



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022**

**Charity name: Kings Heath Primary School Parents, Teachers and Friends Association**

**Charity registration number: 1179962**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>As defined by the ParentKind model constitution and the KHPS PTFA business model, the priorities of the PTFA are to advance the education of pupils at Kings Heath Primary School in particular by:</p> <ul style="list-style-type: none"><li>● Developing effective relationships between the staff, parents and others associated with the school</li><li>● Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ul>
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	<p>The PTFA essentially undertakes fundraising activities on behalf of the children, families and staff in the school's community, and uses those funds to complement the activities and equipment the school is able to provide on its own. The annual calendar of fundraising activities include a Summer Fayre, Maybug Ball, Winter Wonderland Disco, International Evening and Family Ceilidh. Funds are donated to the school for specific projects, activities or equipment agreed by the Committee, which includes the Head of the School and a staff representative.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18; Para 1.38	<p>The PTFA Committee meets at least once per half-term, in addition to its Annual General Meeting. At each Committee meeting we review the priorities for</p>

Commission on public benefit; policy on grant making		<p>supporting the School, as represented by the Head of the School and our staff representative. These discussions review broadly the position of the school – the teaching equipment it needs; welfare of pupils; engaging with the full diversity of the school's community; and the condition of buildings and playground equipment.</p> <p>The projects we fund are based on the highest priorities identified through those discussions, and which will benefit the school's pupils and community most broadly. It is also possible for individual projects or initiatives to approach the PTFA for funding, and these requests are openly considered relevant to available funds and existing priorities. In 2022 the PTFA raised £32,206, with £26,733 of this coming from events that were volunteer and committee led. £921 came from Easy Fundraising and other donation routes.</p>
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#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<p>With Covid restrictions safely gone, 2022 was all about going back to in person events. Funds were raised through a mixture of Cauliflower Cards and after school sales (Ice Lollies and Samosas) but the big events such as the Summer Fayre, Ball-A-Thon and Winter Disco (amongst others) have allowed our calendar events to go full steam ahead. Volunteers helped with the organisation of these events, to which the school and the committee and forever grateful.</p>

#### Achievements and Performance

	SORP reference	

<p>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. Achievements against objectives set</p>	<p>Para 1.20; Para 1.41</p>	<p>2021 was the start of the return to planning PTFA's fundraising activities once again following the restrictions and welfare considerations of pupils and teachers. Once the School re-opened for the new year in September 2021, we were able to start fundraising including outdoor trails for Halloween and Christmas around the local neighbourhood for families to complete.</p> <p>Total income from physical events we ran, , was £26,733. Donations to the School Fund raised £4,552, whilst income from Easy Fundraising and Amazon Smile were £605 and £247 respectively. JustGiving - £36 with Gift Aid - £33.</p> <p>The ability to run socials and events has been great not just for the school but to bring that community feeling back within the school. 10 different events were organised and the efforts of the organisers, volunteers and staff have been priceless for making these events reach their full potential.</p>
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## Financial Review

Review of the charity's financial position at the end of the period;  The charity's principal sources of funds (including any fundraising)	Para 1.21; Para 1.47	The Charity's balance at the beginning of 2022 was £28,144. Throughout the year £32,206 was raised through events and other sources. We donated <b>£0</b> to the school, and the PTFA's balance at the end of the year was £54,185. This position shall allow us to contribute to the finishing of the Library, outdoor toys and musical instruments, new notice boards and the outdoor classroom and a new gate which allows access to the forest area.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The PTFA does not allow its balance to fall below £3,000 in order to avoid any risk of incurring debt and in order to retain sufficient funds to support unexpected challenges for the School. We are currently holding a much larger balance as the school's primary priorities are coming to completion.
Amount of reserves held	Para 1.22	The PTFA's minimum cash reserves, was approximately £28,144 which is a combined total from the cash and savings accounts, depending on the sequencing of fundraising activities and donations to the School's account.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The PTFA has no assets, staff or ongoing obligations and operates so as to maintain a balance of over £3,000, and so there is no uncertainty as its status as a going concern.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The PTFA is governed by the ParentKind Model Constitution and its Business Plan, both of which are registered with the Charities Commission
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The PTFA is an unincorporated 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	All Trustees are members of the Committee, and vice versa. The entire Committee is re-elected annually at the PTFA's Annual General Meeting. From time to time, individual appointments are made throughout the year, for example when a member of the Committee responsible for a specific brief resigns.

