

Cardinal Newman Catholic Primary School Parents Association - Charity Register Number 1147192

ANNUAL REPORT AND ACCOUNTS - For the year ended 31st August 2023

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GENERAL INFORMATION:

NAME(S) OF CHARITY:

Cardinal Newman Catholic Primary School Parents
Association

CHARITY REGISTERED NUMBER

1147192

REGISTERED ADDRESS

Cardinal Newman Catholic Primary School
Arch Road,
Hersham.
Surrey
KT12 4QT

TRUSTEES

Co-Chairs - J. Rutzler / H.Mahood (from June 2023)
Co-Secretarys - E.Wilson / M.de Castro (from June 2023)
Treasurer - I. Stubbley

BANKERS

SumUp
Barclays Plc

INDEPENDENT EXAMINER

J. Joyce

Please note, the previous Committee left the school in May/June 2023, leaving the PA with no leadership. the Co-Chairs and Co-Secretaries stepped in within only 2 months remaining of the school year, and therefore the report reflects that this was not completed by those responsible for 10 months of the school year.

The trustees present their report for the year ended 31st August 2023.

OBJECTIVES OF THE CHARITY:

- The role of our PA is to raise funds to enhance the experience of all the children at Cardinal Newman
- Bring a sense of community to the school, where parents, children and families can work together on helping to achieve our first objective.

PUBLIC BENEFIT STATEMENT:

The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance on public benefit published by the Commission.

CHAIR'S REPORT:

We are a group of parents who meet every term to organise and host fundraising events for school. We work closely with the head of school to determine what the school would like us to raise money for, and then organise fun events for the children whilst also raising money.

Highlights of the Last Year:

Summer Fair!

Events: Glow Disco

Christmas Fair

Parents Quiz Night

Spring Fair

Summer Fair

Multiple cake sales and uniform sales

How the PTA has Benefited Pupils:

New books purchased for the whole school

Plans for the Upcoming Year:

Aims: Raise Money for the outside classroom

Events: Glow Disco, Uniform Sales, Christmas and Summer Fair

New events: Parents evening

Reserves: as of 31st August our Reserves were £31,961.73

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2022		31	08	2023

Section A Reference and administration details

Charity name	Cardinal Newman Catholic Primary School PA		
Other names charity is known by	Cardinal Newman PA		
Registered charity number (if any)	1147192		
Charity's principal address	Cardinal Newman Catholic Primary School		
	Arch Road, Hersham,		
	Surrey		
	Postcode	KT12 3LS	

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	Kimberley Gibson	Chair	October 2023-May 2023	
2	Sian Reeve	Chair	September 2023-October 2023	
3	Lydia Bright	Secretary	September 2023-October 2023	
4	Jennifer Rutzler	Co-chair	June 2023-Aug 2023	
5	Hannah Mahood	Co-chair	June 2023-Aug 2023	
6	Emily Wilsom	Co-Secretary	June 2023-Aug 2023	
7	Manuela de Castro	Co-Secretary	June 2023-Aug 2023	
8	Ian Stubbleby	Treasurer		
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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)	Parentkind Model Constitution – March 2021
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees must be members of the association and are elected by members of the Association at the AGM. Trustees shall have the power to co-opt committee members/trustees at any time, these do not need to be members of the association. The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees.

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.

Policies in place:
Code of Conduct,
Model complaints procedure policy,
Model conflict of interest policy,
Model equal opportunities policy,
Model expense policy,
Model risk assessment policy
Model safeguarding policy,
Model volunteering policy
Social media policy template

Section C Objectives and activities

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

- The role of our PA is to raise funds to enhance the experience of all the children at Cardinal Newman
- Bring a sense of community to the school, where parents, children and families can work together on helping to achieve our first objective.

