

CHARITY NUMBER 1171201

**ST MARY'S CATHOLIC PRIMARY SCHOOL PTA**

**ANNUAL REPORT**

**YEAR ENDED 31 JULY 2022**

# **ST MARY’S CATHOLIC PRIMARY SCHOOL PTA**

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# ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

## CHARITY INFORMATION

<b>Trustees</b>	Gemma Chalker Trevor Watts Emma Naguib Katie Heaphy Lisa Nagle Leyla Portlock Yvette Madden Martha Balazs Jenny Guy Sarah Dunham Allison Inglefield Kate Higgins Tolu Lawal
<b>Charity Number</b>	1171201
<b>Registered Office</b>	St Mary's Catholic Primary School Hornchurch Road Hornchurch RM12 4TL
<b>Bankers</b>	Natwest Bank 17 High Street Grays Essex RM17 6NP
<b>Independent Advisor</b>	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 2022.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

This is the sixth 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 9<sup>th</sup> 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**

Following two years that were severely impacted by the Covid-19 global pandemic, we were once again able to hold many events which boosted our fundraising and the surplus for the year. 2021/22 saw the return of many of our favourites including Firework Work, Inflatables Day, Theatre Trips and the School Discos.

It was wonderful to see the community come together once more for the good of the school.

The total raised from fundraising events was an impressive £22,740.36.

#### **Donations to the School from the PTA Funds**

Donations to the school were limited in the year which allowed for a healthy surplus to be carried into the next year.

Donations to the school totalled £7,113.89 and included:

- £2,691.10 refurbishment of the old music room
- £2,000.00 towards educational equipment and new bikes for the playground
- £1,853.33 on new goals for the Astro turf pitch

We were also honoured to hold a coffee morning that raised £504.90 for the British Red Cross Ukraine Appeal

# **ST MARY'S CATHOLIC PRIMARY SCHOOL PTA**

## **TRUSTEES REPORT**

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  
Kate Higgins – Appointed 13<sup>th</sup> October 2021  
Tolu Lawal – Appointed 13<sup>th</sup> October 2021

### **FINANCIAL REVIEW**

#### **Financial Results**

The results for the year are set out on pages 6 - 8. The PTA has a net surplus of £14,212.26 for the year. The balance at the end of the year was £22,092.97, made up of cash in the bank.

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

# ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

## TRUSTEES REPORT

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 2022, 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**

# ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

## RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2022

### Receipts

<b>Fundraising Events</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
2022 Challenge	1,353.52	
Christmas Cards	2,241.72	3,350.20
Christmas Decorations		370.00
Coffee Mornings	74.08	220.81
Dress Down Days	451.90	250.01
Easter Egg Hunt	756.54	753.50
Easy Fundraising	31.03	22.92
Elf Trail		136.00
Father's Day	418.19	761.00
Fireworks Night	10,378.12	
Happy School Bag Collection	300.00	956.40
Ice-Cream Sales	1,182.99	
Inflatables Day	5,011.94	
Jubilee Picnic	3,484.86	
Lottery		
Miscellaneous	1,435.66	254.99
Mother's Day	833.50	982.00
Pancake Flip	600.00	614.00
Pantomime		960.50
Rainbow raffle	955.93	
Reindeer Hoopla		2,715.10
School Disco	2,922.75	
Skittleman		341.96
Smarties Challenge	777.89	
Sunflowers		617.00
Theatre Trips	4,874.00	
Touchscreen Appeal		2,251.00
Uniform Sale	643.04	837.73
Wristband sales	1,570.00	728.00
	<b>40,297.66</b>	<b>17,123.12</b>
Matchfunding	-	-
<b>Total Receipts</b>	<b>40,297.66</b>	<b>17,123.12</b>



# ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

## RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2022

### Payments

<b>Fundraising Events</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
2022 Challenge		
Christmas Cards	1,717.57	2,668.16
Christmas Decorations		266.60
Coffee Mornings		
Dress Down Days		
Easter Egg Hunt	257.50	315.00
Easy Fundraising		
Elf Trail		
Father's Day		60.60
Fireworks Night	4,749.15	
Happy School Bag Collection		
Ice-Cream Sales	286.59	
Inflatables Day	2,670.79	
Jubilee Picnic	2,014.26	
Lottery	40.00	
Miscellaneous	165.33	
Mother's Day		
Pancake Flip		
Pantomime		548.00
Rainbow raffle	65.73	
Reindeer Hoopla		
School Disco	1,039.88	
Skittleman		90.00
Smarties Challenge		
Sunflowers		62.56
Theatre Trips	3,300.50	
Touchscreen Appeal		
Uniform Sale		
Wristband sales	1,250.00	320.00
	<b>17,557.30</b>	<b>4,330.92</b>

# ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

## RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2022

<b>Miscellaneous and Administration Costs</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Parentkind Membership	128.00	123.00
New PTA fridge & freezer	677.99	
Other income and expenses	103.32	89.08
	<b>909.31</b>	<b>212.08</b>
<b>Donations</b>		
School - Old Music Room Refurbishment	2,691.10	
School - Educational Equipment Supplies	2,000.00	
School - Childrens's Christmas Selection Boxes	216.00	
School - Football Goals	1,853.33	
School - Year 6 leavers	353.46	218.86
School - Touchscreens		26,592.00
School - Childrens Christmas Dinner		142.81
British Red Cross - Ukraine Appeal	504.90	
	<b>7,618.79</b>	<b>26,953.67</b>
<b>Total Payments</b>	<b>26,085.40</b>	<b>31,496.67</b>
<b>Surplus/(Deficit) for the year</b>	<b>£14,212.26</b>	<b>(14,373.55)</b>

# ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

## STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 JULY 2022

	2022 £	2021 £
<b>Assets</b>		
Cash at bank and in hand	22,092.97	7,280.71
Stock	-	-
Debtors	-	600.00
	<u>22,092.97</u>	<u>7,880.71</u>
 <b>Liabilities</b>		
Other Liabilities	<u>-</u>	<u>-</u>
	-	-
 <b>Net Assets</b>	 22,092.97	 7,880.71
 <b>Financed By</b>		
	2022 £	2021 £
Balance as at 1st August 2021	7,880.71	22,254.26
Surplus/(Deficit) for the year	14,212.26	(14,373.55)
Balance as at 31st July 2022	22,092.97	7,880.71

These accounts were approved on 17<sup>th</sup> May 2023 and signed on behalf of the trustees by:



**Gemma Chalker**  
Chair



**Trevor Watts**  
Treasurer