



## Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	09	2023	To	31	08	2024

### Section A Reference and administration details

Charity name

St Mary and All Saints CE Primary School Parent Teacher Association

Other names charity is known by

St Mary and All Saints PTA

Registered charity number (if any)

1142176

Charity's principal address

St Mary and All Saints CE Primary School

Maxwell Road

Beaconsfield, Bucks

Postcode

HP9 1RG

#### 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	Carly Beattie	Co-Chair		Committee at AGM
2	Katharine Tinkler	Co-Chair		Committee at AGM
3	Lyndsey Anderson	Treasurer		Committee at AGM
4	Catrin Dawson	Co-Secretary		Committee at AGM
5	Karen Colwill	Co-Secretary		Committee at AGM
6				
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15				
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17				
18				
19				
20				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Selected by Committee

### 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.

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## Section C Objectives and activities

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

The objective of the charity is to enrich the education of pupils at St Mary & All Saints Primary School by providing funding, through fundraising, for the provision of facilities and/or activities that are not normally provided by the Local Education Authority.

**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)**

The PTA fund raises in order to provide the teachers and pupils at the school with additional funds to be spent on facilities and activities that may not otherwise be available. Fundraising activities and event include the pupils, teachers and parents, as well as the wider community. Fundraising events include school fairs, social events, cake and book sales, second hand uniform sales and generating commission by selling tickets to other events (e.g. fireworks and Legoland).

The 2023-2024 year represented a typical fundraising period, following some Covid disruption and overhang in previous financial years. The charity benefited from being able to host a full program of in-person events, including Christmas, easter and summer fairs, and a number of parent social activities, including a Christmas party fundraiser, a quiz night and the bi-annual summer ball. As appropriate, all of the events are well-supported by parents, teaching staff, volunteers and the pupils.

Funds raised by the charity are used to purchase items at the request of the headteacher. Some of these are items that the charity routinely funds throughout the year, for example the provision of fruit for key stage 2 pupils and 'curriculum days' to enrich the pupils' experiential learning. Others are routinely funded, but once per year – for example, the PTA pays for an annual in-school pantomime and annual Christmas parties for the children. Others are ad hoc requests for funds based on specific needs – for example, a new laser cutter to enhance visual displays and learning opportunities in the school environment.

**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.

The fundraising objectives are achieved with substantial contributions from the parent volunteers in terms of time and effort, and often resources, required in organising all of the fundraising events.

### Summary of the main achievements of the charity during the year

In the year to 31 August 2024, the PTA raised **GBP35,484** from fundraising events (this is a net total, after expenses associated with conducting these activities are deducted). This compared to GBP30,889 in the charity's prior financial year. This reflects the popularity of some new events, for example our parent Christmas party, but also the success of our bi-annual summer ball which was held in July 2024.

The main events held during the year were:

- **Christmas fair:** held in the run-up to the Christmas holidays this is a very popular and well-supposed event. It is part of a wider programme of Christmas-related fundraising activities, including the sale of Christmas trees and the creation, by the children, of their own Christmas cards which can be printed and purchased.
- **Sponsored Read:** held in February this year, the sponsored read encourages all children to participate, with individual and class prizes for participation as well as number of minutes read.
- **Easter fair:** held in last week of March. Stalls included, cake stall, craft stalls, games stall, Tuck and second-hand toy stalls.
- **Donkey Derby summer fete:** held the last Saturday in June. Overall profit was impacted by the fact that we could not host our usual Sports Day BBQ in June 2024 owing to bad weather. As such, the Donkey Derby incurred all of the food, tuck and drink expenses that would normally be split across the two events. Nonetheless it was a hugely well-attended and successful event that is very popular with the pupils.
- **SMAS Summer Ball:** held in July at the end of term, the bi-annual ball – attending by parents, teachers, governors and some alumni – is a real highlight of the PTA calendar. The auction on the night helps to ensure that this is a profitable event.

Regular fundraising events included second uniform sales, as well as other fundraising mechanisms, including commission from firework ticket sales and Legoland ticket sales.

In-school coffee mornings have waned in popularity, resulting in us deciding to suspend these during the year and replace them with after school cake and donut sales. These have been a well-received change.

A number of donations were received during the year, including several donations from the parents/carers' employer schemes.

New income streams last year included the hosting of a PTA-run parents Christmas party, with some profit made on ticket sales. We also benefited from commission made on Legoland ticket sales for a school inset day.

#### 31Aug24 YE

#### Fundraising by event

Year to 31 August (£)	2024	2023	2022	2021
<b>Events:</b>				
- Meet & Mingle	226	2,167	0	0
- Jumble sale	0	0	0	0
- Harvest trail	0	0	0	648
- Fireworks	613	780	178	0

