

ST JAMES' INFANT AND JUNIOR SCHOOLS PTA

England & Wales · Charity number 1147450

Details

Other names ST JAMES' PTA

Status Registered

Legal form Other

Registered 2012-05-25

Register [View on the Charity Commission register](#)

Contact

Address ST. JAMES'S JUNIOR & INFANT SCHOOL
Sandrock Road
Tunbridge Wells
Kent
TN2 3PR

Phone 01892522301

Activities

Objects: THE OBJECT OF THE ASSOCIATION IS TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:-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.

Activities: St James C of E Primary School PTA supports the school by enabling and delivering activities and events for the children to enjoy and to raise money for the school. Activities range from second hand uniform sales to the summer fair. The money raised is given to the school to purchase materials and equipment, and to make improvements to the school site.

Classification

- **How:** Provides Other Finance
- **What:** Education/training
- **Who:** Children/young People

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£48,716	£51,937	-	-
2023-08-31	£29,550	£59,872	-	-
2022-08-31	£30,003	£11,923	-	-
2021-08-31	£11,675	£5,595	-	-
2020-08-31	£21,654	£1,980	-	-

Trustees

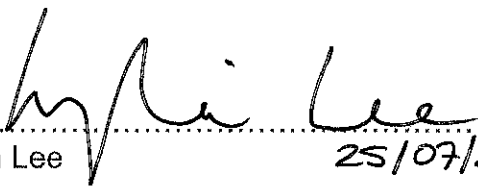
Name	Role	Appointed
Jack George Gibbs		2025-02-04
John Andrew Oakley		2025-02-04
Jonathan Hanes		2025-02-04
Lydia Lee		2025-02-04

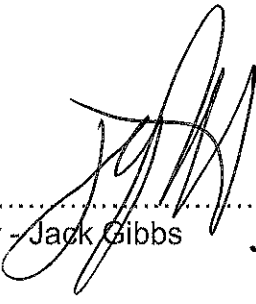
ST JAMES' INFANT AND JUNIOR SCHOOLS PTA

England & Wales - Charity number 1147450

Accounts

St James' Infant and Junior Schools PTA
Charity Number: 1147450
Annual Report for the year ended 31 August 2024

Signed.....
Chair - Lydia Lee 25/07/2025

Signed.....
Treasurer - Jack Gibbs 25/07/2025

St James' Infant and Junior Schools PTA

Chair's report

Year ended 31 August 2024

This is my first report as Chair of the St. James' Primary School PTA and I will begin by expressing my heartfelt thanks to everyone who has contributed to the work of the PTA over the past year. It is through everyone's generosity that the PTA exists, and is able to put on so many fantastic events to support the school, raise money, and enhance the experience for our children.

I have been fortunate to have a small but dedicated committee who give their time to make the PTA a success. To Carrie, Dhruva, Fifi, Jack, Jenny, John, Jon, Rachel, Siobhan, Stacey, Stuart, Vanessa, Dora, Sona, Clare, Farheen and Lucy, thank you so much, you have all been amazing and I am grateful for your continued support. I very much hope to continue adding to this list and will ask that everyone consider getting involved in the PTA, in any capacity. It is an experience that I have found incredibly fulfilling and I'm sure you will too.

I would like to particularly mention Rachel who has taken the lead in organising this year's summer fair this coming Saturday. The survey earlier in the year highlighted this as the parent community's most valued event, and it also raises the most amount of money for the school. However it also requires the most amount of work to plan and deliver such a wonderful celebration. Supported by a very long list of helpers, and an array of donations from everyone at the school, Rachel has met this challenge with unwavering positivity and I have no doubt that this year's fair will be a marvellous success.

I would also like to recognise the work of my predecessor Chris as well as Suzy and Steph who did so much in making the PTA what it is today and left a lasting legacy before stepping down in February. The events held in 2023/24 were only possible through their hard work and I know that everyone involved in the school would like to thank them for their significant contribution during their time in the PTA. I am personally very grateful for their advice and guidance when I stepped into their very big shoes. Equally, to John Tutt and the entire staff at St James', I am in your debt for helping me and the team navigate these first few months. You remain unwaveringly flexible and supportive in all our endeavours and I look forward to working with you in the year ahead.

