



# Trustees' Annual Report for the period

		Period start date			Period end date		
		11	September	2021	10		September 2022
<b>From</b>					<b>To</b>		

## Section A Reference and administration details

**Charity name** St Mary's CEVA Primary School Parents and Friends Association

**Other names charity is known by**

**Registered charity number (if any)** 1143771

**Charity's principal address**

Hall Lane	
Shenfield	
Brentwood, Essex	
<b>Postcode</b>	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 Pru Heidemans	Chair		
2	Mrs Joanne Gurney	Secretary		
3	Mrs Christie Guest	Treasurer		
4	Mrs Stacey Rubery	Trustee		
5	Mrs Melanie Bryant	Advisor		
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)**

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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)	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.

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## 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 are delighted to report that, we could hold face-to-face fundraising events, now the Covid restrictions have been removed. Our Christmas and Summer Fairs were popular and very well attended. We also held a childrens disco which was attended by nearly all of the pupils in the school, an adults quiz night and the pancake races, mothers and fathers day sales for the children, which take place in the school.

Our regular fundraisers have also been running, for Adventure Island wristband sales, our 2<sup>nd</sup> uniform shop and the online shopping Amazon smile and Easyfundraising. The events have helped considerably to maintain good relationships between parents and staff, in addition to a continual contribution of funds to the PFA for the benefit of the school.

We also received a generous donation from a parent of the school, which we hope to claim gift aid on. This fund will go to the school for the purchase of permanent shade structures for the children which is a much needed instalment in the playground for the hot summer months.

**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 extremely successful thanks to the dedication and commitment of the PFA and the support of our St Mary's families. We are therefore, very happy to have contributed over £15,000 to the school for various equipment, resources and events for the children.

We very much hope that this will continue for next year and will once again be able to make considerable contributions to the school for the benefit of the children.

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 £44,029 in our main account at year end which is an incredible amount. Thank you to our ever committed and dedicated PFA team and our parents who always support these events so generously. A large sum of this amount is what was already in the account from the previous year. The business account balance of £14,123 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**

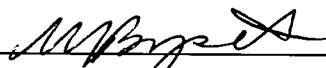
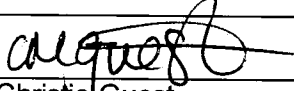
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

	
Melanie Bryant	Christie Guest
Advisor	Treasurer

21/09/22



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Shenfield St Marys Parents & Friends Assoc.

No (if any)  
1143771

## Receipts and payments accounts

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For the period from	Period start date 11/09/2021	To	Period end date 10/09/2022
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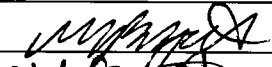
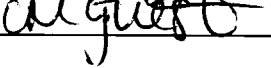
### Section A Receipts and payments

	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>					
Fundraising events	30,718	-	-	30,718	-
Fundraising schemes	9,132	-	-	9,132	-
St Marys	1,200	-	-	1,200	-
Late payments from 20/21	-	-	-	-	-
Miscellaneous	10,335	-	-	10,335	-
interest	6	-	-	6	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>51,391</b>	<b>-</b>	<b>-</b>	<b>51,391</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>51,391</b>	<b>-</b>	<b>-</b>	<b>51,391</b>	<b>-</b>
<b>A3 Payments</b>					
Fundraising events	5,842	-	-	5,842	-
Fundraising schemes	4,020	-	-	4,020	-
Payments for 22/23 events	402	-	-	402	-
Miscellaneous	148	-	-	148	-
Payments to St Marys	15,116	-	-	15,116	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>25,528</b>	<b>-</b>	<b>-</b>	<b>25,528</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>25,528</b>	<b>-</b>	<b>-</b>	<b>25,528</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>25,863</b>	<b>-</b>	<b>-</b>	<b>25,863</b>	<b>-</b>
<b>A5 Transfers between funds</b>		-	-	-	-
<b>A6 Cash funds last year end</b>	<b>32,290</b>	-	-	<b>32,290</b>	-
<b>Cash funds this year end</b>	<b>58,153</b>	-	-	<b>58,153</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>	Main a/c	44,029	-	-
	Business a/c	14,124	-	-
	PFA 100 club	-	-	-
	<b>Total cash funds</b>	<b>58,153</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	M. BRYANT	26/9/22
	C. GUEST	30/9/22

**Independent Examiner's Report**

**For the period 15 September 2021 to 14 September 2022**

**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 2022**

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**ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION**

**General Information**

**For the year to 14 September 2022**

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**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**

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 14/09/2022.

**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: 19/12/2022

## ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

Income and Expenditure Account  
For the year to 14 September 2022

	Year to 14/09/22		Year to 14/09/21	
	£	£	£	£
Receipts:				
Fundraising Events	30,718		4,971	
Fundraising Schemes	9,132		9,274	
Receipts From St. Marys School	1,200		1,150	
Interest Income	6		2	
Miscellaneous Income	10,335		4,292	
<b>Total Receipts</b>		<b>51,391</b>		<b>19,689</b>
Expenditure:				
Fundraising Events	5,842		426	
Fundraising Schemes	4,020		4,177	
Payments To St. Marys School	15,116		1,488	
Payments For Future Year	402		563	
Miscellaneous Expense	148		142	
<b>Total Expenditure</b>		<b>25,528</b>		<b>6,796</b>
<b>EXCESS OF INCOME OVER EXPENDITURE:</b>		<b><u>25,863</u></b>		<b><u>12,893</u></b>

**ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION**

**Bank Account Reconciliations**

**For the year to 14 September 2022**

	Year to 14/09/22		Year to 14/09/21	
	£	£	£	£
<b>Bank Balances:</b>				
<b>Barclays Main Account (00778966)</b>				
Closing Balance per Bank Statement	44,029		18,172	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		44,029		18,172
<b>Barclays Business Account (00778974)</b>				
Closing Balance per Bank Statement	14,124		14,118	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		14,124		14,118
<b>PFA 100 Account (30779083)</b>				
Closing Balance per Bank Statement	-		-	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		-		-
		<u><b>58,153</b></u>		<u><b>32,290</b></u>
 <b>Opening Bank Balance</b>				
		32,290		19,397
<b>Add: Receipts</b>				
		51,391		19,689
<b>Less: Expenditure</b>				
		<u>(25,528)</u>		<u>(6,796)</u>
<b>Closing Bank Balance</b>		<u><b>58,153</b></u>		<u><b>32,290</b></u>

**Notes:**

Bank items confirmed.

All figures agree to the ledger at 14/09/22 (comparatives to 14/09/21).