## Section D

## Achievements and performance

- Christmas fair	6,245	6,725	3,058	5,640
- Christmas trees	2,323	2,723	2,353	2,073
- Talk at school	0	0	0	0
- Sponsored read	2,911	3,977	6,408	6,489
- Football game	0	0	0	0
- Quiz night	547	603	0	0
- Lotto	0	233	0	0
- Cocktail and auction	0	0	0	0
- Easter Fair	2,878	2,304	1,584	0
- Donkey Derby	1,989	3,571	5,110	1,244
- Sports Day BBQ	0	906	3,123	0
- Golf day	813	0	0	0
- Summer ball	7,895	0	12,441	0
- Summer party	0	1,549	0	0
- Parent Christmas party	486	0	0	0
- Legoland	968	0	0	0
- Book fayre	2,009	0	0	0
<b>Other:</b>				
- Coffee mornings	95	771	1,627	0
- Cake/Donut sales	220	0	0	0
- Christmas cards	474	675	555	998
- 2nd hand uniform sale	1,637	224	526	1,100
- Donations	2,544	3,300	4,800	1,631
- Commission	0	0	32	62
- Bags to school	64	75	246	510
- Easy Fundraising, MySchoolLottery etc	547	548	767	426
- School logo caps & water bottles	0	0	-2,256	0
- Interest	700	276	3	2
- Adjustments/Unknown	1,180	0	0	0
	<b>37,364</b>	<b>31,407</b>	<b>40,555</b>	<b>20,821</b>

Note: Figures set out the net funds raised by event

Note: The charity ran several new fundraising activities for the first time in the 2023-24 year, including Legoland ticket sales, cake/donut sales, a parent Christmas party and book sales.

Note: The charity chose not to run some previous activities in the 2023-24 year, including Harvest trail, charity football and paid talks.

Note: Sale of school logo caps & water bottles has been combined with 2nd hand uniform sales as an activity.

Note: Funds raised by Donkey Derby are lower than previous years; expenses for the event are normally split between this and Sports Day BBQ. However, with the BBQ cancelled due to weather, all expenses were incurred by the Donkey Derby.

Note: 2023-24 accounts (Adjustments/Unknown) included 4 cheques incorrectly paid into the PTA account; these acted as a credit this year but will be a debit in the 2024-25 accounts when they were repaid.

Note: The charity received one bank deposit of £75 from an unknown creditor. This has been included within the Adjustments/Unknown.

Expenditure on **charitable activities** totalled **GBP43,767**. The main expenditure on charitable items were:

- **GBP2,870** for curriculum days e.g. Maya Archaeologist, Great Fire of London, Victorian School, Greek workshop, Roman Day
- **GBP951** for KS2 Fruit.
- **GBP5,569** for contribution to photocopying and printing materials for learning.
- **GBP1,999** for Christmas pantomime productions of Snow White and Cinderella for the whole school.
- **GBP937** for Christmas parties for the children
- **GBP4,468** for classroom resources, such as specific craft, food or sporting items required for activities or to top up existing supplies.
- **GBP19,210** for 'Request for Funds'. This category includes asks for one-off exceptional items that enhance the day to day learning experience, such as a new laser cutter, a new sound system for the main hall, new blinds, a new printer for the ICT suite and pond lining for a new outdoor learning area.

The breakdown above excludes **general PTA (trading) costs** which includes annual recurring costs such as insurances, county licensing fees etc.

The PTA was satisfied with charitable expenditure exceeding income from charitable activities for the 2023-24 financial year. The PTA has built up reasonable reserves historically, even though during Covid the school had not requested any sizeable donations. As such, the charity was happy with this balance and continues to monitor it, in partnership with the teaching staff.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

All reserves are unrestricted and allocated as grants to the school base on school and PTA agreed approval via committee meetings.

### Details of any funds materially in deficit

n/a

### 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.

See annual accounts for the period and discussion above.

## 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)



Full name(s)

Carly Beattie

Lyndsey Anderson

Position (eg Secretary, Chair, etc)

Co-Chair

Treasurer

Date

20 June 2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St Mary and All Saints CE Primary School Parent Teacher Association 1142176

## Receipts and payments accounts

CC16a

For the period  
from

01-Sep-23

To

31-Aug-24

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Activities for generating funds	77,705	-	-	77,705	-
Voluntary receipts	2,775	-	-	2,775	-
Bank interest	700	-	-	700	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>81,180</b>	<b>-</b>	<b>-</b>	<b>81,180</b>	<b>-</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>81,180</b>	<b>-</b>	<b>-</b>	<b>81,180</b>	<b>-</b>
<b>A3 Payments</b>					
Fundraising costs (trading)	43,816	-	-	43,816	-
Costs of charitable activities	43,767	-	-	43,767	-
Governance costs	670	-	-	670	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>88,253</b>	<b>-</b>	<b>-</b>	<b>88,253</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>88,253</b>	<b>-</b>	<b>-</b>	<b>88,253</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 7,073</b>	<b>-</b>	<b>-</b>	<b>- 7,073</b>	<b>-</b>
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>					
<b>Cash funds this year end</b>	<b>- 7,073</b>	<b>-</b>	<b>-</b>	<b>- 7,073</b>	<b>-</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>	Bank account	51,085	-	-
	Cash in hand	-	-	-
		-	-	-
	<b>Total cash funds</b>	51,085	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details			
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Lyndsey Anderson (Treasurer)	27-Jun-25	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

St Mary and All Saints CE Primary School Parent Teacher Association

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1142176

Set out on pages

1-7

1-2(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:

Date:

27 June 2025

Name:

Anita Tecke

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

ACA ICAEW

Address:

8 Knottocks End

Beaconsfield

Buckinghamshire, HP9 2AN

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.**