



# Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	SEPT	2021	To	31	AUG	2022

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
Postcode

### 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	Elizabeth Dolan	Chairperson	July 22 – Sep 23	Elected Committee
2	Matthew Howard	Treasurer	Sept 20 - Present	Elected Committee
3	Emma Becher	Secretary	July 22 – Current	Elected Committee
4				
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17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	



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

Type of adviser	Name	Address
N/A		

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

N/A

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution adopted 27 <sup>th</sup> March 2016
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Membership of the PTA is open to all parents and teachers of Deer Park School.

The Committee is currently made up of parents of Deer Park students.

The trustees are all elected volunteer members, except for those appointed by the constitution. The trustees are taken to be the officers, defined to include a Chair, Secretary and Treasurer. In recent years the Chair role has frequently been shared by two co-Chairs.

The charity and its property is managed and administered by a committee comprising the officers and other volunteer members, elected at the Annual General Meeting (AGM). The other core volunteers are known as Ordinary Members. Each school year group also selects at least one, but usually two, Class Representatives.

Each trustee automatically retires with effect from the next AGM following their appointment, but is eligible for re-election at that AGM if they are proposed and seconded by the membership and willing to stand. In exceptional circumstances the trustees may, outside of the AGM, appoint by co-option any person from within the membership who is willing to act as trustee and officer.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

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 undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

All activities throughout the year were planned with the Charity Commission's guidance on public benefit in mind and in line with our objectives.

Each year the PTA runs a wide range of events both to raise funds towards the school's Wish List and to provide social opportunities for the pupils, parents, staff, governors and wider school community. These include regular annual events such as our Winter Fair, bake sales, quiz nights, movie nights and a Sponsored Walk, as well as stalls at local community events such as the Richmond May Fair and St Margaret's Fair. The committee also welcomes suggestions from the membership and organises one-off innovative fundraising initiatives.

All activities are planned by the committee, drawing on volunteers from the parent membership, school staff and wider community of supporters as appropriate, having regard to safeguarding and risk assessments. The committee thanks all involved for their time, expertise and monetary donations, without which the PTA would be unable to satisfy its goals.

The committee works closely with the school's leadership team to fulfil the school's Wish List of items to enrich the children's education. School budgets are severely limited and without the PTA's fundraising activities, many resources and facilities would be unavailable to pupils. During this school year, funded events included author and drama group visits and whole school music events as well as subsidising class trips.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

Following the AGM in September 2021, the committee discussed and approved the majority of the Deer Park School Wish List, resulting in a total of £11,412.04 given to fund:

- Zoom license and tripod for remote teaching use
- Purchase of stage lighting
- Fit out of new STEAM Room
- Purchase of items for Sensory Room
- Purchase of art supplies
- Purchase of student wristbands for class trips
- Purchase of new grammar books

Other events in the school's Wish List were agreed for funding but spending was not undertaken until the following academic year due to Covid-19 restrictions, leaving a very sizeable balance of £34,070.86 in the charity accounts earmarked for future spending.

The fundraising year saw a gradual recovery from a stagnant previous year during Covid-19 lockdown although still with restrictions in place as to social distancing. Overall, willingness to donate was encouraging and a net income from all fundraising initiatives amounted to £25,630.79.

The PTA also received voluntary donations and matched funding which contributed to this total.

A successful Christmas Card initiative raised £517 and Christmas Tree sale in collaboration with another local primary school raised £230.

Regular income continued to be generated by encouraging members to support the PTA via easyfundraising, AmazonSmile, MyName Tags and the PTA's 200 Club.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The trustees do not have a formally agreed reserves policy but make prudent decisions based on the economic climate. Due to the procurement rules within the school's academy trust, funds are often earmarked for funding requests well ahead of being invoiced to the PTA, necessitating the holding of earmarked funds in the charity bank account. The committee regularly reviews earmarked funds ringfenced in labelled "spending pots" and follows up with the school to ensure funds are appropriated as soon as practicable.

