



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	15	September	2023		14	September	2024

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

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 Pru Heidemans	Chair		
2	Mrs Joanne Gurney	Secretary		
3	Mrs Stacey Rubery	Treasurer		
4	Mrs Kirsty Nash	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 2023-24 school year we have had a wonderful time putting on various events, that have been great fundraisers but also lots of fun for the whole school community. Our Christmas and Summer Fairs were popular and very well attended and with our now established team leading. We also doubled our children's discos to two, held more events for parents including a wine tasting, quiz night, golf day and Christmas wreath making which were very well attended and also excellent fundraisers. We re introduced our 100 club, as well as our annual pancake race, mothers and fathers day sales for the children, which take place in the school.

Our regular fundraisers have also been running, for Adventure Island and Barleylands wristband sales, our 2nd uniform shop which has been a huge effort by the team to have regular sales and an updated storage area to have high quality pre loved uniform. 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.

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 £46,500 to the school for various equipment, resources and events for the children from existing and new funds during the year. 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 had another great year of fundraising and have made sure to use the large amount we have saved to donate over £46,500 in this year to fund various much needed resources to Shenfield St Mary's school. Even with this expenditure we still have a healthy bank balance to continue to offer our support to fund future resources for the school and what is saved in the business account, will be held to cover the remaining financial commitment to the computer contract for the school which costs £8,000 per year. Thank you to our ever committed and dedicated PFA team and our parents who always support these events so generously.

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

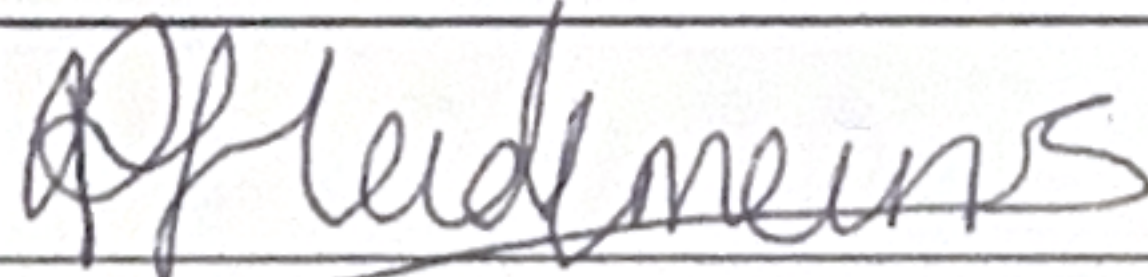
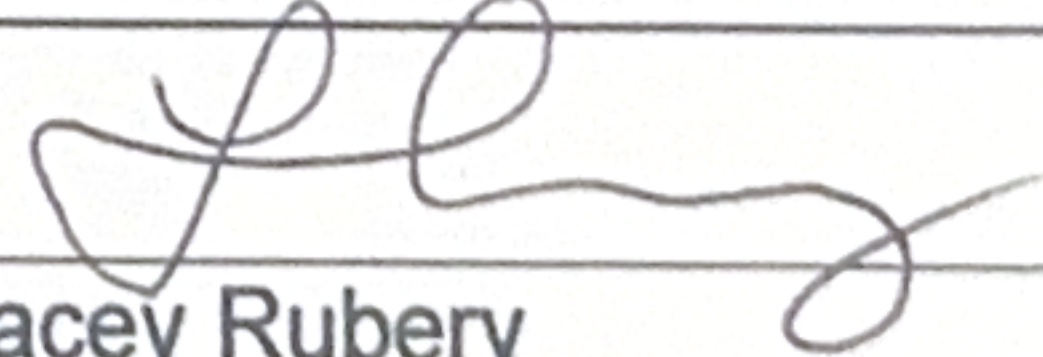
Other optional information

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)	Pru Heidemans	Stacey Rubery
Position (eg Secretary, Chair, etc)	Chair	Treasurer

12/07/25

STACEY CUSERY

Stacy

TREASURER
12/7/25



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Shenfield St Marys Parents & Friends Assoc.

No (if any)
1143771

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	15/09/2023		14/09/2024

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 £
A1 Receipts					
Fundraising events	40,659	-	-	40,659	-
Fundraising schemes	3,879	-	-	3,879	-
Miscellaneous	2,168	-	-	2,168	-
interest	210	-	-	210	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Sub total (Gross income for AR)	46,916	-	-	46,916	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	46,916	-	-	46,916	-
A3 Payments					
Fundraising events	12,224	-	-	12,224	-
Fundraising schemes	4,775	-	-	4,775	-
St Marys	27,795	-	-	27,795	-
Miscellaneous	2,957	-	-	2,957	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Sub total	47,751	-	-	47,751	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	47,751	-	-	47,751	-
Net of receipts/(payments)	- 835	-	-	- 835	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	42,384	-	-	42,384	-
Cash funds this year end	41,549	-	-	41,549	-

STACEY KUBER 1
Jes 12/7/25
TREASURER

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 Barclays	3,428	-	-
	Main a/c Lloyds	23,696	-	-
	Business a/c	14,427	-	-
	Total cash funds	41,551	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	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

Independent Examiner's Report

For the period 15 September 2023 to 14 September 2024

To the trustees of

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION
General Information
For the year to 14 September 2024

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ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION
General Information
For the year to 14 September 2024

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

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION
General Information
For the year to 14 September 2024

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 14/09/2024.

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: 05/07/2025

Address: 100 Shenfield Place, Shenfield, Brentwood, Essex CM15 9AJ

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION
General Information
For the year to 14 September 2024

	Year to 14/09/24		Year to 14/09/23	
	£	£	£	£
Receipts:				
Fundraising Events	40,659		27,052	
Fundraising Schemes	3,879		7,268	
Receipts From St. Marys School	0		900	
Interest Income	210		93	
Miscellaneous Income	2,168		8,905	
Total Receipts		46,916		44,218
Expenditure:				
Fundraising Events	12,224		6,788	
Fundraising Schemes	4,775		6,250	
Payments To St. Marys School	27,795		46,524	
Miscellaneous Expense	2,956		425	
Total Expenditure		47,750		59,987
TOTAL EXPENDITURE OVER INCOME		<u>(833)</u>		<u>(15,769)</u>

ST MARYS CEVA PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION
General Information
For the year to 14 September 2024

	Year to 14/09/24		Year to 14/09/23	
	£	£	£	£
Bank Balances:				
Barclays Main Account (00778966)				
Closing Balance per Bank Statement	3,428		28,168	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		3,428		28,168
Barclays Business Account (00778974)				
Closing Balance per Bank Statement	14,427		14,217	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		14,427		14,217
Lloyds Treasurers Account (11838660)				
Closing Balance per Bank Statement	23,696		-	
Less Unpresented Cheques	<u>-</u>		<u>-</u>	
Closing Balance per Balance Sheet		23,696		-
		<u>41,551</u>		<u>42,384</u>
Opening Bank Balance		42,384		58,153
Add: Receipts		46,916		44,218
Less: Expenditure		<u>(47,750)</u>		<u>(59,987)</u>
Closing Bank Balance		<u>41,551</u>		<u>42,384</u>

Notes:

Bank items confirmed.

All figures agree to the ledger at 14/09/24 (comparatives to 14/09/23).