

CHARITY NUMBER 1171201

ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

ANNUAL REPORT

YEAR ENDED 31 JULY 2020

ST MARY’S CATHOLIC PRIMARY SCHOOL PTA

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ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

CHARITY INFORMATION

Trustees	Gemma Chalker Trevor Watts Emma Naguib Katie Heaphy Lisa Nagle Leyla Portlock Yvette Madden Martha Balazs Jenny Guy Sarah Dunham Allison Inglefield
Charity Number	1171201
Registered Office	St Mary's Catholic Primary School Hornchurch Road Hornchurch RM12 4TL
Bankers	Natwest Bank 17 High Street Grays Essex RM17 6NP
Independent Advisor	Sarah Smith

ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

TRUSTEES REPORT

The trustees ("the PTA trustees") submit their report and the financial statements for the year ended 31 July 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

This is the fourth annual report of the St Mary's Catholic Primary School Parent and Teachers Association ("the PTA"). The PTA was formed in 2016 and is governed by a Constitution adopted on 9th September 2016. It is registered as a charity with the Charity Commission with the registered charity number 1171201.

The trustees of the PTA hold regular committee meetings.

The PTA trustees are elected at the Annual General Meeting and hold office until the next Annual General Meeting.

OBJECTIVES AND ACTIVITIES

The objectives of the PTA are to organise fund-raising activities with the help of all parents, children, carers and guardians of children at the school and the wider community. The PTA have developed effective relationships between the staff, parents and others associated in the form of regular communication, transparency of information and effective management of events. The PTA fund-raising has resulted in the procurement of extra resources and equipment to support the general facilities of the school and the enhancement of the children's education.

Statement on public benefit

The PTA trustees declare that they have throughout their activities, had regard to the guidance issued by the Charity Commission on public benefit.

ACHIEVEMENTS AND PERFORMANCE

Like most charities in the country following the Covid-19 global pandemic, the PTA's ability to hold fundraising events was limited. This led to the cancellation of many events and reduced our surplus. Despite this the PTA still raised an impressive £16,515.71 in the year from fund-raising events after expenses.

We were also proud to be able to support the teachers and the children of key workers during the lockdown with crafts, equipment, gardening supplies, games and treats.

The Christmas Bazaar was a joint parish event with funds split equally between the school and the church.

Donations to the School from the PTA Funds

Donations to the school, using current and prior years surplus funds, totalled £16,316.19 and included:

- £5,000.00 on new books for all year groups
- £4,898.00 on sign-in system to keep the school secure
- £1,500.00 on teacher supplies
- £1,416.50 donated to each class teachers on Teachers Day for classroom supplies
- £1,123.96 on laptops for the school
- £1,027.61 on lockdown crafts, equipment, gardening supplies, games and treats.
- £1,000.00 on sensory toys for SEND children

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Donations to the Church from the PTA Funds

Church donations totalled £2,733.83. Profits from the Christmas Bazaar were split equally with St Mary's church.

Aside from the financial benefits, the various activities help to build closer relationships between the parents, teachers and children, help incorporate new starters, both children and parents, into the school and created life long memories. The PTA promotes inclusivity and aims to provide a fun-filled experience for the community.

OFFICERS

The PTA trustees who served during the year were:

Gemma Chalker (Chair)
Trevor Watts (Treasurer)
Emma Naguib (Co-Secretary)
Katie Heaphy (Co-Secretary)
Lisa Nagle
Leyla Portlock
Yvette Madden
Martha Balazs
Jenny Guy
Sarah Dunham
Allison Inglefield – Appointed 4th February 2020

FINANCIAL REVIEW

Financial Results

The results for the year are set out on pages 6 - 8. The PTA has a net deficit of £5,175.67 for the year. The balance at the end of the year was £22,254.26.

