

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date

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 Period end date

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Charity name

Ardleigh Green Schools Parents Association																			
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Charity No
(if any)

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Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	AGSPA objective is to raise funds for both the infant and junior schools, this is so that additional resources, tools and equipment can be purchased. We work closely with both schools to develop more extended relationships between the staff and parents. We aim to engage in activities 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	AGSPA host numerous events throughout the year. We usually host two fayres, which are all of the same scale and are really well supported by the teachers and parents. We hold the fayres in summer and at Christmas and they are greatly enjoyed by the children. The fayres increase commitment and familiarity while promoting a sense of community. These events are open and advertised to the local community and we extend a warm welcome to all. We also have a school lottery that runs weekly and other events held during the year include school discos and Mother's and Father's Day Sales. Due to the recent pandemic our summer fayre, Christmas fayre and school discos did not go ahead this year.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Summer and Christmas Fayre are open to the wider community.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not apply for any grants.
Policy on social investment including program related investment	Para 1.38	We do not have any investment from outside companies.
Contribution made by volunteers	Para 1.38	All volunteers are made up of mums, dads and grandparents of children who attend the school.
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	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	This year has been a challenging year of fundraising for the school, we have had to adapt many of our usual events to allow for restrictions put in place due to the pandemic. Despite this we were still able to raise a good amount for the school and as always received excellent support from local families.
Performance of fundraising activities against objectives set	Para 1.41	We host a Mother's and Father's sale for the children to purchase a gift for someone special in their lives. The children always enjoy choosing their own gift this helps to promote their independence. We do Christmas Cards designed by the children for purchase, this is always popular and the children really enjoy the creative part of this task as well as the parents loving the cards to send to people with the children's drawing on. We sell wristbands for our local theme park, saving our families money on days out but getting them cheap enough so we can still make a small profit on them ourselves. We also obtain discounted theatre tickets both for the west end and our local theatre. Our annual trip to the local Christmas Panto is always a great social event for the children and parents and really helps to promote community spirit. We hold discos throughout the year that the children really enjoy. AGSPA aims to make every activity accessible to all children in the schools. AGSPA issue and monthly newsletter keeping parents up to date with events and information, this is made available for all parents.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	As of the 31/08/21 we show £19,769.74 in our account, this will be carried forward in order for us to fund future events as we begin the next academic year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity withdraws funds annually at the end of each academic year for the school. The treasurer maintains a float to fund the next forthcoming event. At no point in the year does the account become overdrawn.
Amount of reserves held	Para 1.22	£19,769.74
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:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Being able to attract new members, as parents children leave the school.
Other		

Structure, Governance and Management

Description of charity's trusts:		Nominated, seconded & voted for at AGM, and between AGM co-opted by committee members at committee meetings.
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	

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 charity's organisational structure and any wider network with which the charity works	Para 1.51	AGSPA have always worked closely with the school and have regular meetings with the head teacher covering both the infant and junior schools. AGSPA is a member of Parentkind. AGSPA hold regular committee meetings. Mostly every term, but more regularly when we have upcoming events. Sub committees may be formed by committee members to work on a specific event and they will then report back to everyone as a whole. AGSPA current committee members are happy within their roles and we don't see any changes until our next AGM.
Relationship with any related parties	Para 1.51	
Other		AGSPA's objective is to raise funds for both the infant and junior school, so that additional materials, tools and equipment can be purchased. We aim to work closely with the school to develop more extended relationships between the staff and parents. We aim to engage in activities which support the school and advance the education of the pupils.

Reference and Administrative details

Charity name	Ardleigh Green Schools Parents Association
Other name the charity uses	
Registered charity number	1161575
Charity's principal address	Ardleigh Green Junior School Ardleigh Green Road Hornchurch Essex RM11 2SP

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	Debbie Adshead	Chairperson		AGM
2	Amy Bee	Vice Chair		AGM
3	Joanne Dungate	Secretary		AGM
4	Natalie Ward	Treasurer		AGM
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Reference and Administrative details

(cont)

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Head Teacher of both schools	John Morris	Ardleigh Green Junior School, Ardleigh Green Road, Hornchurch, Essex, RM11 2SP

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>Joanne Dungate</i>	
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Full name(s)	Joanne Dungate	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	30/06/2022
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Ardleigh Green Schools PA Account 2020/21

Date	Name	Money In	Money Out	Notes	Balance
					£ 7,490.60
01/09/2020	Stripe Payments UK Ltd	£ 27.33		Online Payments Credit	£ 7,517.93
02/09/2020	Natalie Coare	£ 34.00		Adventure Island Tickets	£ 7,551.93
05/09/2020	A Davis Emma Turner	£ 35.00		Panto	£ 7,586.93
07/09/2020	Stripe Payments UK Ltd	£ 19.01		Online Payments Credit	£ 7,605.94
09/09/2020	Your School Lottery	£ 282.20		School Lottery Credit	£ 7,888.14
11/09/2020	Natalie Ward	£ 1.00		Halloween Sales	£ 7,889.14
14/09/2020	Stripe Payments UK Ltd	£ 77.03		Online Payments Credit	£ 7,966.17
16/09/2020	J Stephenson		£ 70.00	Theatre Ticket Refund	£ 7,896.17
16/09/2020	J L Chesim		£ 140.00	Theatre Ticket Refund	£ 7,756.17
16/09/2020	Stacey Adamson		£ 140.00	Theatre Ticket Refund	£ 7,616.17
16/09/2020	Sarah Taylor		£ 150.00	Theatre Ticket Refund	£ 7,466.17
16/09/2020	Isabella Alder		£ 120.00	Theatre Ticket Refund	£ 7,346.17
16/09/2020	Mrs N L Ward		£ 105.00	Theatre Ticket Refund	£ 7,241.17
16/09/2020	Sarah Browne		£ 70.00	Theatre Ticket Refund	£ 7,171.17
16/09/2020	Kelly Norbury		£ 70.00	Theatre Ticket Refund	£ 7,101.17
18/09/2020	Alana List	£ 2.50		Halloween Sales	£ 7,103.67
18/09/2020	Amy Bee	£ 4.00		Halloween Sales	£ 7,107.67
18/09/2020	Jo Dungate	£ 10.00		Halloween Sales	£ 7,117.67
19/09/2020	Jo Dungate	£ 10.00		Halloween Sales	£ 7,127.67
19/09/2020	Lorraine Morley		£ 75.00	Theatre Ticket Refund	£ 7,052.67
19/09/2020	Melissa Hitchcock		£ 70.00	Theatre Ticket Refund	£ 6,982.67
20/09/2020	Steve Read Ind Review		£ 150.00	Independent Review by Accountant	£ 6,832.67
21/09/2020	Anna Walsh	£ 12.00		Uniform Sales	£ 6,844.67
21/09/2020	Jenny Dean		£ 100.00	Theatre Ticket Refund	£ 6,744.67
21/09/2020	Vicky Poysden		£ 70.00	Theatre Ticket Refund	£ 6,674.67
21/09/2020	Kelly Norbury		£ 70.00	Theatre Ticket Refund	£ 6,604.67
21/09/2020	Mrs S Murphy		£ 60.00	Theatre Ticket Refund	£ 6,544.67
25/09/2020	Stacey Hunt	£ 102.00		Adventure Island Tickets	£ 6,646.67
26/09/2020	SL & S Goode	£ 34.00		Adventure Island Tickets	£ 6,680.67
28/09/2020	Stripe Payments UK Ltd	£ 6.60		Online Payments Credit	£ 6,687.27
30/09/2020	Stripe Payments UK Ltd		£ 13.75	Online Payments Refund	£ 6,673.52
					£ 6,673.52
					£ 6,673.52
				Total	£ 6,673.52
		£ 656.67	£ 1,473.75		

