



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From** 01/08/2020 **Period start date** **To** 31.07.2021 **Period end date**

**Charity name:** Sir Thomas Rich's School Parents' Association

**Charity registration number:** 1160414

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 to provide facilities, equipment or funds which support the school and advance the education of the pupils
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	All of our activities are planned with reference to the Charity Commission's Guidance on Public Benefit. We manage and staff the school Uniform shop, organise fund raising activities and provide refreshments at school events and sporting fixtures. Our activities facilitate social interaction between parents and staff & raise funds.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	See statements above (under Para 1.17 and 1.19)

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	All available funds are granted to the school at the request of the Headmaster, with his guidance and the agreement of the trustees.
Policy on social investment including program related investment	Para 1.38	We retain sufficient funds at the bank to satisfy the cash-flow requirements of the Uniform shop, to cover the up-front costs of fundraising activities and to meet our monthly leasing commitments on 2 minibuses we are leasing on behalf of the school.
Contribution made by volunteers	Para 1.38	All of our Committee Members and volunteers give many hours of their time (free of charge, in pursuance of our objects and we are extremely grateful to them for their commitment, and also to the parents and others who support our fundraising events.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Parents' Association at Sir Thomas Rich's is thriving, with many parents getting involved by helping with the uniform shop and the refreshments rota as well as supporting various PA events.</p> <p>This years fund raising efforts were hampered due to Covid-19 and the school requirements that parents and volunteers were not on the school premises.</p> <p>During the year, we still managed to raise funds via non face to face events - online quiz nights, non-uniforms days where the donations were collected via SMS, raffle, and clothes recycling, where we now have a clothes bank permanently on the school site.</p> <p>The uniform shop continues to provide an excellent service to parents throughout the year. This is staffed entirely by volunteers and requires significant time and planning to ensure the correct uniform is available to all pupils when needed. We continued to use the online website and shop with orders being delivered to form rooms before and after school hours. The Nearly new uniform shop also provides parents with a greater choice of uniform items.</p> <p>We continue to run a very popular 100 Club and have increased our membership of the Easyfundraising website account, and AmazonSmile these are all very useful and add a steady income to our funds.</p> <p>We have continued to add a closed Facebook page for parents of the new year 7 so we now have a page for yrs 7-12.</p> <p>During the year, we have received many small grant requests which have enabled us to support clubs and educational activities which may only be seeking a few hundred pounds to augment their expenses.</p> <p>We continue to fund the leases for two minibuses for the school. We have also awarded £14,320 to the school to fund wards equipment for the modern foreign language department, music departments, and we agreed to a grant to the learning resource centre to provide e-books and subscriptions to the economist and New Scientist.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	We were disappointed about having to restrict our fund raising activities to online activities but appreciate the requirement to do so.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We increased our funds by £15,353 during the year and made donations to the school of £14,320.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At all times, we aim to hold at least £10,000 cash reserves at the bank for cash-flow purposes, which sometimes needs to be higher to meet Uniform shop purchasing commitments. Monies in excess of these reserves retained are granted to the school subject to approval by the committee. The school is in the process of modernising the music department music suite and we have committed to a contribution of £10,000. We are also aware that the two minibus leases are up for renewal next year and we want to be in a position to be able to chose how to fund these.
Amount of reserves held	Para 1.22	£92,202 but this includes stock held in the uniform shop of £23,189. £10,000 to be donated toward the music suite.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our primary source of on-going income is from the School Uniform Shop which provides funds all year round with a peak at the start of the academic year. The "100 Club", monthly "subscriptions" and monies raised via "Easyfundraising" and AmazonSmile also provide a regular income. Other fundraising events are spread throughout the year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Our financial support to the school has benefited specific departments where needed and also the whole school community generally
A description of the principal risks facing the charity	Para 1.46	None identified
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at AGM held annually in October/November

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Parents' Association uses the school's Safeguarding & Child Protection Policy, ensuring in particular during Uniform Measuring sessions & Uniform Shop opening times that at least 2 adults are present and that any physical contact with the young people is minimal and appropriate
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	All trustees are volunteers and receive no remuneration or other benefits
Other		The trustees are directed to the Charity Commission website for information about their roles & responsibilities. The Parents' Association is a member of PTA UK with Public liability insurance included as part of the annual membership fee

## Reference and Administrative details

Charity name	Sir Thomas Rich's School Parents' Association
Other name the charity uses	STRS PA
Registered charity number	1160414
Charity's principal address	Sir Thomas Rich's School Oakleaze Gloucester Gloucestershire GL2 0LF

### 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	Kerry Canning	Chair		
2	Paula Turner	Treasurer	17.11.2020 – 31.07.2021	
3	Sarah Cripps	Treasurer	01.08.2020-17.11.2020	
4	Dawn Davis	Secretary		
5	Elisa Jordan	Asst Chair		
6	Charles Smith			
7	Philimena Canning			
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### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Auditor/ Accountant	Harper Sheldon	Midway House, Staverton Technology Park, Herrick Way, Staverton, Cheltenham, Glos, GL51 6TQ