Finally, I would like to thank the class reps and all the class volunteers who have put on such amazing events over the course of the year. Earlier in the year, with volunteer numbers dwindling there was a real risk that the PTA would no longer be able to function. Underpinned by a new approach which puts more ownership for events in the hands of individual year groups, you have responded with such enthusiasm and support. You are the heroes of the PTA and we are all indebted to you.

There have been some phenomenal achievements this year, raising a grand total of £34,540 for the school to the year ended 31 August 2024, of which £33,794 was donated directly to the school. We have held an array of events, including an Easter hunt, uniform sales, book sales, sweet sales, ice cream Fridays, sports day refreshments. I have been overwhelmed by the spirit of community and generosity within the school in supporting these activities.

I will conclude my report by saying how excited I am for the year ahead. In September we welcome new children and parents to the St. James' community. I had an opportunity to meet many of them at the parent induction in June and share with them the amazing work of the PTA. It will also represent the first full year of the new approach we are taking to running events, and

St James' Infant and Junior Schools PTA

Chair's report

Year ended 31 August 2024

look forward to continuing building on all the work done to date. Alongside established favourites such as the secret present room and the uniform sales, I'm really pleased there continues to be new ideas how the PTA can enhance the children's experience and raise money for the school.

Thank you,
Lydia

St James' Infant and Junior Schools PTA
Income and Expenditure Report
Year ended 31 August 2024

	2023-2024	2022-2023
Event Profit (note 2)	29,348.12	16,240.10
Matched Funding	1,781.48	Included in event profit
Other Income (note 4)	3,411.26	1,687.85
Donations to the School (note 1)	(33,794.12)	(45,000.00)
Other Expenditure (note 3)	(1,938.89)	(765.14)
Other funding of School events (note 1)	(2,028.74)	(2,484.18)
Net Movement	(3,220.89)	(30,321.37)

All transactions recognized within the analysis above in both academic years have been accounted for on a cash basis.

Note 1 - Summary of donations and items funded:

Donations made to the school during the 2023-24 academic year amounted to £33,794.12 (2023: £45,000). The monies donated in 2024 related to:

Donations to school	2023-2024
Plants	53.97
Ipads	33,740.15
Total	33,794.12

Other items funded by the PTA for the benefit of children at the school during the 2023-24 academic year amounted to £2,028.74 (2023: £2,484.18):

Event	2024
Coffee morning	22.00
Christmas chocolate for everyone	33.50
Sports day ice pops	50.00
Easter hunt	274.96
Present Room 2024	627.02
YR6 Hoodies	1,021.26
Total	2,028.74

St James' Infant and Junior Schools PTA

Income and Expenditure Report

Year ended 31 August 2024

Note 2 - Summary of event profitability and funds raised:

Event	2024 income	2024 Costs	2024 Profit	2024 Profit as % of income
Summer fair **	11,458.26	(4,248.82)	7,209.44	62.9%
Present room 2023	4,549.25	(870.70)	3,678.55	80.9%
2024 Sponsor	3,046.79	0.00	3,046.79	100.0%
Uniform	2,555.55	0.00	2,555.55	100.0%
Ice cream	2,750.33	(816.60)	1,933.73	70.3%
Refreshments	3,061.75	(1,317.00)	1,744.75	57.0%
Tea towels	1,492.93	(12.95)	1,479.98	99.1%
Santa run	1,082.41	0.00	1,082.41	100.0%
Legoland	2,805.25	(1,776.67)	1,028.58	36.7%
Winter disco	1,176.95	(180.00)	996.95	84.7%
Christmas raffle	990.90	0.00	990.90	100.0%
Beauty and the beast	2,392.54	(1,834.35)	558.19	23.3%
Easter bingo	564.86	(55.32)	509.54	90.2%
Summer disco*	670.54	(180.00)	490.54	73.2%
Cauliflower cards	411.90	0.00	411.90	100.0%
Book fair	360.12	0.00	360.12	100.0%
Doughnut day	621.75	(271.70)	350.05	56.3%
Tutt bars	824.46	(558.74)	265.72	32.2%
Xmas jumper	202.50	0.00	202.50	100.0%
Fireworks	1,116.48	(951.00)	165.48	14.8%
Tabletop sale	145.85	0.00	145.85	100.0%
Joesph show	1,031.71	(928.00)	103.71	10.1%
PTA sale	27.00	0.00	27.00	100.0%
Yoga bags	5.00	0.00	5.00	100.0%
Science show	178.14	(173.25)	4.89	2.7%
Total	43,523.22	(14,175.10)	29,348.12	

*summer discos does not include the paypal payment transfer of £251, sponsorships for the summer fair have also been included within other income.