Date	Name	Money In	Money Out	Notes	Balance
					£ 6,673.52
04/10/2020	Jo Dungate	£ 10.00		Sweets	£ 6,683.52
05/10/2020	Stripe Payments UK Ltd	£ 21.52		Online Payments Credit	£ 6,705.04
07/10/2020	Jo Dungate	£ 20.00		Costumes	£ 6,725.04
09/10/2020	UK Clothing Caravan	£ 660.40		Happy School Bags Collection	£ 7,385.44
09/10/2020	C Williams	£ 52.50		Aladdin Panto Tickets	£ 7,437.94
10/10/2020	Leanne Tennyson	£ 70.00		Panto	£ 7,507.94
12/10/2020	Your School Lottery	£ 197.60		School Lottery Credit	£ 7,705.54
13/10/2020	Anna Walsh	£ 12.00		Uniform Sales	£ 7,717.54
19/10/2020	Stripe Payments UK Ltd	£ 30.82		Online Payments Credit	£ 7,748.36
22/10/2020	BCMY Ltd Recycle for Charity	£ 8.00		Inkjet Cartridge Recycling	£ 7,756.36
22/10/2020	Clare Barton	£ 10.00		Halloween Costumes	£ 7,766.36
26/10/2020	Stripe Payments UK Ltd	£ 18.80		Online Payments Credit	£ 7,785.16
26/10/2020	E Dudman	£ 85.00		AI Tickets	£ 7,870.16
28/10/2020	Jo Dungate	£ 10.50		Halloween Costumes	£ 7,880.66
29/10/2020	Joanne Bryant	£ 32.00		AI Tickets	£ 7,912.66
29/10/2020	Joanne Bryant	£ 2.00		AI Tickets	£ 7,914.66
29/10/2020	Jo Dungate	£ 10.00		Halloween Costumes	£ 7,924.66
30/10/2020	Joanne Bryant	£ 34.00		AI Tickets	£ 7,958.66
31/10/2020	Jo Dungate	£ 0.50		Halloween Bag	£ 7,959.16
					£ 7,959.16
				Total	£ 7,959.16

£ 1,285.64 £ -

Date	Name	Money In	Money Out	Notes	Balance
					£ 7,959.16
02/11/2020	Stripe Payments UK Ltd	£ 18.81		Online Payments Credit	£ 7,977.97
07/11/2020	Leanne Tennyson	£ 85.00		Panto	£ 8,062.97
08/11/2020	Leanne Tennyson		£ 85.00	Panto Refund	£ 7,977.97
09/11/2020	Jo Dungate	£ 25.00		Wreath Workshop	£ 8,002.97
09/11/2020	Jo Dungate	£ 1.00		Christmas Shop	£ 8,003.97
09/11/2020	Debbie Adshead	£ 4.00		Christmas Shop	£ 8,007.97
09/11/2020	Sophia Balan	£ 25.00		Wreath Workshop	£ 8,032.97
09/11/2020	Amy Bee	£ 9.00		Christmas Shop	£ 8,041.97
10/11/2020	Your School Lottery	£ 211.60		School Lottery Credit	£ 8,253.57
10/11/2020	Tracey Sargent	£ 50.00		Wreath Workshop	£ 8,303.57
10/11/2020	Emma Keegan	£ 25.00		Wreath Workshop	£ 8,328.57
13/11/2020	Easy2Name	£ 7.96		Label Company Commission	£ 8,336.53
16/11/2020	Stripe Payments UK Ltd	£ 3.93		Online Payments Credit	£ 8,340.46
17/11/2020	Debbie Adshead	£ 25.00		Wreath Workshop	£ 8,365.46
17/11/2020	Amy Bee	£ 25.00		Wreath Workshop	£ 8,390.46
19/11/2020	High Street Vouchers		£ 20.00	Prizes for Christmas Trail	£ 8,370.46
19/11/2020	Miss Chvorostova	£ 25.00		Wreath Workshop	£ 8,395.46
22/11/2020	Jo Pheby	£ 25.00		Wreath Workshop	£ 8,420.46
22/11/2020	Amy Bee	£ 50.00		Wreath Workshop	£ 8,470.46
23/11/2020	Stripe Payments UK Ltd	£ 9.02		Online Payments Credit	£ 8,479.48
24/11/2020	L Smith	£ 25.00		Wreath Workshop	£ 8,504.48
27/11/2020	Donna Elwis	£ 25.00		Wreath Workshop	£ 8,529.48
30/11/2020	Stripe Payments UK Ltd	£ 9.26		Online Payments Credit	£ 8,538.74
30/11/2020	A Ganesan	£ 25.00		Wreath Workshop	£ 8,563.74
30/11/2020	Jo Dungate		£ 35.48	Refund for Workshop Food & Drink	£ 8,528.26
					£ 8,528.26
					£ 8,528.26
				Total	£ 8,528.26
		£ 709.58	£ 140.48		

