

Trustees' Annual Report

St Michaels CofE primary school Parent Teacher Association (PTA)
For the year ended 31/03/24

1. Reference and Administrative Details

- **Charity Name:** St Michaels Parent Teacher Association
 - **Charity Number:** 1152475
HMRC Reference Number: Awaiting updated HMRC reference following submission of CHV1
 - **School Address:** St Michael's CE Primary School, Brigadier Hill, Enfield, Middlesex, EN2 0NB
Correspondence Address: Same as above
Trustees (Committee Members):
 - Chair: Phil Wren
 - Vice Chair: Carly Taylor
 - Treasurer: Craig Scott
 - Secretary: Rachel Nicholls
 - Other committee members: David Russell; Kate Olive; Sarah Tsermulas; Sarah Hayes
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2. Structure, Governance and Management

The PTA is an unincorporated charity governed by a constitution adopted on 12 June 2013. Trustees (committee members) are elected annually at the Annual General Meeting (AGM) and are responsible for the management and operation of the PTA. The trustees review the key risks faced by the PTA and ensure appropriate controls are in place to mitigate them.

3. Objectives and Activities

The PTA's aim is to advance the education of pupils in the school by:

- Developing effective relationships between staff, parents, and others associated with the school.
- Engaging in activities or providing facilities/equipment to support the school and enhance pupil experience.

In line with these objectives, the PTA raises funds and organises events throughout the school year.

4. Public Benefit Statement

The trustees confirm that they have complied with their duty under section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit. The PTA's activities provide public benefit by supporting the education and well-being of pupils at the school.

5. Achievements and Performance

During the year, the PTA organised a number of successful events, including:

- Summer Fayre, which raised £9,550.42
- Festive Fun Day (including Raffle, Christmas Cards & Sponsorship), which raised £5,126.30
- Summer Disco, which raised £1,911.89

Funds raised were used to support the school through:

- Purchasing school hall upgrades & AV equipment.
- Purchasing bibles.
- Year 5 drumming lessons.
- Other support provided included funding a SAT breakfast for Year 6.

We are grateful for the ongoing support from parents, staff, and the local community.

6. Financial Review

Gross income for the year was £41,461.00, and total expenditure was £36,446.09. At the year-end, the PTA held a balance of £5,015. The accounts have been independently examined in accordance with Section 145 of the Charities Act 2011. The accounts were independently examined by Gary White, a qualified accountant and parent volunteer. The accounts are maintained by the Treasurer and available on request.

The PTA aims to keep a small reserve of no less than £3,000 to fund upcoming projects and to provide financial stability.

7. Plans for the Future

We plan to continue supporting the school community through fundraising events and activities such as:

- Summer Fayre.
 - Firework event.
 - Family Film night.
 - Talent Show.
 - Cake Sales.
 - The PTA will continue to raise funds and organise events throughout the school year with the aim of supporting the school and enhancing the pupil experience.
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8. Statement of Trustees' Responsibilities

The trustees are responsible for:

- Ensuring the PTA operates in accordance with its constitution.
 - Keeping proper financial records.
 - Submitting necessary returns to the Charity Commission and/or HMRC where applicable.
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Approved by the Trustees on 07/07/2025 and signed on their behalf by:



Name: Craig Scott

Position: Treasurer

Date: 14/07/25

Balance Sheet

Time Period

April 2023 - 31st March 2024

Revenue

Gross Income
Less: Total Expenses
Net Takings

£ 41,461.00	
£ 36,446.09	
	5,015

Income

Easter hunt
Summer Disco
Summer Fayre
Race Night
Fireworks Botany Bay
Winter Disco
Wreath Making Night
Festive Fun Day (including Raffle)
Christmas Cards
Break The Rules day
Spring Disco
Talent Show
Year Group Cake Sales (as of 19/3/24)
Used Uniform sales
Wonka bars sponsorship 24/25
F&L Kitchens Sponsorship
EVENT INCOME FROM 22/23
Interest
Easy Fundraising
Community Match Funding

73
1,957
12,721
3,010
1,449
2,022
1,260
5,156
2,879
1,189
1,813
1,232
947
384
250
1,500
253
26
255
3,085

Gross Income

£ 41,461.00

Expenses

Candyfloss machine (Asset)
Zettle card reader x 2 (Asset)
Gazebos x 4 (Asset)

414
106
1,032

COSTS

Annual lottery licence - Enfield Council (16/10/23)
Trolley Replacement
Parent Pay Charges
Outdoor string lights (27/11/23) (Asset)
PTA shed keys
Monthly Account Fee (as of 10/4/24)
PTA Parentkind subscription
Event Expenditure

20
85
68
58
12
60
153
12,365

SCHOOL DISBURSEMENTS

PTA Donation IT equipment (1/3/24)
PTA Donation iPads (21/11/23)
PTA Donation Clarinet & Saxophone lessons (21/11/23)
PTA Donation ROH (21/11/23)
Whole school grant for Greenhouse
Reception small grant

15,000
3,693
2,500
500
300
80

Total Expenses

36,446



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

St Michaels PTA

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1152475

Set out on pages

3

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/24**.

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 £25,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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:

Date:

30th June 2025

Name:

Gary White

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

ACCA

Address: 147 Browning Road, Enfield, EN2 0HJ

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.

No material concerns identified

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