St James' Infant and Junior Schools PTA

Income and Expenditure Report

Year ended 31 August 2024

** As we decided to do refreshments throughout the year, the stock was used for multiple events which are all in refreshments, this includes the summer fair bar/tearoom, Easter Bingo and Sports day refreshments.

Note 3 - Other Expenditure

Other expenses	2024
Local giving membership	180.00
Insurance (via Parentkind)	153.00
Small lottery licence (annual)	20.00
Website Fees	164.61
Equipment repairs	1,208.00
Unpaid invoices 2022-2023	150.00
Stationery and sundries	63.28
Total	1,938.89

Other expenditure – total -£1,938.89 (2023 - £765.14)

Note 4 - Other Income

Details of Other income £3,411.26 (2023: £1,687.85)

Other Income	2024
Donation via website	56.62
Donation via local giving	410.8
Donation via Bank	766.73
Donation via Easy fundraising	118.01
Astra Clothing	52.2
DVD donation	9.5
Jet Wash loyalty	76.9
TW Lotto	345.5
Summer Fair Sponsorship	1,575
Total	3,411.26

Note 5 - Available funds as at 31 August 2024

The funds available with Metro Bank at 31 August 2024 is £13,836.81 (2023: £17,068.01).



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
St James' Infant and Junior Schools PTA

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1147450

Set out on pages

1-6

(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's trustees, 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 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 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 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.

Signed:

Date: 20/07/25

Name:

Rosemary Barnes

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

FCA

Address: 18 The Ferns, Tunbridge Wells, Kent, TN12JT

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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ST JAMES' INFANT AND JUNIOR SCHOOLS PTA

England & Wales - Charity number 1147450

Accounts

November 2023

2022-2023

St James' PTA Annual Chair's
Report

Chair's Report

Welcome everyone and thank you for coming to this year's AGM. It's great that we are once again able to meet in person this year.

The PTA is run by a committee elected every year at the AGM. This is the only formal meeting of the year and as well as appointing the committee, we look back at the last academic year, deal with the financial audit and review plans for the coming year.

Whilst we are pleased to be in a situation where there are no longer any social restrictions due to Covid, concerns about the risks of transmitting infections (especially over the winter) have had to be taken into consideration when planning of fundraising events. Happily it has been possible to focus on larger scale events over the spring and summer months where we have been able to make the most of the school's amazing outdoor facilities.

However, it seems that at the moment, every year brings a new set of challenges to our school community.

The first challenge for the PTA this year was the cost of living crisis. Our families, many of whom were already impacted by loss of income during Covid, were suddenly faced with a dramatic increase in the cost of living, especially food and utilities, and so we scaled back the autumn term schedule, and postponed the sponsored event to allow families to save their budget for the events that are the most fun for the children. The economic uncertainty has also reduced the amount of support available to us through parents' employers' matchfunding and donations from local businesses although we have still been very fortunate to receive a number of very generous donations for our Christmas Raffle and Summer Fair.

The next challenge arose during the summer term when the school was required to close the junior building with immediate effect. Summer plans all had to be reviewed with very little turnaround time. The discos had to be cancelled but luckily, the summer fair is based outdoors and in the infant building so we were able to go ahead with that.

Once again, fundraising efforts have been boosted by our new income stream from selling discounted tickets to the theatre, fireworks and Legoland.

Thank you

This is the perfect opportunity to take a moment to acknowledge and thank my fellow PTA committee members, our amazing team of volunteers without whom our events would not be possible and of course the school staff who are so supportive of everything that we do and who go out of their way to make things run smoothly from start to finish. As this is my last report as Chair, there are a couple of people who deserve a special mention.

Firstly Michelle Wilson, Vice Chair who has worked so hard planning events, keeping everything on track, obtaining supplies for events, running the Christmas card project and reminding me to breathe! Michelle first took on this role in 2018 and we've worked together for five years, with four of those as Chair and Vice Chair. Her loyalty, her ability to stay calm and problem solve when plans aren't going as expected, her willingness to get on with anything and everything that gets thrown our way, and her exceptional capacity for hard work (and shed tidying!) have been an invaluable support to me and have hugely benefited our community. From sorting Christmas card payments at 1am to catch the courier in the morning (whilst heavily pregnant) to putting in 12 hour days at the summer fair and secret present room whilst also running a new business and raising her three young children, she has truly been a force of nature. Thank you Michelle for all you have done.