Reserves Policy

The charity does not have a policy on reserves. The treasurer looks to maintain enough money in the bank account to fund all expenses and floats for forthcoming fundraising events as well as any commitments to donations to the school.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The PTA Trustees are responsible for preparing a receipts and payments account and a statement of assets and liabilities for each financial period that properly represent the state of affairs as at the end of the financial period and of the receipts and payments of the Charity for that period. In preparing the financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent; and

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- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PTA trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Trustees



Gemma Chalker
Chair



Trevor Watts
Treasurer

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST MARY'S CATHOLIC PRIMARY SCHOOL PTA**

I report on the accounts of the St Mary's Catholic Primary School Parent Teachers Association ("the PTA") for the year ended 31 July 2020, which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees ("the PTA trustees") are responsible for the preparation of the accounts. The PTA trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Sarah Smith

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RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

Receipts

Fundraising Events	2020	2019
	£	£
Christmas Bazaar	6,542.18	2,559.01
Christmas Cards	2,407.05	2,709.45
Circus		5,213.19
Coffee Mornings		558.12
Dress Down Days	466.40	265.95
Easter Egg Hunt	546.40	839.85
Easy Fundraising	37.38	42.69
Father's Day		736.21
Fireworks Night	7,645.25	
Happy School Bag Collection	835.90	1,654.26
Hot Chocolate	263.80	
Ice-Cream Sales	213.10	749.95
Inflatables Day		3,213.69
Miscellaneous	1,370.41	754.54
Mother's Day	808.90	763.00
Pancake Flip	1,808.00	1,350.90
School Disco	894.25	1,610.98
Skittleman	321.11	
Sports Day		1,003.36
Summer Fayre		4,606.63
Theatre Trips	8,353.00	12,010.00
	32,513.13	40,641.78
Matchfunding	233.00	3,250.00
Total Receipts	32,746.13	43,891.78

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RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

Payments

Fundraising Events	2020	2019
	£	£
Christmas Bazaar	1,074.53	8.00
Christmas Cards	1,858.53	2,106.30
Circus		2,874.11
Coffee Mornings		36.00
Dress Down Days	0.99	
Easter Egg Hunt	456.80	299.37
Easy Fundraising		
Father's Day		400.00
Fireworks Night	3,529.39	
Happy School Bag Collection		
Hot Chocolate	17.80	
Ice-Cream Sales		217.28
Inflatables Day		727.84
Miscellaneous	856.24	676.70
Mother's Day	380.00	371.06
Pancake Flip	67.15	28.42
School Disco	281.99	450.50
Skittleman		
Sports Day		226.28
Summer Fayre		35.96
Theatre Trips	7,474.00	10,487.00
	15,997.42	18,944.82

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RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

Miscellaneous and Administration Costs	2020	2019
	£	£
PTA UK Membership	122.00	117.00
Shed, Furniture and Concrete Base	2,339.00	
Other income and expenses	413.36	151.80
	2,874.36	268.80
Donations		
School - Playground Equipment		2,649.28
School - KS2 Bibles		1,292.80
School - Childrens Christmas Dinner	165.13	267.59
School - Allotments Maintenance		250.00
School - Sports Kit Container		55.21
School - Teacher's Day Class Donation & Gift	1,416.50	
School - Books	5,000.00	
School - Teacher's Supplies	1,500.00	
School - Sensory Toys	1,000.00	
School - Magazine Subscription	56.99	
School - Lockdown Activities, Games & Treats	1,027.61	
School - Laptops	1,123.96	
School - InVentry sign in system	4,898.00	
School - Year 6 year book and leaving balloons	128.00	
Church - Christmas Bazaar	2,733.83	
	19,050.02	4,514.88
Total Payments	37,921.80	23,728.50
Surplus/(Deficit) for the year	(5,175.67)	£20,163.28

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STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 JULY 2020

	2020 £	2019 £
Assets		
Cash at bank and in hand	20,424.44	21,921.80
Stock	104.82	-
Debtors	<u>1,725.00</u>	<u>5,508.13</u>
	22,254.26	27,429.93
 Liabilities		
Other Liabilities	<u>-</u>	<u>-</u>
	-	-
 Net Assets	22,254.26	27,429.93
 Financed By		
	2020 £	2019 £
Balance as at 1st August 2019	27,429.93	7,266.65
Surplus/(Deficit) for the year	(5,175.67)	20,163.28
Balance as at 31st July 2020	22,254.26	27,429.93

These accounts were approved on 5th May 2021 and signed on behalf of the trustees by:



Gemma Chalker
Chair



Trevor Watts
Treasurer