December

Date	Name	Money In	Money Out	Notes	Balance
					£ 8,528.26
01/12/2020	Amazon Marketplace		£ 89.50	Chocolate Coins	£ 8,438.76
02/12/2020	C & J Selvey	£ 25.00		Wreath Workshop	£ 8,463.76
03/12/2020	Sarah Knight		£ 7.00	Chocolate Pots for Wreath Workshop	£ 8,456.76
04/12/2020	Yvonne Hagan	£ 2.50		Christmas Trail	£ 8,459.26
05/12/2020	Helen Maddison	£ 10.00		Christmas Trails	£ 8,469.26
07/12/2020	Stripe Payments UK Ltd	£ 199.56		Online Payments Credit	£ 8,668.82
09/12/2020	Big PTA Raffle	£ 154.50		Big PTA Raffle Profit	£ 8,823.32
09/12/2020	Your School Lottery	£ 272.40		School Lottery Payment	£ 9,095.72
14/12/2020	Stripe Payments UK Ltd	£ 167.04		Online Payments Credit	£ 9,262.76
16/12/2020	Yvonne Hagan	£ 32.50		Christmas Trails	£ 9,295.26
18/12/2020	Zoe Trubridge		£ 220.00	Wreath Workshop	£ 9,075.26
18/12/2020	Sears	£ 2.50		Christmas Trail	£ 9,077.76
21/12/2020	Stripe Payments UK Ltd	£ 69.58		Online Payments Credit	£ 9,147.34
22/12/2020	Hunters Hornchurch	£ 285.00		Board Sponsorship	£ 9,432.34
29/12/2020	Stripe Payments UK Ltd	£ 21.65		Online Payments Credit	£ 9,453.99
					£ 9,453.99
		£ 1,242.23	£ 316.50	Total	£ 9,453.99

January

Date	Name	Money In	Money Out	Notes	Balance
					£ 9,453.99
04/01/2021	Parentkind PTA UK		£ 123.00	Annual PTA Insurance	£ 9,330.99
04/01/2021	Adventure Island		£ 800.00	AI Wristbands	£ 8,530.99
05/01/2021	Your School Lottery	£ 212.00		School Lottery Credit	£ 8,742.99
19/01/2021	BCMY LTD Recycle4Charity	£ 19.85		Inkjet Cartridge Recycling	£ 8,762.84
20/01/2021	Card Gal Ltd School Days	£ 1,046.00		Christmas Card Invoice	£ 9,808.84
					£ 9,808.84
					£ 9,808.84
				Total	£ 9,808.84
		£ 1,277.85	£ 923.00		

February

Date	Name	Money In	Money Out	Notes	Balance
					£ 9,808.84
01/02/2021	Stripe Payments UK Ltd	£ 13.18		Online Payments Credit	£ 9,822.02
02/02/2021	Your School Lottery	£ 203.20		School Lottery Credit	£ 10,025.22
08/02/2021	Stripe Payments UK Ltd	£ 11.04		Online Payments Credit	£ 10,036.26
11/02/2021	Amazon Europe	£ 17.64		Amazon Smile Credit	£ 10,053.90
15/02/2021	Stripe Payments UK Ltd	£ 52.77		Online Payments Credit	£ 10,106.67
19/02/2021	London Borough of Havering		£ 20.00	Annual Gambling Licence	£ 10,086.67
19/02/2021	Joanna Carr	£ 17.50		Panto	£ 10,104.17
23/02/2021	Jo Dungate		£ 17.46	Refund for Mother's Day	£ 10,086.71
23/02/2021	Natalie Ward		£ 6.00	Rosettes for Pet Show	£ 10,080.71
26/02/2021	CCL Label Limited	£ 7.96		Label Company Commission	£ 10,088.67
					£ 10,088.67
				Total	£ 10,088.67
		£ 323.29	£ 43.46		

March

Date	Name	Money In	Money Out	Notes	Balance
					£ 10,088.67
01/03/2021	Stripe Payments UK Ltd	£ 1.74		Online Payments Credit	£ 10,090.41
03/03/2021	Your School Lottery	£ 202.80		School Lottery Credit	£ 10,293.21
04/03/2021	Chicken and Frog Books		£ 30.00	Readathon Prizes	£ 10,263.21
06/03/2021	Stripe Payments UK Ltd	£ 260.63		Online Payments Credit	£ 10,523.84
09/03/2021	TJ Morris		£ 53.05	Mother's Day Gifts	£ 10,470.79
15/03/2021	Stripe Payments UK Ltd	£ 1,600.74		Online Payments Credit	£ 12,071.53
16/03/2021	Paypal payment D Adshead		£ 23.50	Purchased in error	£ 12,048.03
16/03/2021	Ebay payment D Adshead		£ 2.98	Purchased in error	£ 12,045.05
17/03/2021	D Adshead	£ 22.99		Reimbursement for ebay payment	£ 12,068.04
18/03/2021	Jo Dungate		£ 15.00	Readathon Prizes	£ 12,053.04
18/03/2021	D Adshead	£ 2.98		Reimbursement for ebay payment	£ 12,056.02
18/03/2021	D Adshead	£ 23.50		Reimbursement for paypal payment	£ 12,079.52
19/03/2021	Paypal payment D Adshead		£ 22.99	Purchased in error	£ 12,056.53
22/03/2021	Stripe Payments UK Ltd	£ 55.68		Online Payments Credit	£ 12,112.21
29/03/2021	Stripe Payments UK Ltd	£ 14.73		Online Payments Credit	£ 12,126.94
31/03/2021	Easy Fundraising	£ 62.47		School Lottery Payment	£ 12,189.41
31/03/2021	S J Parnell	£ 24.00		AI Tickets	£ 12,213.41
					£ 12,213.41
					£ 12,213.41
				Total	£ 12,213.41
		£ 2,272.26	£ 147.52		

