



Trustees' Annual Report for the period

Period start date		Period end date	
From	13 September 2019	To	11 September 2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Hall Lane	
Shenfield	
Brentwood, Essex	
Postcode	CM15 9AL

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	Mrs Katy Jones	Chair		
2	Mrs Melanie Bryant	Advisor		
3	Mrs Christie Guest	Treasurer		
4	Mrs Keli Wiles	Secretary		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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)

--

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)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by parents at the school

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

Developing effective relationships between the staff, parents and others associated with the school.
Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

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)

During the past year we had planned to hold the usual 2 large-scale family events of Christmas Bazaar and Summer Fair, plus other small events and fund-raisers. However, due to the Covid-19 pandemic, many of our events had to be cancelled. Fortunately we managed to hold our Christmas Bazaar at the end of 2019. Other events that were able to go ahead before lockdown were the childrens disco, pancake races, Gin night and Mothers day sale. The events have helped considerably to maintain good relationships between parents and staff, in addition to contributing to a sense of community amongst parents as they spend time together for the benefit of the school.

The PFA have also run a number of fundraising projects, including selling Sainsbury's shopping vouchers, Adventure Island wristbands, Bags2School, and second hand uniform as well as drawing commission from internet shopping via easyfundraising.com and Amazon smile.

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.

Summary of the main achievements of the charity during the year

The sum of money raised by the charity this year has been successful despite the lockdown half way through the year and the cancelling of several events. The PFA has worked well with the school's head teacher and team of staff to ensure that funds have still been able to be spent on a range of resources and facilities to benefit all pupils, with the use of cash funds from the previous year. Most notably, improvements have been made to both the infant and junior playground. The installation of an outdoor classroom has been an excellent addition to the playground and is used often by the teachers during lesson time as an outdoor learning area.

The purchase of air-conditioning units and electronic C-touch screens have also enhanced the conditions and learning experience of the children.

Also, the BMX academy event which was held in school was enjoyed by all the children.

The PFA has continued to contribute to the leasing of a number of laptop computers, supporting the quality provision of ICT in the school. We take great pleasure to be able to respond to the requests of staff to provide items that have immediate benefits to their teaching alongside with providing the nice things for the children to enjoy.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have £9,280 in our main account at year end which is a great amount considering that a lot of funds have not been raised this year due to the pandemic. The business account balance of £10,116 will be held to cover the remaining financial commitment to the computer contract for the school which costs £7,000 per year.

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.

Section F


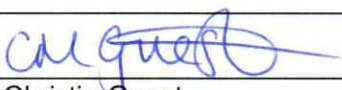
Other optional information

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)	Melanie Bryant	Christie Guest
Position (eg Secretary, Chair, etc)	Advisor	Treasurer

24/05/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Shenfield St Marys Parents & Friends Assoc.

Receipts and payments accounts

CC16a

For the period
from

13/09/2019

To

11/09/2020

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					
Fundraising events	10,959	-	-	10,959	-
Fundraising schemes	3,458	-	-	3,458	-
Sainsburys	10,645	-	-	10,645	-
Southend Adventure Island	6,516	-	-	6,516	-
Miscellaneous	105	-	-	105	-
interest	16	-	-	16	-
PFA 100 club	72	-	-	72	-
Sub total (Gross income for AR)	31,771	-	-	31,771	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,771	-	-	31,771	-
A3 Payments					
Fundraising events	2,015	-	-	2,015	-
Fundraising schemes	706	-	-	706	-
Sainsbury's	10,409	-	-	10,409	-
Southend Adventure Island	5,580	-	-	5,580	-
Miscellaneous	110	-	-	110	-
Payments to St Marys	22,677	-	-	22,677	-
PFA 100 Club	-	-	-	-	-
Payments for 20/21 events	-	-	-	-	-
Sub total	41,497	-	-	41,497	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	41,497	-	-	41,497	-
Net of receipts/(payments)	- 9,726	-	-	- 9,726	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,123	-	-	29,123	-
Cash funds this year end	19,397	-	-	19,397	-

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	Main a/c	9,281	-	-
	Business a/c	10,116	-	-
	PFA 100 club	-	-	-
	Total cash funds	19,397	-	-
(agree balances with receipts and payments account(s))				

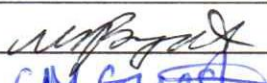
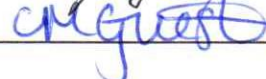
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	M. BRYANT	8/7/21
	C.M. GUEST	8/7/21

Independent Examiner's Report

For the period 15 September 2019 to 14 September 2020

To the trustees of

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

Contents of the Financial Statements

For the year to 14 September 2020

	Page
General Information	1
Approvals	2
Income and Expenditure Account	3
Bank Account Reconciliations	4

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

General Information

For the year to 14 September 2020

PROPRIETOR: St Marys CEVA Primary School
Parents and Friends Association

ADDRESS: Hall Lane
Shenfield
Brentwood
Essex
CM15 9AL

EXTERNAL CONFIRMATION: Mark Millard FCCA
100 Shenfield Place
Shenfield
Brentwood
Essex
CM15 9AJ

Financial Statements
For the year to 14 September 2020

External confirmation of figures supplied to:

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 14/09/2020.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Name: Mark Peter Millard FCCA

Relevant professional qualification or body: ACCA - The Association of Chartered Certified Accountants

Date: 09/07/2021

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION
Income and Expenditure Account
For the year to 14 September 2020

	Year to 14/09/20		Year to 14/09/19	
	£	£	£	£
Receipts:				
Events	10,959		24,876	
Fundraising Schemes	3,458		3,762	
Sainsburies Scheme	10,645		13,310	
Southend Wristbands	6,516		6,118	
Interest Income	16		28	
PFA 100 Club Income	877		773	
Miscellaneous Income	105		163	
Total Receipts		32,576		49,030
Expenditure:				
Events	2,015		5,114	
Fundraising Schemes	706		120	
Sainsburies Scheme	10,409		13,094	
Southen Wristbands	5,580		4,727	
Payments to St. Marys School	22,677		22,879	
PFA 100 Club Payments	805		758	
Payments For Future Year	-		2,134	
Miscellaneous Expense	110		275	
Total Expenditure		42,302		49,101
EXCESS OF INCOME OVER EXPENDITURE:		<u>(9,726)</u>		<u>(71)</u>

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

Bank Account Reconciliations

For the year to 14 September 2020

	Year to 14/09/20		Year to 14/09/19	
	£	£	£	£
Bank Balances:				
Barclays Main Account (00778966)				
Closing Balance per Bank Statement	9,281		14,290	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		9,281		14,290
Barclays Business Account (00778974)				
Closing Balance per Bank Statement	10,116		14,100	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		10,116		14,100
PFA 100 Account (30779083)				
Closing Balance per Bank Statement	-		733	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		-		733
		<u>19,397</u>		<u>29,123</u>
 Opening Bank Balance		29,123		29,194
Add: Receipts		32,576		49,030
Less: Expenditure		<u>(42,302)</u>		<u>(49,101)</u>
Closing Bank Balance		<u>19,397</u>		<u>29,123</u>

Notes:

Bank items confirmed.

All figures agree to the ledger at 14/09/20 (comparatives to 14/09/19).