<p>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)</p>	<p>We work with our school, parents, pupils and the local community to put on a range of events and activities such as; fairs, discos, craft activities, sponsored events, games nights, raffles. Uniform, cake, ice pop, toy and book sales. These help to raise funds, build the school community, and break down barriers.</p> <p>We use our funds to purchase a range of goods and services that help advance the education of pupils at our school such as books, equipment, educational trips and training.</p> <p>We have for example funded class reading books, maths and science equipment, RE resources,</p>
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<p>Additional details of objectives and activities (Optional information)</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none">• policy on grantmaking;• policy programme related investment;• contribution made by volunteers.	
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Section D Achievements and performance	
<p>Summary of the main achievements of the charity during the year</p>	<p>Highlights of the Last Year</p> <p>Highlights of the Last Year: Summer Fair! Events: Glow Disco Christmas Fair Parents Quiz Night Spring Fair Summer Fair Multiple cake sales and uniform sales</p> <p>How the PTA has Benefited Pupils</p> <p>New books purchased for the whole school Panto Author visits Online safety sessions</p>

Section E Financial review

Brief statement of the charity's policy on reserves	Reserves £31,961.73. We had such a large amount due to the outgoing chair not spending the funds in consultation with the school.
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

Plans for the Upcoming Year

Aims: Raise Money for the outside classroom
Events: Glow Disco, Uniform Sales, Christmas and Summer Fair
New events: Parents evening

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)	Jennifer Rutzler	Hannah Mahood
Position (eg Secretary, Chair, etc)	Co-Chair	Co-Chair
Date	27/11/2024	

Cardinal Newman PTA Treasury Accounts
For the year ended 31 August 2023

<u>Income</u>	<u>Amount</u>
Xmas fair	£9,758.41
Summer fair	£4,875.69
Summer ball	£4,663.23
Donations	£2,961.39
Disco	£2,189.99
Raffles	£981.50
Grotto	£574.00
Movie night	£566.92
Quiz night	£524.25
Uniform Sale	£422.50
Clothes recycling	£244.00
Cake Sale	£240.00
Easy Fundraising	£190.59
Amazon Smile	£170.27
Interest	£15.17
Prayer books	£6.00
Total income for the year	£28,383.91

[illegible]

Cashflow	Amount
Bank balance at start of FY	£15,313.10
Income for the year	£28,383.91
Expenditure for the year	(£11,912.00)
Bank balance at end of FY	£31,785.01

Bank accounts	
Business premium	£23,394.04
Float	£13.22
Community	£8,377.75
Total	£31,785.01

£0.00 Difference

<u>Forecast</u>	<u>Amount</u>
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Cash year to date	£31,785.01
Tiered sitting	
Panto	
Book Week Author	
Science Day Workshop	
Y6 Leavers' Photos	
Y6 Leavers' Disco	
Minibus Insurance 2021	
Minibus Insurance 2022	
Legoland subsidy	
Teachers' gifts	
New books	
Projected cash at end of the year	£31,785.01

From PY - needs updating

Independent examiner's report on the accounts

Report to the Trustees

On the accounts for the year ended 31st August 2023

Charity no - 1147192

- Cardinal Newman Catholic Primary School Parents Association

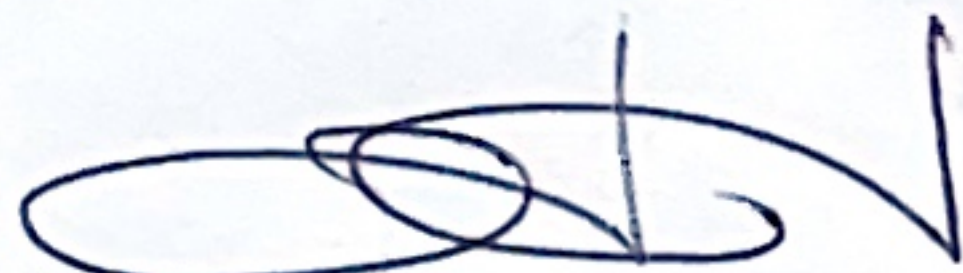
Independent examiner's statement

I have completed the 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 Charities 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 requirements 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 reached.

Signed



Date

23/11/24

Name – John Joyce

Relevant Professional qualification - ACMA

Address

15 Sandy Way

Walton on Thames

Surrey

KT12 1BL