April

Date	Name	Money In	Money Out	Notes	Balance
					£ 12,213.41
02/04/2021	Clare Barton	£ 84.00		AI Tickets	£ 12,297.41
02/04/2021	Komal Vadher	£ 48.00		AI Tickets	£ 12,345.41
02/04/2021	A & O Adediji	£ 2.50		Esater Hunt	£ 12,347.91
02/04/2021	R Sehdev	£ 24.00		AI Tickets	£ 12,371.91
06/04/2021	Stripe Payments	£ 12.41		Online Payment System	£ 12,384.32
07/04/2021	J Stephenson	£ 24.00		AI Tickets	£ 12,408.32
07/04/2021	Your School Lottery	£ 262.40		School Lottery Payment	£ 12,670.72
07/04/2021	B Simons	£ 36.00		AI Tickets	£ 12,706.72
08/04/2021	Emma Carter/ E Forecast	£ 180.00		AI Tickets	£ 12,886.72
08/04/2021	Joanne Daniel	£ 36.00		AI Tickets	£ 12,922.72
08/04/2021	Zoe Long	£ 48.00		AI Tickets	£ 12,970.72
08/04/2021	Toucan Box Fundraising	£ 15.00		Toucan Craft Box Profits	£ 12,985.72
08/04/2021	Tamanna Sharma	£ 48.00		AI Tickets	£ 13,033.72
08/04/2021	Emma Turner	£ 60.00		AI Tickets	£ 13,093.72
09/04/2021	K & B Davey	£ 72.00		AI Tickets	£ 13,165.72
10/04/2021	L Hollins	£ 24.00		AI Tickets	£ 13,189.72
12/04/2021	Post Office		£ 2.69	Returning AI Tickets to be updated	£ 13,187.03
12/04/2021	Stripe Payments	£ 103.14		Online Payment System	£ 13,290.17
12/04/2021	Becky Ridgley	£ 36.00		AI Tickets	£ 13,326.17
12/04/2021	Nicole Rose	£ 96.00		AI Tickets	£ 13,422.17
13/04/2021	Easy2Name	£ 1.19		Name Label Profits	£ 13,423.36
13/04/2021	Miss C R Andrews	£ 56.00		AI Tickets	£ 13,479.36
13/04/2021	Sally O'Sullivan	£ 28.00		AI Tickets	£ 13,507.36
13/04/2021	Kiran Sharma	£ 24.00		AI Tickets	£ 13,531.36
13/04/2021	Angela Watson	£ 84.00		AI Tickets	£ 13,615.36
13/04/2021	Anne Cross	£ 24.00		AI Tickets	£ 13,639.36
14/04/2021	Joanna Pheby	£ 42.00		AI Tickets	£ 13,681.36
14/04/2021	Nicholas Hartwell	£ 36.00		AI Tickets	£ 13,717.36
14/04/2021	M De Souza	£ 48.00		AI Tickets	£ 13,765.36
14/04/2021	Amy Gooding	£ 28.00		AI Tickets	£ 13,793.36
14/04/2021	Clare Harold	£ 28.00		AI Tickets	£ 13,821.36
15/04/2021	L Leverett	£ 7.50		Easter Hunt	£ 13,828.86
15/04/2021	C Selvey	£ 42.00		AI Tickets	£ 13,870.86
16/04/2021	A Bhogal	£ 48.00		AI Tickets	£ 13,918.86
16/04/2021	I Drake	£ 14.00		AI Tickets	£ 13,932.86
16/04/2021	Vicky Merry	£ 84.00		AI Tickets	£ 14,016.86
16/04/2021	Penny Rumsby	£ 28.00		AI Tickets	£ 14,044.86
17/04/2021	Kelly Felstead	£ 72.00		AI Tickets	£ 14,116.86
19/04/2021	Stripe Payments	£ 30.92		Online Payment System	£ 14,147.78
19/04/2021	Jo Dungate	£ 35.95		Ziffit Payments	£ 14,183.73
19/04/2021	Natalie Turner	£ 48.00		AI Tickets	£ 14,231.73
20/04/2021	Your School Lottery	£ 40.50		School Lottery Payment	£ 14,272.23
20/04/2021	Adventure Island		£ 625.00	Adventure Island Tickets	£ 13,647.23
20/04/2021	Jo Dungate	£ 19.30		Ziffit Payments	£ 13,666.53
21/04/2021	Jenny Marchant	£ 56.00		AI Tickets	£ 13,722.53
21/04/2021	S Murphy	£ 28.00		AI Tickets	£ 13,750.53
26/04/2021	Stripe Payments	£ 4.46		Online Payment System	£ 13,754.99
27/04/2021	Jo Larner	£ 42.00		Panto	£ 13,796.99
28/04/2021	Penny Lucchesi	£ 70.00		Panto	£ 13,866.99
28/04/2021	Anaiya Karia	£ 70.00		Panto	£ 13,936.99
28/04/2021	Olivia McCarthy	£ 122.50		Panto	£ 14,059.49
28/04/2021	K Sparkes	£ 70.00		Panto	£ 14,129.49
28/04/2021	Seema Kareer	£ 70.00		Panto	£ 14,199.49
29/04/2021	SD Tunstall	£ 70.00		Panto	£ 14,269.49
29/04/2021	SD Tunstall	£ 17.50		Panto	£ 14,286.99
29/04/2021	Emma Turner	£ 35.00		AI Tickets	£ 14,321.99
29/04/2021	Debbie Adshead		£ 19.80	Refund for Father's Day Socks	£ 14,302.19
29/04/2021	Donna Farr	£ 105.00		Panto	£ 14,407.19
29/04/2021	Vicky Alder	£ 35.00		Panto	£ 14,442.19
30/04/2021	Amy Bee	£ 84.00		Charlie With's AI Tickets	£ 14,526.19
30/04/2021	Clare Harold	£ 87.50		Panto	£ 14,613.69
30/04/2021	Leigh Kanavan	£ 28.00		AI Tickets	£ 14,641.69
30/04/2021	Jo Huxford	£ 70.00		Panto	£ 14,711.69
30/04/2021	Suzanne Maher	£ 42.00		AI Tickets	£ 14,753.69
30/04/2021	Meenal Johal	£ 42.00		AI Tickets	£ 14,795.69
30/04/2021	Gemma Lee		£ 70.00	Panto Refund	£ 14,725.69
30/04/2021	Nicola Schrapel	£ 52.50		Panto	£ 14,778.19
					£ 14,778.19
				Total	£ 14,778.19