Secondly, Chris Stevenson, our Secretary, who continues to improve our website and find new ways to make selling tickets, and signing up volunteers easier and more cost effective. The QR codes and the enhanced sales tracking options are making a real difference to things this year.

Thirdly, Stephanie Nailor Stevenson who had done so much work behind the scenes this year. She's always on the look out for new fundraising ideas, and is prepared not just to suggest something but to take the idea and run with it until we have a brand new event ready to share with you. The Tutt Bars are just one example of her drive and creativity. And Steph has been hugely involved with other events too – including co-ordinating volunteers, posting our social media updates, creating graphics for comms, taking the lead on purchasing for the summer fair and playing a key part in all things website related.

I'd also like to formally record here my thanks to Jane Chapelard for many many years of hard work with the uniform sales as she steps down from this role. Jane has spent over ten years sorting and selling pre-loved uniform and has organized regular sales at school and at the fair, including a stint of online selling through the first lockdown. Jane has been the first parent to meet many of our new in-year starters and with her calm and friendly welcome has been a great ambassador for the PTA and school community.

Finally, I'd like to thank the school team for being so supportive of all our events. All of the staff are always helpful and welcoming, even when they are in the middle of a lesson, and they go out of their way to make sure the children get to benefit from the fun activities. Thank you to the office team for taking in deliveries, passing on messages and notes, dealing with endless questions and always being positive and welcoming to our volunteers, Stuart Fleming for moving stuff around, finding space for us and making sure we have access to everything we need and Sarah Greenfield, Lucy Hayward and John Tutt for showing up at so many events, problem-solving beforehand and on the day, shifting so many heavy boxes and genuinely being a pleasure to work with. Not all PTA teams are so lucky and we really appreciate it.

2022/2023 – an overview

We had a great start to 2022/2023 selling tickets for the Round Table Fireworks display and the pantomime and running the Christmas Card project for our amazingly artistic children. The term ended with the raffle and the brilliant secret present room where approximately 1100 presents were sold and wrapped in a single day!

In the spring term we held discos for all year groups and the children enjoyed the Easter Bunny Hunts. The weather was once again a bit of everything (thankfully no snow this year!) but despite a few downpours and two very slippery playing fields, this was lovely day for helpers and children. We also sold tickets to the TWODS production of Chitty Chitty Bang Bang.

The summer term was mostly about the Summer Fair, which we were delighted could go ahead even though parts of the school were closed due to the RAAC issue. It was another gorgeous sunny day, and a much needed opportunity to reunite our community as was clear from the huge turnout!

The ice cream sales ran through the summer term and were very popular, as was the tuck shop. And uniform sales also made regular appearances in the school car park throughout the year.

Last but not least, year 6 were really lucky to have not only hoodies for their residential trip and yearbooks, but also a fabulous leavers' disco.

This year's volunteers have once again faced lots of extra challenges and last minutes changes of plans. They have needed to ensure events are affordable and open to every child and find new ways to increase our income. And I'm so proud to be part of a community that has pushed through these challenges and provided amazing experiences for our children. Thank you to everyone who helped make all of this possible, whether by donating things, money, expertise or time, or by taking care of children so others can help out at an event.

All this hard work and generosity means that the fundraising goal that the PTA has been working towards for several years, through Covid and concrete closures and everything in between has finally been met and we were able to donate £45,000 towards the all-weather path for the KS2 field!

It's a real pleasure to end on such a high note, and I wish the new committee all the best for the future and hope they can find as much enjoyment in it as I did.

Special thanks to:

Michelle Wilson for organizing the Christmas cards

Jane Chapelard and Kate Winter for the pre-loved uniform sales – and Kate Bloomfield, Farheen Bannerjee and Yorleny Long for helping them

All of the team, especially Jane Woolcott, Natalie Sharp and Emma Stevens for their work on the Christmas raffle, and to all the local businesses and individuals who donated prizes

The secret present room team - Farheen Bannerjee, Kate Bloomfield, Jenny Heylin-Smith, Stephanie Nailor Stevenson, Chris Stevenson and Michelle Wilson and everyone who helped out on the day

Jo Fisher, Sally Cruickshank, Melissa Simpson and Farheen Bannerjee for the Easter Bunny Hunt

Stephanie Nailor Stevenson and Chris Stevenson for organizing the panto, Chitty Chitty Bang Bang and Legoland

Emily Cliff for taking the lead on the year 6 hoodies

Emily Cliff, Laura McNerlin, Pam Thompson and Farheen Bannerjee for organizing the yearbook

Clare Greig, Sara Carter, Karen Dunn, Kate Bloomfield, Em Hawkins, Chloe Harrison Bamber, Emma Heasman and the rest of their team for their leavers' party.

