

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 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

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 expended:

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.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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:

R. Barnes

Date:

18/6/23

Name:

ROSEMARY BARNES

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

BSC (HONS)

~~FFA~~ FCA

Address:

18 THE FERNS

TUNBRIDGE WELLS

KENT, TN1 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.