£ 3,282.27 £ 717.49

May

Date	Name	Money In	Money Out	Notes	Balance
					£ 14,778.19
01/05/2021	Charley With	£ 14.00		AI Tickets	£ 14,792.19
01/05/2021	Stephanie Hagerty	£ 56.00		AI Tickets	£ 14,848.19
02/05/2021	Laura Livonen	£ 52.50		AI Tickets	£ 14,900.69
03/05/2021	Natalie Coare	£ 84.00		AI Tickets	£ 14,984.69
03/05/2021	J Selvey	£ 70.00		Panto	£ 15,054.69
04/05/2021	Zoe Trubridge	£ 35.00		Panto	£ 15,089.69
04/05/2021	Bonny Slaugther	£ 157.50		Panto	£ 15,247.19
04/05/2021	Hannah Neville	£ 70.00		Panto	£ 15,317.19
04/05/2021	S Murphy		£ 140.00	Panto Refund	£ 15,177.19
05/05/2021	Zoe Trubridge		£ 17.50	Panto Refund	£ 15,159.69
05/05/2021	Charlotte Andrews	£ 87.50		Panto	£ 15,247.19
05/05/2021	Kristy Rigby	£ 105.00		Panto	£ 15,352.19
06/05/2021	Henry Karis	£ 70.00		Panto	£ 15,422.19
06/05/2021	L Simmonds	£ 70.00		AI Tickets	£ 15,492.19
06/05/2021	L Simmonds	£ 140.00		Panto	£ 15,632.19
08/04/2021	K L Fearon		£ 140.00	Panto Refund	£ 15,492.19
08/05/2021	Meenal Johal	£ 70.00		Panto	£ 15,562.19
09/05/2021	Clare Thakar	£ 84.00		AI Tickets	£ 15,646.19
10/05/2021	Jo Dungate	£ 9.13		Music Magpie Credit	£ 15,655.32
10/05/2021	Hunters Hornchurch	£ 197.50		Easter Boards Sponsor	£ 15,852.82
11/05/2021	Your School Lottery	£ 213.20		School Lottery Payment	£ 16,066.02
11/05/2021	T J Morris		£ 40.63	Father's Day Gifts Stock	£ 16,025.39
12/05/2021	Adventure Island		£ 500.00	Adventure Island Tickets	£ 15,525.39
17/05/2021	Parcel2Go.com		£ 5.64	Tea Towel Art Work Posted	£ 15,519.75
18/05/2021	Amy Leacy	£ 75.00		Pretty Woman	£ 15,594.75
18/05/2021	Sally O'Sullivan	£ 75.00		Pretty Woman	£ 15,669.75
18/05/2021	Lianne Argent	£ 75.00		Pretty Woman	£ 15,744.75
18/05/2021	Emma Turner	£ 70.00		Tina Tickets	£ 15,814.75
19/05/2021	Amazon		£ 10.99	Father's Day Gifts Stock	£ 15,803.76
19/05/2021	Victoria Fitzmaurice	£ 56.00		AI Tickets	£ 15,859.76
19/05/2021	Amy Bee	£ 315.00		Theatre Tickets	£ 16,174.76
19/05/2021	Sophie Ellis	£ 126.00		AI Tickets	£ 16,300.76
21/05/2021	Tracey Paul	£ 75.00		Pretty Woman	£ 16,375.76
21/05/2021	UK Clothing Caravan	£ 379.80		Happy School Bags Profit	£ 16,755.56
22/05/2021	Kimberly Jenkins	£ 140.00		Tina Tickets	£ 16,895.56
22/05/2021	Clare Thakar	£ 75.00		Pretty Woman	£ 16,970.56
22/05/2021	Carly Pleydell	£ 70.00		Cinderella Tickets	£ 17,040.56
23/05/2021	Jo Dungate	£ 70.00		Lion King Tickets	£ 17,110.56
23/05/2021	Jo Dungate	£ 150.00		Pretty Woman	£ 17,260.56
23/05/2021	Jessica Stephenson	£ 150.00		Pretty Woman	£ 17,410.56
23/05/2021	Jessica Stephenson	£ 140.00		Lion King Tickets	£ 17,550.56
23/05/2021	J Abbott	£ 70.00		Tina Tickets	£ 17,620.56
24/05/2021	Amazon	£ 18.13		Amazon Smile Payment	£ 17,638.69
24/05/2021	Sera Wheble	£ 210.00		Lion King Tickets	£ 17,848.69
24/05/2021	L Morley	£ 140.00		Tina Tickets	£ 17,988.69
25/05/2021	Jo Dungate	£ 105.00		Tina Tickets	£ 18,093.69
25/05/2021	Cheryl Martin	£ 140.00		Tina Tickets	£ 18,233.69
26/05/2021	Easy Fundraising	£ 25.11		Easy Fundraising Profit	£ 18,258.80
26/05/2021	Shuba Khatun	£ 28.00		AI Tickets	£ 18,286.80
27/05/2021	Bestway		£ 151.68	Father's Day Gifts Stock	£ 18,135.12
28/05/2021	Shuba Khatun	£ 28.00		AI Tickets	£ 18,163.12
29/05/2021	Jo Dungate	£ 135.00		Jersey Boys Tickets	£ 18,298.12
30/05/2021	Sadaf Khan	£ 28.00		AI Tickets	£ 18,326.12
30/05/2021	L C Murphy	£ 112.00		AI Tickets	£ 18,438.12
31/05/2021	Jo Dungate	£ 315.00		Jersey Boys Tickets	£ 18,753.12
31/05/2021	S J Parnell	£ 280.00		Lion King Tickets	£ 19,033.12
				Total	£ 19,033.12
		£ 5,261.37	£ 1,006.44		