Mike Drew for providing the disco and summer fair music and entertainment.

2 June 2024

2022-2023

St James' PTA

Addendum to Treasurer's Report

Includes accounts for the academic year 2022-2023
(from 1 September 2022 to 31 August 2023)

Introduction

As recorded in the minutes of the AGM held in November 2023, the then Treasurer, Stephen Carter, had not prepared the draft accounts for the academic year 1 September 2022 to 31 August 2023 but did provide some provisional figures. The then Treasurer had indicated that he would prepare the accounts shortly, but has not done so, and so the then Chair, Kirstin Lane has prepared them instead. As a result, the preliminary figures provided at the AGM need to be updated and expanded on, and that is the purpose of this addendum.

For the first time since the Covid pandemic began, the PTA were able to run a full programme of events, though there was no sponsored event due to financial pressures on families following the cost of living crisis and no discos in the summer term due to the Junior Building being closed due to issues with the concrete roof.

Events included a Christmas raffle, Cauliflower Christmas cards, Secret Present Room, Spring discos, Easter Bunny Hunt, the Summer Fair and Ice Cream and Uniform sales. Additional funds were raised by "Box Office" events where the PTA sold tickets for external events and earned commission including a Firework Display, Pantomime and Legoland Day Out.

The school was happily in a position to go ahead with building an all-weather path on the junior field and as previously agreed, the PTA provided funding to the school of £45,000 as a donation towards the cost of this. The PTA also funded an Easter Bunny Hunt at school during the school day and Leavers' Hoodies for the year 6 children to wear on their residential trip and then keep as a souvenir.

This report provides a breakdown of the profitability of the events and activities taking place in the academic year together with details of where the funds were spent throughout the year. The numbers presented show the actual bank transactions taking place between 1 September 2022 and 31 August 2023.

The results for the academic year show that the PTA raised a total of £16,240.10 through the organized events. Additional donations totalled £1,687.85. Matched funding income was received this year amounting in total to £3,926 included as part of the Event Profit for which we are very grateful to the parents and businesses supporting us with this. With the context of all the global events going on, this was a very positive outcome for the PTA and school from the events that were able to be held in the year.

It should also be noted that the then Treasurer had not moved funds from the PTA PayPal account for events from January 2023 onwards before the end of the financial year, and so the figures for Discos, Box Office events and the Summer Fair do not accurately reflect the level of profits as they either do not include any payments received via PayPal or do not include all the payments received via PayPal. Nor does the total income include the income from nominal payments for year 6 Leavers' Hoodies which were made via PayPal.

Due to the significant donation to the school for the path, which included funds raised over the last three years, there was an overall net movement of cash this year. However, it was still possible to maintain a reserve of £10,000 to cover event expenses that need to be paid upfront such as stock and suppliers for the Summer Fair, general expenses such as insurance and licences, and items that the PTA usually funds each year including the Easter Bunny Hunt and Leavers' Hoodies. This is in line with previous discussions at AGMS and General Meetings about the level of reserves required.

Account summary

The information in this table shows the cash movements in the PTA bank account for the year ended 31 August 2023:

	2022/23	2021/22 £	2020/21 £
Event profit	16,240.10	15,588	3,570
Matched funding	(included in event profit)	2,959.50	2,390
Other income	1,687.85	927	405
Donations to School	(45,000.00)	(758)	-
Funding of School Events	(2,484.18)	-	-
Other expenditure	(765.14)	(636)	(375)
Net movement	(30,321.37)	18,079.50	6,080

All transactions recognized within the analysis above in both academic years have been accounted for on a cash basis.

Available funds as at 31 August 2023

The funds available with Metro Bank at 31 August 2023 is £17,068.01 (2022: £47,389.38).

Summary of event profitability and funds raised:

The events are listed in order of profitability for the year ended 31 August 2023. This covers the period 1 September 2022 to 31 August 2023. There are also footnotes (X) to provide details of where matched funding has been allocated to an event during the year.