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>KCanning</i>	<i>[Signature]</i>
Full name(s)	Kerry Canning	Paula Turner
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 31.05.2022





**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

<b>Sr Thomas Rich's PTFA (formerly Sir Thomas Rich's School Parents' Association)</b>			Charity No (if any)	<b>1160414</b>
<b>Annual accounts for the period</b>				
Period start date	<b>01/08/2020</b>	<b>To</b>	Period end date	<b>31/07/2021</b>

## Section A Statement of financial activities

Recommended categories by activity	Guidance Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£ F01	£ F02	£ F03	£ F04	£ F05
<b>Income (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	8,458	-	-	8,458	8,040
Charitable activities	S02	-	-	-	-	-
Other trading activities	S03	7,138	-	-	7,138	9,004
Investments	S04	-	-	-	-	-
Separate material item of income - Uniform Sales	S05	105,510	-	-	105,510	64,389
Other	S06	-	-	-	-	-
<b>Total</b>	S07	121,106	-	-	121,106	81,433
<b>Expenditure (Note 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	-	-	-	-	-
Other trading activities	S10	1,909	-	-	1,909	2,764
Separate material item of expense - Cost of Uniform Sold	S10	79,818	-	-	79,818	48,932
Separate material item of expense - Donations to Sir Thomas Rich's School	S10	14,320	-	-	14,320	31,998
Separate material item of expense - Minibus leases	S10	8,442	-	-	8,442	8,819
Other	S11	1,264	-	-	1,264	323
<b>Total</b>	S12	105,753	-	-	105,753	92,836
<b>Net income/(expenditure) before investment gains/(losses)</b>						
Net gains/(losses) on Investments	S13	15,353	-	-	15,353	- 11,403
	S14	-	-	-	-	-
<b>Net income/(expenditure)</b>	S15	15,353	-	-	15,353	- 11,403
<b>Extraordinary items</b>	S16	-	-	-	-	-
<b>Transfers between funds</b>	S17	-	-	-	-	-
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
<b>Net movement in funds</b>	S20	15,353	-	-	15,353	- 11,403
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	76,849	-	-	76,849	88,252
<b>Total funds carried forward</b>	S22	92,202	-	-	92,202	76,849

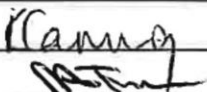
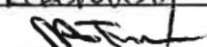


# Section B

# Balance sheet

		Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	-	-	-	-	-
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>		B05	-	-	-	-	-
<b>Current assets</b>							
Stocks	(Note 18)	B06	23,189	-	-	23,189	19,241
Debtors	(Note 19)	B07	3,142	-	-	3,142	1,472
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	67,592	-	-	67,592	68,478
<b>Total current assets</b>		B10	93,923	-	-	93,923	89,191
<b>Creditors: amounts falling due within one year</b>							
	(Note 20)	B11	1,721	-	-	1,721	12,342
<b>Net current assets/(liabilities)</b>		B12	92,202	-	-	92,202	76,849
<b>Total assets less current liabilities</b>		B13	92,202	-	-	92,202	76,849
<b>Creditors: amounts falling due after one year</b>							
	(Note 20)	B14	-	-	-	-	-
<b>Provisions for liabilities</b>		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	92,202	-	-	92,202	76,849
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-	-	-	-	-
Restricted income funds	(Note 27)	B18	-	-	-	-	-
Unrestricted funds		B19	92,202	-	-	92,202	76,849
Revaluation reserve		B20	-	-	-	-	-
<b>Total funds</b>		B21	92,202	-	-	92,202	76,849

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
	Kerry Canning	19.5.2022
	PAULA TURNER	17/5/2022

**SIR THOMAS RICH'S PTFA**  
**PERIOD ENDED 31 JULY 2021**

**HARPER SHELDON**  
Chartered Accountants & Registered Auditor  
Midway House  
Staverton Technology Park  
Cheltenham  
Glos.  
GL51 6TQ

**SIR THOMAS RICH'S PTFA**  
**INDEPENDENT AUDITOR'S REPORT TO THE BOARD**  
**PERIOD ENDED 31 JULY 2021**

We have audited the financial statements of Sir Thomas Rich's Parents Association and Friends of the school for the period ended 31 July 2021.

This report is made solely to the board, as a body. Our audit work has been undertaken so that we might state to the board those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the board as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF MANAGEMENT COMMITTEE AND AUDITOR**

The Management Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised).

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the club's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Management Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the body's affairs as at 31 July 2021 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the constitution.

**OPINION ON OTHER MATTERS PRESCRIBED BY THE CONSTITUTION**

In our opinion the Report of the Management Committee has been prepared in accordance with the constitution and the regulations made under it, and the information given there is consistent with the financial statements.



## SIR THOMAS RICH'S PTFA

### INDEPENDENT AUDITOR'S REPORT *(continued)*

PERIOD ENDED 31 JULY 2021

#### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where required by us to report to you if, in our opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations and access to documents that we require for our audit.



HARPER SHELTON  
Chartered Accountants & Registered Auditor

Midway House  
Staverton Technology Park  
Cheltenham  
Glos.  
GL51 6TQ

30 May 2022