June

Date	Name	Money In	Money Out	Notes	Balance
					£ 19,033.12
01/06/2021	Stripe Payments Uk	£ 3.68		Online Payments	£ 19,036.80
01/06/2021	Sarah Davey	£ 168.00		AI Tickets	£ 19,204.80
01/06/2021	Debbie Adshead	£ 280.00		Kerry Seymour Lion King Tickets	£ 19,484.80
01/06/2021	Oluwakemi Holloway	£ 28.00		AI Tickets	£ 19,512.80
01/06/2021	Komal Solanki	£ 56.00		AI Tickets	£ 19,568.80
02/06/2021	Harris and White	£ 70.00		Tina Tickets	£ 19,638.80
02/06/2021	Terry Williams	£ 42.00		AI Tickets	£ 19,680.80
04/06/2021	Adventure Island		£ 625.00	Adventure Island Tickets	£ 19,055.80
07/06/2021	J Maguire	£ 270.00		Jersey Boys	£ 19,325.80
07/06/2021	Stripe Payments Uk	£ 446.98		Tea Towels	£ 19,772.78
07/06/2021	Mala Ravaliala	£ 290.00		Theatre tickets	£ 20,062.78
07/06/2021	Carl Cockram	£ 56.00		AI Tickets	£ 20,118.78
07/06/2021	B Ali	£ 60.00		AI Tickets	£ 20,178.78
08/06/2021	Your School Lottery	£ 38.10		School Lottery Payment	£ 20,216.88
08/06/2021	L Hollins	£ 28.00		AI Tickets	£ 20,244.88
08/06/2021	Joanne Huxford	£ 60.00		Cinderella	£ 20,304.88
08/06/2021	Leigh Huntley	£ 225.00		Pretty Woman	£ 20,529.88
10/06/2021	Paypal Pellicom Ltd EB		£ 2.25	Purchase in Error refunded below	£ 20,527.63
10/06/2021	Paypal Eds Party Ebay		£ 2.25	Purchase in Error refunded below	£ 20,525.38
10/06/2021	Ebay O*01-07-180-49648		£ 3.59	Purchase in Error refunded below	£ 20,521.79
10/06/2021	Ebay O*01-07-180-49633		£ 4.96	Purchase in Error refunded below	£ 20,516.83
10/06/2021	Ebay O*01-07-180-49636		£ 2.11	Purchase in Error refunded below	£ 20,514.72
10/06/2021	Ebay O*01-07-180-49638		£ 5.98	Purchase in Error refunded below	£ 20,508.74
10/06/2021	Ebay O*01-07-180-49641		£ 2.45	Purchase in Error refunded below	£ 20,506.29
10/06/2021	Amazon Marketplace		£ 19.98	Father's Day Stock	£ 20,486.31
10/06/2021	G M McCabe/Amy Leacy	£ 140.00		Tina Tickets	£ 20,626.31
11/06/2021	Your School Lottery	£ 259.60		School Lottery Payment	£ 20,885.91
14/06/2021	Stripe Payments Uk	£ 712.55		Online Payments	£ 21,598.46
14/06/2021	Leigh Huntley	£ 135.00		AI Tickets	£ 21,733.46
14/06/2021	Security Dir sw Aaliyah Constanble	£ 8.00		Extra Payment for Tea Towels	£ 21,741.46
15/06/2021	T J Morris		£ 41.23	Father's Day Stock	£ 21,700.23
15/06/2021	Poundland		£ 15.00	Father's Day Stock	£ 21,685.23
15/06/2021	Leigh Huntley/ Kelly Clifford	£ 15.00		AI Tickets	£ 21,700.23
16/06/2021	Victoria Varley	£ 30.00		AI Tickets	£ 21,730.23
17/06/2021	Lisa Knight	£ 30.00		AI Tickets	£ 21,760.23
17/06/2021	Jo Dungate		£ 4.00	Refund for Father's Dad gifts	£ 21,756.23
17/06/2021	D Adshead	£ 23.59		Refund for Errors above	£ 21,779.82
17/06/2021	Natalie Ward	£ 7.00		Tea Towels	£ 21,786.82
18/06/2021	Amazon Marketplace		£ 9.99	Father's Day Stock	£ 21,776.83
18/06/2021	Miss N Farrell		£ 8.00	Tea Towel Refund	£ 21,768.83
20/06/2021	Joanne Huxford	£ 10.00		Cinderella	£ 21,778.83
20/06/2021	Nicola Schrapel	£ 490.00		Theatre Tickets	£ 22,268.83
21/06/2021	Stripe Payments Uk	£ 636.20		Online Payments	£ 22,905.03
23/06/2021	Jo Dungate		£ 37.50	Theatre Ticket Refund	£ 22,867.53
23/06/2021	Jo Dungate	£ 70.00		Cinderella	£ 22,937.53
24/06/2021	Ardleigh Green Infant School Fund		£ 108.00	Water bottles for reception	£ 22,829.53
25/06/2021	Vicky Merry	£ 7.00		Tea Towels	£ 22,836.53
28/06/2021	Stripe Payments Uk	£ 19.60		Online Payments	£ 22,856.13
28/06/2021	Natalie Ward		£ 593.40	Leavers T-Shirts	£ 22,262.73
28/06/2021	J Larner	£ 9.00		Tea Towels	£ 22,271.73
				Total	£ 22,271.73
		£ 4,724.30	£ 1,485.69		

