



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/08/2022 **Period start date** **To** 31/07/2023 **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 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 teachers and 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, in terms of funds being raised for the school. This is predominantly from the onsite 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 and to also take the needs of the school timetable into consideration.</p> <p>We held two quiz nights which are always popular and well attended, we held raffles and continued the clothes recycling from the permanent onsite clothes bank</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 continue 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 at a reduced cost.</p> <p>We continue to run the popular 100 club and easy fundraising helps add to our income. We also offer a BBQ and bar at the annual sports evening which always proves popular.</p> <p>We also have closed Facebook groups for parents of students and now have a group to cover all years 7-13, we will create an alumni group from the leaving year 13 students.</p> <p>We continue to fund the leases for two minibuses for the school. We didn't grant any additional funds to the school this year as we may look to purchase a minibus rather than lease and we would need all available reserves to be able to do this. We obtained a quote for £31,000.</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	
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 £32,833 during this year
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. We may need to purchase some minibuses so we are
Amount of reserves held	Para 1.22	£142,338, but this includes stock held in the uniform shop of £34,140
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" 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 or 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	STR PTFA
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	Sarah Cripps			
6	Philimena Canning			
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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 Williams	Paula Turner
Position (eg Secretary, Chair, etc)	Chair	
Date	30/06/2024	30/06/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Sir Thomas Rich's PTFA			Charity No (if any)	1160414
Annual accounts for the period				
Period start date	01/08/2022	To	Period end date	31/07/2023



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
Incoming resources (Note 3)						
Income and endowments from:						
Donations and legacies	S01	5,532	-	-	5,532	5,009
Charitable activities	S02	-	-	-	-	-
Other trading activities	S03	12,434	-	-	12,434	10,281
Investments	S04	743	-	-	743	44
Separate material item of income	S05	87,734	-	-	87,734	87,089
Other	S06	-	-	-	-	-
Total	S07	106,443	-	-	106,443	102,423
Resources expended (Note 6)						
Expenditure on:						
Raising funds	S08	3,474	-	-	3,474	3,161
Charitable activities	S09	-	-	-	-	-
Separate material item of expense	S10	-	-	-	-	-
Separate material item of expense - Cost of Uniform Sold	S10	60,830	-	-	60,830	61,168
Separate material item of expense - Minibus leases	S10	7,935	-	-	7,935	7,944
Separate material item of expense - Donations to Sir Thomas Rich's School	S10	500	-	-	500	11,237
Separate material item of expense - Refreshments	S10	60	-	-	60	-
Other	S11	1,191	-	-	1,191	1,230
Total	S12	73,990	-	-	73,990	84,740
Net income/(expenditure) before investment gains/(losses)						
Net gains/(losses) on investments	S13	32,453	-	-	32,453	17,683
Net income/(expenditure)	S14	-	-	-	-	-
Extraordinary items	S15	32,453	-	-	32,453	17,683
Transfers between funds	S16	-	-	-	-	-
Other recognised gains/(losses):	S17	-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
Net movement in funds	S20	32,453	-	-	32,453	17,683
Reconciliation of funds:						
Total funds brought forward	S21	109,885	-	-	109,885	92,202
Total funds carried forward	S22	142,338	-	-	142,338	109,885

Section B Balance sheet

	Guidance Notes					
		Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
		F01	F02	F03	F04	F05
Fixed assets						
Intangible assets (Note 15)	B01	-	-	-	-	-
Tangible assets (Note 14)	B02	-	-	-	-	-
Heritage assets (Note 16)	B03	-	-	-	-	-
Investments (Note 17)	B04	-	-	-	-	-
Total fixed assets	B05	-	-	-	-	-
Current assets						
Stocks (Note 18)	B06	34,140	-	-	34,140	30,526
Debtors (Note 19)	B07	1,627	-	-	1,627	8,529
Investments (Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand (Note 24)	B09	109,943	-	-	109,943	72,870
Total current assets	B10	145,710	-	-	145,710	111,925
Creditors: amounts falling due within one year (Note 20)	B11	3,372	-	-	3,372	2,040
Net current assets/(liabilities)	B12	142,338	-	-	142,338	109,885
Total assets less current liabilities	B13	142,338	-	-	142,338	109,885
Creditors: amounts falling due after one year (Note 20)	B14	-	-	-	-	-
Provisions for liabilities	B15	-	-	-	-	-
Total net assets or liabilities	B16	142,338	-	-	142,338	109,885
Funds of the Charity						
Endowment funds (Note 27)	B17	-	-	-	-	-
Restricted income funds (Note 27)	B18	-	-	-	-	-
Unrestricted funds	B19	142,338	-	-	142,338	109,885
Revaluation reserve	B20	-	-	-	-	-
Total funds	B21	142,338	-	-	142,338	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	31/05/2024
	Paula Turner	31/05/2024

31/05/2024



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 2023

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 / 2023~~.

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. D. Jordan

Date:

31 05 24

Name:

ROBERT JORDAN

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

FCCA

Address:

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

Section B**Disclosure**

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.