



**St. Gabriel's Parent Teacher Association**

**Trustees Report & Accounts**

**Year ending 31 August 2023**

**Charity Number: 1180465**

## **Trustees' Annual Report**

The Trustees of St. Gabriel's Parent Teacher Association (SGPTA) present their annual report and independently reviewed accounts for the year ending 31 August 2023.

## **Objectives and Activities**

The charity exists to support and supplement St Gabriel's school in the provision of a quality learning environment for pupils.

To meet our charitable objectives the SGPTA

- Undertakes a number of school-community based fundraising activities throughout the year to generate income;
- Operates a second-hand uniform shop, which allows parents to recycle outgrown items of school uniform and purchase uniform at reduced prices. Profits generated from this activity contribute to the SGPTA general funds;
- Through consultation with the school, uses the funds raised to provide "icing on the cake" facilities and equipment for pupils at the school;
- Keeps parents informed about what the activities of the Association and how the funds are utilised; and
- Aids parental and school community networking by organising social events for parents and pupils that aim to both raise funds for the SGPTA and promote a harmonious school environment.

The Trustees confirm that the SGPTA is run in accordance with the charitable objectives of the Association and Charity Commission guidance on public benefit.

## **Achievements and Performance**

The SGPTA conducted the following events and activities to raise funds and support its aims:

- Opened the second-hand uniform shop on two afternoons a week during term time;
- Hosted an annual Fireworks and Bonfire night for the benefit of both the St Gabriels' community, family & friends;
- Organised a Christmas fair at St Gabriel's School for admission by the general public;
- Facilitated an Art project for the children of the junior school;
- Hosted two quiz nights;
- Facilitated the collection of unwanted clothes and textiles for "Bags 2 School";
- Organised an Easter Egg Hunt for the nursery and junior school community
- Started the 200 Club;
- Encouraged parents to join Easy Fundraising and earn the Association funds from their shopping activities; and
- Put on the Summer Bash.

## **Achievements and Performance (continued)**

The SGPTA was unfortunately not the recipient of any donations from Vodafone's matched funding initiative this year but is working to regain this facility for next year.

The SGPTA approved the use of funds by St Gabriel's school to:

- Paid for Y6 leavers books
- Donation of £3000 towards costumes for the school play
- Nursery school play equipment
- Books throughout the school
- Junior school indoor games
- Supplementary percussion instruments
- Choir Folders
- Embroidery sewing machine

## **Use of Volunteers**

The SGPTA relies on the use of volunteers to run its events. Each event is assigned a project manager/event host who is responsible for the organisation of the event and the smooth running on the day. The project manager/event host will then request any additional volunteers as required for the event. The project manager/event host will ensure that the correct training / certification is in place for themselves or any volunteers such as: child protection and food preparation.

## **Financial Review**

The SGPTA financial year runs to the 31<sup>st</sup> August. The independently inspected accounts are appended to this report.

Total income received for the year was £26,213. Our total expenditure was £24,792, giving rise to a net surplus of £1,501.

Our Net Assets at 31<sup>st</sup> August 2023 were £27,692 comprising predominately cash at bank. None of our funds are restricted. The SGPTA has no ongoing liabilities requiring significant reserves outside of incidental operating expenses that will be drawn from operating income. Grants of £9,719 for the purchase of equipment and refurbishment of the school were made during the school year.

This report is prepared on the assumption that the SGPTA is a going concern.

## **Reserves**

The SGPTA does not hold any reserves. The SGPTA has no ongoing liabilities requiring significant reserves outside of incidental operating expenses that would be drawn down from operating income.

## Structure, Governance and Management

The St. Gabriel's Parent Teacher Association is governed by a written constitution which is lodged with the Charity Commission and available for inspection on request to the Committee.

St. Gabriel's Parent Teacher Association is an unincorporated charitable association for parents and guardians of pupils at both the Junior and Senior Schools of St Gabriel's School and Sandleford Nursery. The SGPTA was registered as a Charity on 29<sup>th</sup> October 2018.

The SGPTA Annual General Meeting is held in the Autumn Term each year where the Trustees report on the activities in the preceding year and the Association's financial status. The meeting is publicly advertised to the parent body 28 days prior to its occurrence. The general members vote at the meeting to elect new committee members/trustees, with trustees normally serving for a three-year term.

The committee members/trustees hold at least one and generally two meetings per academic term (including the AGM). Attendance of the general membership of the Parents' Association and representatives of the school management team is encouraged at these meetings.

Minutes of all committee meetings are published no later than 48 hours after the meeting.

