

CHARITY NUMBER 1171201

ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

ANNUAL REPORT

YEAR ENDED 31 JULY 2023

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 Lisa Nagle Leyla Portlock Yvette Madden Martha Balazs Kate Higgins Tolu Lawal Charlotte Pereira
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 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

This is the seventh 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

Following a successful prior year following the pandemic, 2022/23 was another rewarding year with over £20,000 raised from fundraising events.

Many of our popular events, including Fireworks Night, Inflatables Day, Pancake Flip and the Discos returned and we also celebrated the school's 90th anniversary, allowing the community to come together and give the children some memorable moments.

The total raised from fundraising events was an impressive £20,479.91.

Donations to the School from the PTA Funds

Similar to the prior year, donations to the school were limited which again allowed for a healthy surplus to be carried into the next year, where there are exciting development plans.

Donations to the school totalled £9,323.87 and included £8,500 for the playground development project.

We also hosted a Macmillan coffee morning that raised £282.55 for this special charity.

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) - Resigned 26th September 2022
Lisa Nagle
Leyla Portlock
Yvette Madden
Martha Balazs
Jenny Guy - Resigned 26th September 2022
Sarah Dunham - Resigned 26th September 2022
Allison Inglefield - Resigned 31st January 2023
Kate Higgins
Tolu Lawal
Charlotte Pereira – Appointed 8th March 2023

FINANCIAL REVIEW

Financial Results

The results for the year are set out on pages 6 - 8. The PTA has a net surplus of £10,416.75 for the year. The balance at the end of the year was a healthy £32,509.72, 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 2023, 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 2023

Receipts

Fundraising Events	2023	2022
	£	£
2022 Challenge		1,353.52
90th Celebration	2,600.95	
Cake Sales	1,898.01	
Christmas Cards	575.19	2,241.72
Coffee Mornings	328.65	74.08
Dress Down Days		451.90
Easter Egg Hunt	733.30	756.54
Easy Fundraising	20.55	31.03
Father's Day	953.08	418.19
Fireworks Night	11,859.31	10,378.12
Happy School Bag Collection	348.70	300.00
Ice-Cream Sales	957.44	1,182.99
Inflatables Day	4,722.72	5,011.94
Jubilee Picnic		3,484.86
Lottery	1,193.70	
Miscellaneous	379.27	1,435.66
Mother's Day	956.75	833.50
Pancake Flip	1,454.75	600.00
Rainbow raffle	907.30	955.93
School Disco	1,655.39	2,922.75
Smarties Challenge		777.89
Sports Day	628.50	
Theatre Trips	3,440.00	4,874.00
Uniform Sale	385.69	643.04
Wristband sales	823.00	1,570.00
	36,822.25	40,297.66
Total Receipts	36,822.25	40,297.66

ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

Payments

Fundraising Events	2023	2022
	£	£
2022 Challenge		
90th Celebration	2,444.03	
Cake Sales		
Christmas Cards		1,717.57
Coffee Mornings		
Dress Down Days		
Easter Egg Hunt	361.50	257.50
Easy Fundraising		
Father's Day	439.49	
Fireworks Night	4,290.33	4,749.15
Happy School Bag Collection		
Ice-Cream Sales	186.50	286.59
Inflatables Day	3,126.74	2,670.79
Jubilee Picnic		2,014.26
Lottery	20.00	40.00
Miscellaneous		165.33
Mother's Day	711.39	
Pancake Flip	21.20	
Rainbow raffle	129.30	65.73
School Disco	619.56	1,039.88
Smarties Challenge		
Sports Day	137.30	
Theatre Trips	2,655.00	3,300.50
Uniform Sale		
Wristband sales	1,200.00	1,250.00
	16,342.34	17,557.30

ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

Miscellaneous and Administration Costs	2023	2022
	£	£
Parentkind Membership	140.00	128.00
New PTA fridge & freezer		677.99
Other income and expenses	316.74	103.32
	456.74	909.31
Donations		
School - Playground Project	8,500.00	
School - Old Music Room Refurbishment		2,691.10
School - Educational Equipment Supplies		2,000.00
School - Childrens's Christmas Selection Boxes	383.59	216.00
School - Football Goals		1,853.33
School - Year 6 leavers	440.28	353.46
Macmillan Coffee Morning	282.55	
British Red Cross - Ukraine Appeal		504.90
	9,606.42	7,618.79
Total Payments	26,405.50	26,085.40
Surplus/(Deficit) for the year	£10,416.75	£14,212.26

ST MARY'S CATHOLIC PRIMARY SCHOOL PTA

STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 JULY 2023

	£	£
Assets		
Cash at bank and in hand	32,509.72	22,092.97
Stock	-	-
Debtors	-	-
	<hr/> 32,509.72	<hr/> 22,092.97
Liabilities		
Other Liabilities	-	-
	<hr/> -	<hr/> -
Net Assets	32,509.72	22,092.97
Financed By	2023	2022
	£	£
Balance as at 1st August 2022	22,092.97	7,880.71
Surplus/(Deficit) for the year	10,416.75	14,212.26
Balance as at 31st July 2023	32,509.72	22,092.97

These accounts were approved on 21st May 2024 and signed on behalf of the trustees by:

Gemma Chalker
Chair

Trevor Watts
Treasurer