Event	2023 Income £	2023 Costs £	2023 profit £	2023 Profit as % of income	2022 profit £	2022 profit rank	2022 Profit as % of income
Summer Fair (1)	11,370	(4,255)	7,115	63%	5,476	2	54%
Christmas Events	4,860	(1,067)	3,792	78%	2,368	3	66%
Sponsored Event 2022 (2)	2,926	-	2,926	100%	5,960	1	100%
Uniform	1,295	(8)	1,287	99%	1,163	4	100)%
Ice cream sales	1282	(661)	621	48%	576	7	58%
Cauliflower cards	482	-	482	-	N/A	N/A	N/A
Fireworks	1987	(1654)	333	17%	N/A	N/A	N/A
Discos *	486	(425)	61	13%	523	8	68%
Box Office Events** (Pantomime, Chitty Chitty Bang Bang, Legoland)	3,173	(3,551)	(378)	-	306	9	8%
Other 2021-2022 events (reported as Easter and Raffle)	-	-	-	-	2,175	-	-
Total	27,863	(11,623)	16,240	-	18,547	-	-

(1) Includes £1,000 matched funding

(2) Includes £2,926.25 matched funding

* Does not include income received via PayPal on website sales.

** Does not include all income received via PayPal on website sales.

Summary of donations and money expensed:

Donations made to the school during the 2022-23 academic year amounted to £45,000 (2023: £758).

The monies donated in 2023 related to:

Description	2023 £
All weather path	45,000.00
Total	45,000.00

Other items funded by the PTA for the benefit of children at the school during the 2022-23 academic year amounted to £2,484.18.

Other items funded in 2023:

Description	2023 £
Year 6 Hoodies	2,176.48
Easter Bunny Hunt	307.70
Total	2,484.18

Other expenditure – total **£765.14** (2022: £636.42)

Description	2023 £	2022 £
Insurance / subscriptions / memberships / licences	256	224
Equipment	-	263.63
Event Tents	503.96	-
Stationery and Sundry	5.18	175.79
Total	765.14	636.42

This total excludes a current float balance of £200. It is recommended that this current float balance continues.

Details of Other income **£1,687.85** (2022: £926.56) *

Description	2023 £	2022 £
Donations / sponsorship	1,687.85	926.56
Total	1,687.85	926.56

* Does not include income received via PayPal for year 6 Hoodies.

Comments and recommendations

The following comments and recommendations are suggested in order to ensure that the integrity and accountability of the PTA funds are enforced. This follows the code of conduct as laid out by PTA-UK.

1. Events should have indicative budgets that identify elements of expenditure and anticipated spend.
2. Where spend on an individual item of expenditure is anticipated to exceed £400, then a minimum of two estimates/quotes should be obtained and submitted to the PTA Committee for approval.
3. Payments to suppliers in cash should only be made for amounts less than £20 and receipts provided.
4. Suppliers should issue the PTA with receipts in all instances.
5. Due to the size of the PTA activities, the accounting records should be maintained on a cash basis.
6. The annual report will be published with the Charities Commission and each year at the AGM, the level of income should be checked against the relevant statutes to see whether they are required to be reviewed by an Independent Examiner prior to publishing. Even if income does not reach the level where an Independent Examiner is legally required, it should be considered whether it would be advisable.



Section A Independent Examiner's Report

Report to the trustees

Charity Name: St James' Infant and Junior Schools PTA

On accounts for the year ended

31 August 2023

Charity no (if any)

1147450

Set out on pages

(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 31/08/2023.

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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 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.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

14/08/2024

Name:

ROSEMARY BARNES

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

FCA (ICAEW)

Address:

18 The ferns
Tunbridge wells
Kent, TN1 2JT

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

[Empty box for disclosure details]

ST JAMES' INFANT AND JUNIOR SCHOOLS PTA

England & Wales - Charity number 1147450

Accounts

February 2023

2021-2022

St James' PTA Annual Chair's Report

Chair's Report

Welcome everyone and thank you for coming to this year's AGM. It's great that we are able to meet in person again this year.

The PTA is run by a committee elected every year at the AGM. This is the only formal meeting of the year and as well as appointing the committee, we look back at the last year, deal with the financial audit and review plans for the coming year.

