<b>-</b>	<b>-</b>	<b>31,231</b>	<b>15,770</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Cable reels	166	-	-	166	410
Previous year accrual	-	-	-	-	-
<b>Sub total</b>	<b>166</b>	<b>-</b>	<b>-</b>	<b>166</b>	<b>410</b>
<b>Total payments</b>	<b>31,397</b>	<b>-</b>	<b>-</b>	<b>31,397</b>	<b>16,180</b>
<b>Net of receipts/(payments)</b>	<b>929</b>	<b>-</b>	<b>-</b>	<b>929</b>	<b>12,155</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>19,361</b>	<b>-</b>	<b>-</b>	<b>19,361</b>	<b>7,278</b>
<b>Cash funds this year end</b>	<b>20,290</b>	<b>-</b>	<b>-</b>	<b>20,290</b>	<b>19,433</b>



## 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 £
<b>B1 Cash funds</b>	Cash in hand	280	-	-
	Cash in Bank	20,010	-	-
		-	-	-
	<b>Total cash funds</b>	<b>20,290</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Cable Reels	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
			Andrew Ramage	1/2/2026

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

Hello! My name is Adrian McCormick and I am a parent of two children 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. I also completed your independent assessment of the 2022 and 2023 accounts. 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.

<b>Direction</b>	<b>Examiner comments</b>
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	Repeat of previous process, I reviewed documents sent to me by Treasurer (Andrew Rammage).
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**

31/08/2024

**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 31/08/2024.

**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:** 24/02/2026

**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