



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/08/2021 Period start date To 31/07/2022 Period end date

Charity name: Sir Thomas Rich's PTFA

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 or providing facilities or equipment 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 Sir Thomas Rich's PTFA is thriving, in terms of the funds being raised for the school. This is predominantly from the on-site uniform shop which is run by a core team of Trustees and shop volunteers.</p> <p>We also organise various events throughout the school year but are mindful not to overload the parents. During the year, the school took full advantage of being able to put on live music concerts and shows. This somewhat restricted the number of events we were able to hold due to timetable clashes.</p> <p>However, we still managed to raise funds via a quiz night, raffles, 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 able to be collected at set hours through the week. Previously owned uniform 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 £11,237 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 due to timetable clashes 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 £17,696 during the year and made donations to the school of £11,237.
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 choose how to fund these.
Amount of reserves held	Para 1.22	£109,885 but this includes stock held in the uniform shop of £30,526.
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 1.45	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 1.48	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		

## Reference and Administrative details

Charity name	Sir Thomas Rich's PTFA
Other name the charity uses	
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		
3	Dawn Davis	Secretary		
4	Elisa Jordan	Asst Chair		
5	Charles Smith			
6	Sarah Cripps			
7	Philimena Canning			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**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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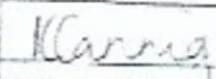

**Other optional information**

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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)		
Full name(s)	Kerry Canning	Paula Turner
Position (eg Secretary, Chair, etc)	Chair	TREASURER
Date	10.05.2023	







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sir Thomas Rich's PTFA

Charity No  
(if any)

1160414

Annual accounts for the period

Period start date

01/08/2021

To

Period end  
date

31/07/2022

Section A

Statement of financial activities

Recommended categories by  
activity

Incoming resources (Note 3)

Income and endowments from:

Donations and legacies

Charitable activities

Other trading activities

Investments

Separate material item of income

Other

**Total**

Resources expended (Note 6)

Expenditure on:

Raising funds

Charitable activities

Separate material item of expense

Separate material item of expense - Cost of Uniform Sold

Separate material item of expense - Donations to Sir Thomas Rich's School

Separate material item of expense - Minibus leases

Other

**Total**

Net income/(expenditure) before investment  
gains/(losses)

Net gains/(losses) on investments

Net income/(expenditure)

Extraordinary items

Transfers between funds

Other recognised gains/(losses):

Gains and losses on revaluation of fixed assets for the charity's own use

Other gains/(losses)

Net movement in funds

Reconciliation of funds:

Total funds brought forward

**Total funds carried forward**


Guidance Note

	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
S01	5,009	-	-	5,009	8,524
S02	-	-	-	-	-
S03	10,281	-	-	10,281	7,072
S04	44	-	-	44	-
S05	87,089	-	-	87,089	105,510
S06	-	-	-	-	-
S07	102,423	-	-	102,423	121,106
S08	3,161	-	-	3,161	1,909
S09	-	-	-	-	-
S10	-	-	-	-	-
S10	61,168	-	-	61,168	79,818
S10	11,237	-	-	11,237	14,320
S10	7,944	-	-	7,944	8,442
S11	1,230	-	-	1,230	1,264
S12	84,740	-	-	84,740	105,753
S13	17,683	-	-	17,683	15,353
S14	-	-	-	-	-
S15	17,683	-	-	17,683	15,353
S16	-	-	-	-	-
S17	-	-	-	-	-
S18	-	-	-	-	-
S19	-	-	-	-	-
S20	17,683	-	-	17,683	15,353
S21	92,202	-	-	92,202	76,849
S22	109,885	-	-	109,885	92,202

## 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		30,526	-	-	30,526	23,189
Debtors (Note 19)	B07		8,529	-	-	8,529	3,142
Investments (Note 17.4)	B08		-	-	-	-	-
Cash at bank and in hand (Note 24)	B09		72,870	-	-	72,870	67,592
<b>Total current assets</b>	B10		111,925	-	-	111,925	93,923
<b>Creditors: amounts falling due within one year (Note 20)</b>	B11		2,040	-	-	2,040	1,721
<b>Net current assets/(liabilities)</b>	B12		109,885	-	-	109,885	92,202
<b>Total assets less current liabilities</b>	B13		109,885	-	-	109,885	92,202
<b>Creditors: amounts falling due after one year (Note 20)</b>	B14		-	-	-	-	-
<b>Provisions for liabilities</b>	B15		-	-	-	-	-
<b>Total net assets or liabilities</b>	B16		109,885	-	-	109,885	92,202
<b>Funds of the Charity</b>							
Endowment funds (Note 27)	B17		-	-	-	-	-
Restricted income funds (Note 27)	B18		-	-	-	-	-
Unrestricted funds	B19		109,885	-	-	109,885	-
Revaluation reserve	B20		-	-	-	-	-
<b>Total funds</b>	B21		109,885	-	-	109,885	-
Signed by one or two trustees on behalf of all the trustees							
		Signature		Print Name		Date of approval dd/mm/yyyy	
				Kerry Canning		30/05/2023	
				Paula Turner		30/05/2023	





# 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

SIR THOMAS RICH'S PTFA

On accounts for the year  
ended

31 JULY 2022

Charity no  
(if any)

1160414

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 ~~31/07/2022~~.

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:

Date:

30 5 23

Name:

R D JORDAN

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

FCCA

Address:

MIDWAY HOUSE, STAVERTON TECHNOLOGY PARK,  
HERRICK WAY, STAVERTON, CHELTENHAM  
GLOUCESTERSHIRE GL51 6TQ



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.

Area for disclosure of matters of concern.