## Administrative Information

St. Gabriel's Parent Teacher Association. Registered Charity Number 1180465.  
The Charity's principal address is 65 Fifth Road, Newbury, Berks, RG14 6DT.

The Charities Executive Body for the period 2022 / 2023 consists of:

Chair	Chris Jones	Appointed 2 December 2020
Secretary	Ian Bunce	Appointed 16 May 2022
Treasurer	Alison Thorne	Appointed 23 September 2018

# Balance Sheet

St Gabriels PTA - Registered Charity 1180465

As at 31 August 2023

31 AUG 2023

## Current Assets

Cash at bank and in hand	
2nd Hand Shop	7,346.99
CASH	909.05
PTA Allocated Funds	2,099.45
St Gabriel's PTA Main Account	18,225.82
<b>Total Cash at bank and in hand</b>	<b>28,581.31</b>
Accounts Receivable	226.40
<b>Total Current Assets</b>	<b>28,807.71</b>

## Creditors: amounts falling due within one year

Income in Advance	1,115.00
<b>Total Creditors: amounts falling due within one year</b>	<b>1,115.00</b>

**Net Current Assets (Liabilities)** 27,692.71

**Total Assets less Current Liabilities** 27,692.71

## Creditors: amounts falling due after more than one year

Uncleared Cheques	846.50
<b>Total Creditors: amounts falling due after more than one year</b>	<b>846.50</b>

**Net Assets** 26,846.21

## Capital and Reserves

Current Year Earnings	1,421.18
Retained Earnings	25,425.03
<b>Total Capital and Reserves</b>	<b>26,846.21</b>

# Profit and Loss

St Gabriels PTA - Registered Charity 1180465

For the year ended 31 August 2023

2023

## Income from Charitable Activities

Fireworks Night Income	6,874.27
Quiz Night income	2,695.35
Bag 2 School	212.00
200 Club Income	60.00
Easy Fundraising	41.32
Summer Bash	4,453.09
Other Income - General PTA	100.00
Bank interest PTA	12.71
<b>Total Income from Charitable Activities</b>	<b>14,448.74</b>

## Expenditure on Raising Funds

Easter Egg Hunt Expenses	167.35
Fireworks Night Expenses	5,122.33
Quiz Night Expenses	612.33
Summer Bash Expenses	3,699.02
<b>Total Expenditure on Raising Funds</b>	<b>9,601.03</b>

## Administrative Costs

General Expenses	189.90
Stripe Fees	34.80
<b>Total Administrative Costs</b>	<b>224.70</b>

## Donations to St Gabriels School

Donations to St Gabriels School	9,719.82
<b>Total Donations to St Gabriels School</b>	<b>9,719.82</b>

## Excess/Shortfall for General PTA

(5,096.81)

## Income 2nd Hand Shop

Sales - Donated stock items	9,290.50
Sales - New stock items (hats/bags)	2,435.00
Bank Interest - Shop account	39.19
<b>Total Income 2nd Hand Shop</b>	<b>11,764.69</b>

## Expenditure 2nd Hand Shop

General Expenses - Shop	2,397.00
Card Fees - Shop transactions	126.70
Profit Share Expenses	2,723.00
<b>Total Expenditure 2nd Hand Shop</b>	<b>5,246.70</b>

## Excess/Shortfall for 2nd Hand Shop

6,517.99

## Gross Profit

1,421.18

## **Report into the independent review of the St Gabriel's Parent Teacher Association accounts for 2022/23**

### **Procedure**

I have examined the information providing to me. This included:

- Bank statements for three bank accounts
- Full details of income and expenditure

### **Findings**

The records kept are in good order. There are no unusual transactions, with all income and expenditure being in line with the associations' purpose. The current controls within the association appear to be appropriate for the size and complexity of the organisation.

### **Conclusion**

I conclude that the accounts are a true and fair view of the associations' finances for the period from 1 September 2022 to 31 August 2023.



Kayleigh Dibble – Finance Director  
12th April 2024  
4 Oakridge  
Wash Water  
Newbury  
RG20 0LE

## Declarations

The St. Gabriel's Parent Teacher Association Trustees declare that they have approved The Trustees' Report above.

Signed on behalf of the Charity's trustees

A handwritten signature in dark ink, appearing to read 'Chris Jones', with a horizontal line drawn underneath the name.

Chris Jones

Chair.

3<sup>rd</sup> June 2024





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### **Conclusion**

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Chris Jones

Chair.

3<sup>rd</sup> June 2024



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