## Reference and Administrative details

Charity name	Kings Heath Primary School Parents, Teachers and Friends Association
Other name the charity uses	KHPS PTFA
Registered charity number	1179962
Charity's principal address	Kings Heath Primary School, Valentine Road, Kings Heath, Birmingham, West Midlands, B14 7AJ

### 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	Daniel Rodrigues	Chair	November 2021 - Present	
2	Helen Bell	Secretary	November 2022 - Present	

3	Paul Tonkin	Treasurer	May 2022 - September 2023	
4	Beth Webb	Communication	June 2019 - Present	
6	Nimmy Orbach	Fundraising	November 2022 - Present	
7	Libbs Packer	Friends, Community and Events	June 2018 – Present	
8	Elizabeth Holmes	School Governor's Representative	June 2018 – May 2023	
9				
10				
11				

Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		
None		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
None – the PTFA owns no property or assets		

## Funds held as custodian trustees on behalf of others

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

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None


## Other optional information

n/a

## Declarations

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

Signed on behalf of the charity's trustees

<b>Full Name</b>	Daniel Rodrigues
<b>Signature</b>	
<b>Position</b>	Chair
<b>Date</b>	19 September 2023





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Kings Heath Primary School PTFA

No (if any)

## Receipts and payments accounts

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For the period  
from

Period start date  
1/1/2022

To

Period end date  
12/31/2022

### 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>					
School Fund	4,552	-	-	4,552	3,668
Easy Fundraising	605	-	-	605	579
Event Income	26,733	-	-	26,733	7,053
Just Giving	36	-	-	36	3,790
CAF	-	-	-	-	100
Gift aid claim	-	-	-	-	896
Other	33	-	-	33	1,131
Amazon Smile	247	-	-	247	267
<b>Sub total</b> (Gross income for AR)	<b>32,206</b>	<b>-</b>	<b>-</b>	<b>32,206</b>	<b>17,484</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>32,206</b>	<b>-</b>	<b>-</b>	<b>32,206</b>	<b>17,484</b>
<b>A3 Payments</b>					
Bank charges	13	-	-	13	3
Donations to school	-	-	-	-	9,459
Event Expenses	3,305	-	-	3,305	2,500
Event Floats	1,210	-	-	1,210	250
Gifts for children	743	-	-	743	56
Membership	128	-	-	128	123
Website	245	-	-	245	-
Other	522	-	-	522	-
	-	-	-	-	-
<b>Sub total</b>	<b>6,166</b>	<b>-</b>	<b>-</b>	<b>6,166</b>	<b>12,391</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>6,166</b>	<b>-</b>	<b>-</b>	<b>6,166</b>	<b>12,391</b>
<b>Net of receipts/(payments)</b>	<b>26,040</b>	<b>-</b>	<b>-</b>	<b>26,040</b>	<b>5,093</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>28,144</b>	<b>-</b>	<b>-</b>	<b>28,144</b>	<b>23,151</b>
<b>Cash funds this year end</b>	<b>54,184</b>	<b>-</b>	<b>-</b>	<b>54,184</b>	<b>28,244</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 £
<b>B1 Cash funds</b>	Account Balance	9,074	-	-
	Savings Balance	45,111	-	-
		-	-	-
	<b>Total cash funds</b>	<b>54,185</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

## **Independent examiner's report to the trustees of Kings Heath Primary School Parents, Teachers and Friends Association**

I report to the trustees on my examination of the accounts of the Kings Heath Primary School Parents, Teachers and Friends Association (KHPS PTFA) for the year ended 31 December 2022.

### **Responsibilities and basis of report**

As the charity trustees of KHPS PTFA 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 KHPS PTFA accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of KHPS PTFA as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Danny Beusch ACA, PhD, MA, BA (Hons)

Member of Institute of Chartered Accountants England and Wales (ICAEW)

Address: 2 Clarence Road, Moseley. Birmingham. B13 9SX

Date: 2 October 2023