The ongoing impact of Covid, social restrictions and concerns about the risks of transmitting infections, especially over the winter, continued to limit or restrict options for fundraising events. The impact of Covid on the economy has also affected many St James' families, and local businesses and larger businesses who support us with matchfunding, leaving many less able to donate as generously as in the past. A further factor we had to consider this year was the war in Ukraine, not least because many families were keen to direct their funds and fundraising energy towards this important cause.

This was our third consecutive year with a reduced programme of events but it feels like we are moving towards a new normal, in particular over the summer when we were able to have discos and a summer fair for the first time since 2019. We have also found more great new ways to raise funds whilst providing fun for school families – in particular the trips to Legoland, Shrek and the pantomime.

This is the perfect opportunity to take a moment to acknowledge and thank my fellow PTA committee members, our amazing team of volunteers without whom our events would not be possible and of course the school team who are so supportive of everything that we do and who go out of their way to make things run smoothly from start to finish.

Firstly Michelle Wilson, our Vice Chair who works so hard planning events, keeping everything on track, ensuring that we have all the supplies we need for events and running the Christmas card project.

Secondly Alka Bisht, our Treasurer, who has stepped up to take on this challenging role and ensure our finances are in order.

Thirdly Chris Stevenson, our Secretary, who has done a brilliant job with our new website, so we now have one place where we can not only sell tickets but also have a sign up portal for volunteers. Not only does this make managing events easier, but we also save money on fees, so we can use more of the funds raised to support the school. Chris's wife Stephanie Nailor Stevenson has also been instrumental in setting up the website, so thank you to her too.

We had a great start to 2021/2022, welcoming back the sponsored bounce which the children

loved. We also had the Christmas Card project, the Christmas trail, the raffle and the amazing secret present room, but held off on discos due to yet another variant causing concern. No-one wanted to jeopardise that first full family Christmas for one fun evening.

In the spring term our original plans were postponed so that the children could focus on a brilliant fundraiser for Ukrainian families, including park walks and a cake sale. We were pleased to be able to support this very successful event. Later in the term, the Easter Bunny Hunts took place on the coldest, hottest, windiest, sunniest, rainiest and snowiest day of the term. Despite the elements, this was lovely day for helpers and children.

The summer term was mostly about the Summer Fair, which we were delighted could go ahead after too long away. It was a gorgeous sunny day, the crowds turned out and the kids and parents had so much fun. It was great to see the community back together again. We also had the first discos since Christmas 2019 – they were hugely popular and now I know exactly what 250 people looks like and how hard it is to get that many children, adults and buggies through a small doorway in a short time! Year 6 were really lucky to have not only the hoodies and yearbooks, but also a fabulous leavers' disco. This year's volunteers have once again faced lots of extra challenges, last minutes changes of plans and extra rules to consider and have still managed to put together some great events – well done all.

Thank you to everyone who helped make all of this possible, whether by donating things, money, expertise or time, or by taking care of children so others can help out at an event. All this hard work and generosity means the school has finally been able to start work on the all-weather path for the KS2 field!

Special thanks to:

Michelle Wilson for organizing the Christmas cards

Beth Ivory for organising and Phil Booker (and BP) for matchfunding the Sponsored Bounce

Jane Chapelard and Kate Winter for the pre-loved uniform sales – and Kate Bloomfield, Farheen Bannerjee and Yorlery Long for helping them

All of the team, especially Jane Woolcott, Natalie Sharp and Emma Stevens for their work on the Christmas raffle, and to all the local businesses and individuals who donated prizes

Emma Melville and Kate Bloomfield for running the secret present room, Farheen Bannerjee, Jenny Heylin-Smith and Michelle Wilson for supporting them and everyone who helped out on the day

Judi Hammill for organizing the Christmas Trail and for continuing to inspire us with her social media messages

Sally Cruickshank, Melissa Simpson and Farheen Bannerjee for the Easter Bunny Hunt (and a special thank you to Rosie for her map)

Stephanie Nailor Stevenson and Chris Stevenson for organizing Shrek and Legoland

Mike and Lucy Drew for taking the lead on the year 6 hoodies and the yearbook and Karen Barradell, Lucy Downes, Jo Fisher and the rest of their team for their leavers' party

1 February 2023

2021-2022

St James' PTA Treasurer's Report

Includes draft accounts for the academic year 2021-2022
(from 1 September 2021 to 31 August 2022)

Introduction

Over the last academic year, the PTA continued to coordinate events to raise money for St James Primary School. This years' events, have started to gain momentum while moving past the effects of COVID-19 phase - albeit slowly but showing a positive impact on the number of annual events enjoyed by our community. This also showed a sign of normalcy that we all longed for quite sometime.