As at the end of the academic year, the balance at bank was £34,070.86 with all funds allocated to dedicated "spending pots".

### Details of any funds materially in deficit

Not applicable.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In addition to the above fundraising initiatives, the PTA runs a successful second-hand uniform shop selling mostly branded school uniform. Items are priced conservatively, as a service to the school community and to encourage reusing and recycling.

## Section F

## Other optional information

In the 2021/22 school year, an Extraordinary General Meeting was held to appoint a new Chairperson in July 2022 as the previous chairs were leaving the school at the end of the school year.

## Section G

## Declaration

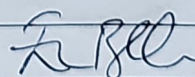
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

x

Signature(s)





Full name(s)

MATTHEW HOWARD

EMMA BEECH

Position (eg Secretary, Chair, etc)

TREASURER

SECRETARY

Date

15/5/24





CHARITY COMMISSION  
FOR ENGLAND AND WALES

DEER PARK SCHOOL PTA

1168403

## Receipts and payments accounts

CC16a

For the period  
from

Sep-21

To

Jul-22

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
DONATION	2,495	-	-	2,495	-
FUNDRAISING EVENT	33,710	-	-	33,710	-
FUNDRAISING INITIATIVE	8,955	-	-	8,955	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>45,160</b>	<b>-</b>	<b>-</b>	<b>45,160</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>45,160</b>	<b>-</b>	<b>-</b>	<b>45,160</b>	<b>-</b>
<b>A3 Payments</b>					
Bank Charges	75	-	-	75	-
Event Expenditure	15,212	-	-	15,212	-
Expenditure on School (Fundraised)	11,412	-	-	11,412	-
Fundraising Costs	1,738	-	-	1,738	-
Operating Costs	807	-	-	807	-
PTA Funded Initiative	1,697	-	-	1,697	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>30,941</b>	<b>-</b>	<b>-</b>	<b>30,941</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>30,941</b>	<b>-</b>	<b>-</b>	<b>30,941</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>14,219</b>	<b>-</b>	<b>-</b>	<b>14,219</b>	<b>-</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>14,219</b>	<b>-</b>	<b>-</b>	<b>14,219</b>	<b>-</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	34,071	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>34,071</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

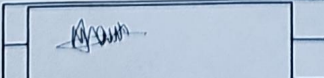
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Matthew Howard	15/05/2024





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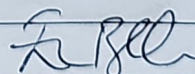
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Signed on behalf of the charity's trustees

x

Signature(s)





Full name(s)

MATTHEW HOWARD

EMMA BEECH

Position (eg Secretary, Chair, etc)

TREASURER

SECRETARY

Date

15/5/24





CHARITY COMMISSION  
FOR ENGLAND AND WALES

DEER PARK SCHOOL PTA

1168403

## Receipts and payments accounts

CC16a

For the period  
from

Sep-21

To

Jul-22

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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
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	-	-	-	-	-
	-	-	-	-	-
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	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>30,941</b>	<b>-</b>	<b>-</b>	<b>30,941</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>30,941</b>	<b>-</b>	<b>-</b>	<b>30,941</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>14,219</b>	<b>-</b>	<b>-</b>	<b>14,219</b>	<b>-</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>14,219</b>	<b>-</b>	<b>-</b>	<b>14,219</b>	<b>-</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	34,071	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>34,071</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

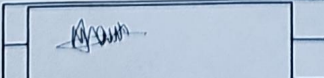
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Matthew Howard	15/05/2024





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
DEER PARK SCHOOL PTA

On accounts for the year  
ended

2021-2022

Charity no  
(if any)

1168403

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 **31/08/2022**.

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:

20/05/2024

Name:

Sally Simpson

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

N/A

Address:

Magnolia Cottage

19 North Town Road

Maidenhead, Berks, SL6 7JQ

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).