



St. Gabriel's Parent Teacher Association

Trustees Report & Accounts

Year ending 31 August 2024

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 2024.

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;
- Hosted two quiz nights;
- Supported a junior school disco to raise funds for Comic Relief;
- Facilitated the collection of unwanted clothes and textiles for "Bags 2 School";
- Organised an Easter Egg Hunt for the nursery and junior school community;
- Provided catering for an external football tournament held on school grounds
- 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 purchase:

- Y6 leavers books
- A1 printer for the art department
- Test kiln for the art department
- Additional car and equipment for the Greenpower Racing Club
- Books for the classics book club
- Business books for senior school and 6th form
- Books and word games for Senior school book club
- Spikeball set for Junior school
- Yoga mats and bolsters for the Yoga club
- Additional band member for the big bash

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 31st of August 2024. The independently inspected accounts are appended to this report.

Total income received for the year was £28,521. Our total expenditure was £28,610, giving rise to a net deficit of £89.

Our Net Assets on 31st August 2024 were £26,756.61 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 £13,429 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 29th 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 2023 / 2024 consists of:

Chair	Chris Jones	Appointed 2 December 2020
Secretary	Ian Bunce	Appointed 16 May 2022
Treasurer	Annabel Pearce	Appointed 13 September 2022 Resigned 23 January 2024
Treasurer	Carole Marsh	Appointed 23 January 2024

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Profit and Loss

St Gabriels PTA - Registered Charity 1180465
For the year ended 31 August 2024

2024

Turnover

Bag 2 School	206.00
Bank Interest - Shop account	51.70
Bank interest PTA	38.25
Comic Relief Disco Income	1,370.00
Easter Egg Hunt	215.00
Easy Fundraising	60.81
Fireworks Night Income	6,139.76
Football Tournament Income	1,077.00
Other Income - General PTA	620.85
Picnic Boxes Income	508.00
Quiz Night income	3,156.62
Sales - Donated stock items	8,180.00
Sales - New stock items (hats/bags)	1,850.00
Summer Bash	5,047.00
Total Turnover	28,520.99

Cost of Sales

Comic Relief Disco Expenses	661.17
Cost of Goods Sold - Shop	753.98
Easter Egg Hunt Expenses	253.81
Fireworks Night Expenses	6,381.28
Football Tournament Expenses	518.11
Picnic Boxes Expenses	300.00
Profit Share Expenses	1,426.00
Quiz Night Expenses	919.72
Summer Bash Expenses	2,572.24
Total Cost of Sales	13,786.31

Gross Profit

14,734.68

Administrative Costs

Audit & Accountancy fees	200.00
Card Fees - Shop transactions	129.77
Card Fees General PTA	8.54
Charitable Donations outside St Gabriels	708.83
Donations to St Gabriels School	13,429.12
General Expenses	35.84
General Expenses - Shop	74.83
IT Software and Consumables	237.35
Total Administrative Costs	14,824.28

En 12-11-24

Profit and Loss

	2024
Operating Profit	(89.60)
Profit on Ordinary Activities Before Taxation	(89.60)
Profit after Taxation	(89.60)

on 12-11-24

Balance Sheet

St Gabriels PTA - Registered Charity 1180465

As at 31 August 2024

31 AUG 2024

Current Assets

Cash at bank and in hand	
2nd Hand Shop	8,442.98
PTA Allocated Funds	1,541.44
St Gabriel's PTA Main Account	17,544.41
Total Cash at bank and in hand	27,528.83
Stock - New hats/bags for shop	969.22
Total Current Assets	28,498.05

Creditors: amounts falling due within one year

Accruals	1,741.44
Total Creditors: amounts falling due within one year	1,741.44

Net Current Assets (Liabilities)	26,756.61
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Total Assets less Current Liabilities	26,756.61
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Net Assets	26,756.61
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Capital and Reserves

Current Year Earnings	(89.60)
Retained Earnings	26,846.21
Total Capital and Reserves	26,756.61

Report into the independent review of the St Gabriel's Parent Teacher Association accounts for 2023/24



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12th November 2024

Independent Examiner's Report On The Accounts

Report to the trustees/members of St Gabriel's Parent Teacher Association on the accounts for the year ended 31st August 2024. Charity Number 1180465.

Responsibilities and Basis of Report

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st August 2024.

As the charity's trustees, 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 the Charity's 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 which gives me cause to believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act or
- The accounts did not accord with the accounting records, or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed

A handwritten signature in blue ink, appearing to read 'Emma Thomas'.

Emma Thomas FCA FCCA CTA

Director: Emma Thomas • Member number: 1737028

Company registration number: 4586825 • VAT registration: 803296048 • Registered Office: 2 Toomers Wharf • Canal Walk • Newbury • Berkshire • RG14 1DY



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 black ink, appearing to read 'C Jones', with a horizontal line drawn underneath.

Chris Jones

Chair.

7th January 2024