Although the events during the year were sometimes needed to be rescheduled or cancelled, majority of them were held successfully. The major events this year were Sponsored Bounce, Ice - cream sales, TWC, Raffle, Uniform sale, Easter events and Summer Fair. We are very grateful to the parents for supporting these events and the volunteers who worked in the whole cycle with us.

This report provides a breakdown of the profitability of the events and activities taking place in the academic year together with details of where the funds were spent throughout the year. The numbers presented show the actual bank transactions taking place between 1 September 2021 and 31 August 2022.

The results for the academic year show that the PTA raised a total of **£18,079. 50** which was raised through organised events. Matched funding income was received this year for Sponsored bounce.

Account summary

The information in this table shows the cash movements in the PTA bank account for the year ended 31 August 2022:

	2021/2022 £	2020/21 £
Event profit	15,588	3,570
Matched funding	2,959.50	2,390
Other income	927	495
Donations to School	(758)	-
Other expenditure	(636)	(375)
Net movement	18,079.50	6,080

All transactions recognised within the analysis above in both academic years have been accounted for on a cash basis.

Available funds as at 31 August 2022

The funds available with Metro Bank at 31 August 2022 is £47,389.38 (2021: £29,309.68).

Summary of event profitability and funds raised:

The events are listed in order of profitability for the year ended 31 August 2022. This covers the period 1 September 2021 to 31 August 2022. There are also footnotes (X) to provide details of where matched funding has been allocated to an event during the year.

Event	2022 Income £	2022 Costs £	2022 profit £	2022 Profit as % of income	2021 profit £	2021 profit rank	2021 Profit as % of income
Sponsored bounce (1)	5960	-	5960	100%	2,125	2	100%
Summer fair	10150	(4674)	5476	54%	-	-	-
Christmas events	3,592	(1,224)	2,368	66%	3,800	1	57%
Uniform sale	1163	-	1163	100%	163	3	100%
Raffle	1369	(243)	1126	82%	-	-	-
Easter Activities	1900	(851)	1049	55%	(42)	4	-
Disco Parties	766	(243)	523	68%	-	-	-
Ice - cream	985	(409)	576	58%	-	-	-
TWC- Commission based	3958	(3652)	306	8%	-	-	-
Year 6 Leavers	-	(46.08)	(46.08)	-	(1,087)	5	(107%)
Net ball Hoodies	-	(379.73)	(379.73)	-	-	-	-
Total	27,943	(10,871)	17,072	-	5,960	-	-

(1) Includes £2,959.50 matched funding

Summary of donations and money expensed:

Donations made to the school during the 2021-22 academic year amounted to £758 (2021: £nil).

The monies donated in 2022 related to:

Description	2022 £
Year 6 Leavers	46.08
Netball Hoodies	379.37
Pet food + Vet Reimburse	32.38
Nelson Handwriting	150
Web Hosting	150
Total	758

Other expenditure – total **£636** (2021: £375)

Description	2022 £	2021 £
Membership	224	315
Equipment	236.63	60
Stationary	175.79	-
Sundry	-	-
Total	636.42	375

Details of Other income **£926.56** (2021: £495)

Description	2022 £	2021 £
Donations / sponsorship	£926.56	495
Total	£926.56	495

Comments and recommendations

The following comments and recommendations are suggested in order to ensure that the integrity and accountability of the PTA funds are enforced. This follows the code of conduct as laid out by PTA-UK.

1. Events should have indicative budgets that identify elements of expenditure and anticipated spend.
2. Where spend on an individual item of expenditure is anticipated to exceed £250, then a minimum of two estimates/quotes should be obtained and submitted to the PTA Committee for approval.
3. Payments to suppliers in cash should only be made for amounts less than £20 and receipts provided.
4. Suppliers should issue the PTA with receipts in all instances.
5. Due to the size of the PTA activities, the accounting records should be maintained on a cash basis.



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: ST JAMES SCHOOL PTA.

On accounts for the year ended

31 AUGUST 2022 Charity no (if any) 114 7450

Set out on pages

1 - 5 (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 DD / MM / YYYY.

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: [Signature]

Date: 18/6/23

Name: ROSEMARY BARNES

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

BSC (HONS) FCA

Address:

18 THE FERNS
TUNBRIDGE WELLS
KENT, TN11 2JT

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.