July

Date	Name	Money In	Money Out	Notes	Balance
					£ 22,271.73
01/07/2021	S Carter	£ 3.00		Tea Towels	£ 22,274.73
01/07/2021	NL CH Riches	£ 60.00		AI Tickets	£ 22,334.73
01/07/2021	Art Screen Prints Ltd		£ 822.34	Tea Towel Invoice	£ 21,512.39
01/07/2021	T J Sargent	£ 5.00		Tea Towels	£ 21,517.39
01/07/2021	S J Carr	£ 5.00		Tea Towels	£ 21,522.39
01/07/2021	Fox	£ 5.00		Tea Towels	£ 21,527.39
03/07/2021	Arthur Francis Accountancy		£ 150.00	Invoice for Review of Accounts	£ 21,377.39
03/07/2021	Kelly Newman	£ 4.50		Tea Towels	£ 21,381.89
04/07/2021	Gary White	£ 4.50		Tea Towels	£ 21,386.39
05/07/2021	Stripe Payments UK	£ 308.92		Online Payments	£ 21,695.31
05/07/2021	Penny Rumsby	£ 4.50		Tea Towels	£ 21,699.81
05/07/2021	Tracey Paul	£ 5.00		Tea Towels	£ 21,704.81
05/07/2021	Emma Biggane	£ 6.00		Tea Towels	£ 21,710.81
06/07/2021	Your School Lottery	£ 201.60		School Lottery Payment	£ 21,912.41
06/07/2021	Krispy Kreme		£ 275.00	Doughnut Sale	£ 21,637.41
06/07/2021	Zoe Tonbridge	£ 3.00		Tea Towel	£ 21,640.41
07/07/2021	Krispy Kreme		£ 330.00	Doughnut Sale	£ 21,310.41
07/07/2021	Krispy Kreme	£ 275.00		Doughnut Sale Refund	£ 21,585.41
09/07/2021	Your School Lottery	£ 37.80		School Lottery Payment	£ 21,623.21
12/07/2021	J Anderson	70.00		Tina Tickets	£ 21,693.21
12/07/2021	Sharma Meera	70.00		Tina Tickets	£ 21,763.21
12/07/2021	S Bennett	112.50		Pretty Woman Tickets	£ 21,875.71
12/07/2021	Stacey Adamson	112.50		Pretty Woman Tickets	£ 21,988.21
12/07/2021	R Kavia Hema Kavia	140.00		Matilda Tickets	£ 22,128.21
12/07/2021	Linda Jones	4.50		Tea Towels	£ 22,132.71
12/07/2021	Mitchley NKNP&NK	4.50		Tea Towels	£ 22,137.21
12/07/2021	M Stuart/Tracy Sell	105.00		Theatre tickets	£ 22,242.21
12/07/2021	Cash deposit	1,415.59		Tea Towels and Father's day sales	£ 23,657.80
12/07/2021	H Everett Ronnie Packman	4.50		Tea Towels	£ 23,662.30
12/07/2021	Stripe Payments	218.58		Online Payments	£ 23,880.88
13/07/2021	Rebecca Groom	30.00		Adventure Island Tickets	£ 23,910.88
13/07/2021	Stacey Adamson	112.50		Theatre tickets	£ 24,023.38
13/07/2021	Natalie Norris	112.50		Theatre tickets	£ 24,135.88
13/07/2021	Robert Dyas		6.38	Father's Day Stock	£ 24,129.50
14/07/2021	The Queens Theatre		1,363.50	Panto Tickets	£ 22,766.00
14/07/2021	Thorne BT&RL Poppy T	7.00		Tea Towels	£ 22,773.00
14/07/2021	A Kareer & Seema Kareer	9.00		Tea Towels	£ 22,782.00
14/07/2021	Sarah Claydon	7.00		Tea Towels	£ 22,789.00
15/07/2021	Mitchley NKNP&NK	60.00		AI Tickets	£ 22,849.00
16/07/2021	Cherie Jones	7.00		Tea Towels	£ 22,856.00
16/07/2021	K E Hodgkin	7.00		Tea Towels	£ 22,863.00
16/07/2021	L Jones	3.50		Tea Towels	£ 22,866.50
19/07/2021	ATG Ltd		900.00	Theatre tickets purchase	£ 21,966.50
19/07/2021	ATG Ltd		500.00	Theatre tickets purchase	£ 21,466.50
19/07/2021	ATG Ltd		632.00	Theatre tickets purchase	£ 20,834.50
19/07/2021	ATG Ltd		600.00	Theatre tickets purchase	£ 20,234.50
19/07/2021	ATG Ltd		425.00	Theatre tickets purchase	£ 19,809.50
19/07/2021	ATG Ltd		425.00	Theatre tickets purchase	£ 19,384.50
19/07/2021	ATG Ltd		325.00	Theatre tickets purchase	£ 19,059.50
20/07/2021	BigPtaRaffle	88.50		Big PTA Raffle	£ 19,148.00
20/07/2021	RECYCLE4CHARITY	18.05		Inkjet Cartridge Recycling	£ 19,166.05
23/07/2021	UK CLOTHING	187.80		Happy School Bags Profit	£ 19,353.85
26/07/2021	Fox & Ibrah Fox	60.00		AI Tickets	£ 19,413.85
29/07/2021	Renee Cahill Foster 1ST & 3RD WINNERS		40.00	Prize for Balloon Race	£ 19,373.85
29/07/2021	Stockvale Limited		250.00	Purchased 20 x Adventure Island Tickets	£ 19,123.85
29/07/2021	MD & JM Wake	45.00		AI Tickets	£ 19,168.85
				Total	£ 19,168.85
		£ 3,941.34	£ 7,044.22		

