



Trustees' Annual Report

for the period

From (start date) to (end date)

Section A

Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

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	Kia Morice	Chair		Lowther PTA
2	Helen M'Dermott	Vice Chair		Lowther PTA
3	Malvina Teichert	Vice Chair		Lowther PTA
4	John Heffernan	Secretary		Lowther PTA
5	Nefisa Abeyie	Treasurer		Lowther PTA
6	Melanie Payne	Member		Lowther PTA
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Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

Section A**Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

PTA Constitution

How the charity is constituted
(eg trust, association, company)

Company

Trustee selection methods
(eg appointed by, elected by)

Elected in AGM

Additional governance issues (optional information)

You **may choose** to include additional
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
 - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See Attached document

Section E**Financial review**

Brief statement of the charity's policy on reserves

We aim to keep sufficient money in reserve in order to pay for on-going projects at the school such as music teacher, gardeners and financial assistance for trips.

Details of any funds materially in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

Kia Morice

Full name(s)

Kia Morice

Position (eg Secretary, Chair, etc)

Chair

Date

300621

Annual Financial Statements 1.9.2019 till 31.8.2020
Lowther Primary School Parent Teacher Association

Bank Statement balance £ 26,748.30 as of 1/9/2019
 Bank Statement balance £ 28,662.82 as of 31/8/2020

Income	2019 / 20
Food Fair	£ 602.88
BBQ	£ 2,027.67
Bingo	£ 1,757.04
Christmas fair	£ 6,620.10
Quiz Night	£ 1,353.65
World Book Day	£ 1,344.29
Tea Towels	£ 1,213.31
BCA Donation	£ 500.00
Donations	£ 5,553.75
Carter Jonas Sponsorship	£ 2,700.00
Easyfundraising	£ 102.50
Donations for Hoodies	£ 635.55
Donations for Relay	£ 8,834.62
Virgin Money Giving Donations - received	£ 4,867.84
Cake sales	£ 1,498.67
Uniform Sales	£ 217.63
Greeting Cards	£ 254.17
Christmas cards	£ 321.00
Total Income	£ 40,404.67

Expenditure	
Food Fair	£ 156.28
BBQ	£ 1,352.75
Bingo	£ 666.37
Xmas fair	2,021.84
Quiz Night	£ 527.25
World Book Day	£ 1,431.68
Tea Towels	£ 655.68
School Purchases	£ 24,061.73
PTA Costs	£ 826.24
Allotment fund	£ 710.00
Virgin Money Giving Donations - paid to school	£ 5,302.54
expenses from 2018/19 now cashed	£ 3.79
Donations for Relay - banked 2020/21	£ 453.00
Christmas Cards - banked 2020/21	£ 321.00
Toatal Expenditure	£ 38,490.15

Profit for 2019-20 £ 1,914.52 only within England

Independent examination of the accounts of Lowther Primary School Parent Teacher Association 2019-20 - report undertaken by Dugald Sandeman at the request of the PTA.

Reason for report

1. The purpose of this report is to offer an independent examination of the PTA's accounts for 2019-20 academic year. The PTA formally asked me to undertake this report in an email from the Chair, Kia Morice, dated 21 June 2021. As the Association had an annual gross income of more than £25,000 in 2019-20, it is required by the Charity Commission to commission an independent examination. The Association's gross income is well below £250,000 and the examiner does not therefore need to be professionally qualified.
2. I have considerable experience of school funding and finance as a former employee of the Department for Education and a school governor dealing in finance. I am a School Resource Management Adviser certified by the Institute of School Business Leadership. I believe I can make a reasonable analysis of these accounts and the records supporting them. Disclosure: I am the father of Mrs Anna Fleming who is an ordinary member of the PTA. I have no other connection with the events, transactions or business of the Association.

Requirements of the Charity Commission

3. The Commission requires the examiner to look at three aspects of the accounts: the accounting records kept; whether the accounts agree with these records; and whether the format of the accounts is correct. The Association prepares its accounts on a receipts and payments basis and this report assesses them accordingly.

Records kept

4. The Association's business has a number of strands:
 - The receipt of charitable giving from parents and others with an interest in the school;
 - The organisation of fundraising events to support the school and its pupils;
 - The disbursement of its funds to support the school and its pupils, mainly through the purchase of goods and services for the benefit of the pupils and in agreement with the management of the school; and
 - The organisation of specific activities for pupils, principally the running of an allotment and the provision of music tuition.
5. The records of the Association give a good picture of all these strands. The charitable giving is mainly through the vehicle of Virgin Money Giving which is a convenient way for parents to support the school. A smaller amount is raised through Easyfundraising Ltd. The Association is also supported through commercial sponsorship by Carter Jonas who advertise school events under their signage. The receipts from these sources are clearly identified.
6. The Association holds a number of fundraising events. In 2019-20 they included a Christmas Fair, a Food Fair, the commissioning and sale of Christmas cards, a Quiz Night and a BBQ. Each of these events is recorded in a discrete account showing income, costs, profit and amounts paid and credited. The overall profit feeds into the Profit and Loss Account. Examination of each of these gives a good account of the transactions of the event. The accounts give an accurate, well recorded and clear description of transactions.

7. Other fundraising of a more continuous nature also takes place: the sale of second hand uniforms and periodic cake sales are the main examples and their income is clearly recorded.
8. Disbursements to the school are transacted through an agreed invoice being presented to the Association. The allotment expenses are run out of the general account, but within the framework of a notional account.
9. Records of expenditure are clearly supported by invoices. Where expenditure is undertaken by members of the Association or members of the school staff, a "Request for out of pocket expenses" form is needed supported by receipts and this discipline is properly observed.
10. The general quality of records kept is good and it is clear that everyone involved understands the need for proper and accurate records.

Reconciliation of the accounts and records

11. The way in which the event accounts feed into the Profit and Loss Account is clear and the totals reconcile. In order to check the accuracy of the event accounts and their read across to the bank statements and the Profit and Loss Account I have checked a significant number of individual transactions. This has helped me to reassure myself about the accuracy of the transactions and accounts.

Format of the accounts

12. As the accounts are prepared on a receipts and payments basis, there is no specified format for the accounts, except that they must be fit for purpose. I judge the format used by the Association to be satisfactory for this size of organisation.

Other issues

13. In my report on the 2018-19 accounts I recommended that, for the sake of clarity and the avoidance of embarrassment, it would be prudent for the Association to develop a policy on gifts. Work on this policy has started but has not been completed.
14. **I recommend that the Association should complete and implement a policy on gifts to members and school staff.**
15. During the year the Association carried a significant balance in its bank account. The lowest balance in the account was £14,629.30. The Association may want to review whether it needs to maintain this level of balance. The Association's purpose is to support the school and a high balance earning no interest does not serve that purpose. It is not easy to forecast the cashflow of the organisation so any amendment to the Association's approach to its balances would need to be made cautiously.
16. **I recommend that the Association should review its policy on balances to ensure the twin aims of financial stability and the best possible use of funds in support of the school.**
17. The purpose of an independent reviewer is to look critically at the accounts of the organisation. There is a danger that increasing familiarity with the affairs of the Association will blunt the analysis of the reviewer over time. As this is the third year in

which I have undertaken the review, I think **it would be timely for the Association to seek a new reviewer for the accounts of the current academic year 2020-21 when a review falls due in 2022.**

Summary

18. I think the accounts kept reflect well on the discipline of the PTA, and that the quality of its record keeping remains high.

Dugald Sandeman
23 June 2021