August

Date	Name	Money In	Money Out	Notes	Balance
					£ 19,168.85
02/08/2021	Targe-Ad R J Henry TA Pear	5.00		Tea Towels	£ 19,173.85
02/08/2021	Keegan Emma	15.00		AI Tickets	£ 19,188.85
02/08/2021	Andersons Wholesale INV 73954		155.60	Christmas Grotto Gifts	£ 19,033.25
02/08/2021	James Heath 2nd place balloon		15.00	Prize for Balloon Race	£ 19,018.25
02/08/2021	Art Screen Prints Ltd		23.85	Tea Towels	£ 18,994.40
02/08/2021	Eco Racing School	173.70		Virual Balloon Race	£ 19,168.10
02/08/2021	H Coals	60.00		AI Tickets	£ 19,228.10
03/08/2021	Christine Marietou - Ava	30.00		AI Tickets	£ 19,258.10
03/08/2021	YourSchoolLottery	205.60		School Lottery Payment	£ 19,463.70
04/08/2021	Williamson Kayley	75.00		AI Tickets	£ 19,538.70
04/08/2021	Theresa Connell	30.00		AI Tickets	£ 19,568.70
09/08/2021	Jenny Meade	45.00		AI Tickets	£ 19,613.70
09/08/2021	Terry Powell	75.00		AI Tickets	£ 19,688.70
12/08/2021	Stockvale Limited 637672		375.00	Purchased 30 x Adventure Island Tickets	£ 19,313.70
16/08/2021	LW Pincombe	75.00		AI Tickets	£ 19,388.70
17/08/2021	Lijana Gladuniene	60.00		AI Tickets	£ 19,448.70
17/08/2021	YourSchoolLottery	38.40		School Lottery Payment	£ 19,487.10
17/08/2021	Amazon	16.91		Amazon Smile	£ 19,504.01
18/08/2021	Easy Fundraising	25.73		Easy Fundraising Profit	£ 19,529.74
20/08/2021	B Zhu Pippa	30.00		AI Tickets	£ 19,559.74
23/08/2021	T Paul	45.00		AI Tickets	£ 19,604.74
24/08/2021	Jo Huxford	45.00		AI Tickets	£ 19,649.74
27/08/2021	L & F Greer	30.00		AI Tickets	£ 19,679.74
29/08/2021	Oluwakemi Holloway	75.00		AI Tickets	£ 19,754.74
31/08/2021	Jo Huxford	15.00		AI Tickets	£ 19,769.74
				Total	£ 19,769.74
		£ 1,170.34	£ 569.45		

30th June 2022

Ms J Dungate
Ardleigh Green Schools PTA
Ardleigh Green Road
Hornchurch
Essex
RM11 2SP

Re: PTA Accounts – 01.09.20 – 31.08.21

Dear Ms Dungate,

With reference to the cash transactions document that you have provided I can confirm that an independent review is required as your gross income is greater than £25,000. However, an external audit is not required as it is below the £500,000 threshold for income and no assets are held.

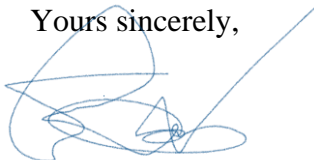
From reviewing the accounts, these have been prepared under the cash basis listing all receipts and payments. The accruals basis is not required due to below the £500,000 threshold and so the method used is acceptable in this instance.

Without conducting an audit the opening and closing bank statements agree to your detailed spreadsheet and the transactions that have taken place look in line to what would be expected of a PTA to a school.

No matters of concern have been highlighted and I can see that the changing of accounts year end date has been completed.

Please see attached my report covering these aspects given above.

Yours sincerely,



Steve Read ACCA MAAT
Arthur Francis Accountancy

Independent Examiner's Report

Summary and Information on the Charity

- AGSPA provide a service to Ardleigh Green School to assist in enriching the lives of its students by organising events and trips (mainly to theatres)
- AGSPA is a charity and not a company
- Money obtained from various sources throughout the year i.e. fates, sales and school trips.
- Expenses relate to purchasing of tickets and travel for the majority of cases.
- Purely cash-based account with surplus funds then invested into the school i.e. purchasing computers or leaving in the account for future years
- AGSPA submission is now in line with the school year (Sept to Aug). 2020-21 accounts relate to the period 1st September 2020 to 31st August 2021

Independent Review

- Income less than £500k so exempt from audit. No assets held
- Income greater than £25k so independent verification is required
- Cash based account with no requirement for accruals concept to be applied as purely cash based
- No close personal relationships with trustees
- No day to day involvement with the AGSPA
- Chartered Certified Accountant so able to perform independent check

Financial Checks

	Bank Statement Balance	Balance per spreadsheet	Diff
01/09/2020	7,490.60	7,490.60	-
31/08/2021	19,769.74	19,769.74	-
Cash increase	12,279.14	12,279.14	-
	Income	Expenses	
Total	26,147.14	13,868.00	
Net Surplus		12,279.14	-

Analytical Review

- Opening and closing balances checked and agreed back to bank statements
- Detail of income and expenses, providing a net surplus, agrees back to the difference between opening and closing balances
- Random transactions checked for accuracy (Apr-21 bank statement)
- Transactions checked to ensure that they match the type of transactions associated with a PA charitable account
- Random checks on transactions show no issue with authenticity
- Accounting records are complete based on analysis of bank statements
- One bank account used to record transactions
- Access to the bank account was given to an additional two people in the year due to the current chair leaving at the end of August 2021. Access was for Debbie Adshead (Chair), Amy Bee (Vice Chair) and Jo Dungate (Secretary)
- 4 Trustees: Debbie Adshead = Chair, Amy Bee = Vice Chair, Joanne Dungate = Secretary, Natalie Ward = Treasurer
- Payments are made by cheque reducing access to bank account. Receipts paid into the bank can be made by any Trustee
- Financial controls are reviewed annually
- No material transactions made > £1,500. Significant payments relate to theatre ticket purchases which correspond to the purpose of the bank account

Conclusions

- Based on my independent review of the accounts, transactions and explanations from Chair there are no matters of concern that have been identified
- There are sufficient Trustees within the PA to reduce any fraudulent activity. Could add a teacher from the school or a person with no involvement with the school.
- Cash collected and used is appropriate for the type of charity that it has been set up for.
- Account is in surplus and this has been verified with the bank statements that have been provided.
- Change in accounts period to match school year has been actioned from previous recommendation
- Payments made by cheque require two signatories which reduces the level of fraudulent activity that could occur

Recommendations

- Within the accounts separate tabs could be used to see if trips have been paid in full and appropriate steps taken to collect all monies owed from parents
- Report could be submitted on an annual basis to the school and parents
- Add teacher or independent person, not involved with the school, to be a trustee.