



Annual Report The Northmead Supporters Team (NST) 2023-24

Introduction:

The Northmead Supporters Team is the name for the Parent Teacher Association (PTA) for Northmead Junior School in Guildford, Surrey. The NST is a registered charity (Charity Number 1182401 registered in England and Wales). The NST committee adopted the constitution of Parentkind and have a bank account with the Metro Bank. This constitution guides practice and provides public liability insurance. Each year we have to elect trustees (Chair, Secretary, Treasurer and Staff Member), which form the main committee. We have our own guidelines and risk assessments for our events and activities, all of which are held within the school grounds.



Our purposes:

To provide:

- 1) Community: by developing and maintaining effective relationships between the children, staff, parents/guardians and others associated with the school,
 - 2) Resources: both financially and practically, to enable additional activities, facilities or equipment which support the school and enhance the learning opportunities of the pupils.
-

Members:

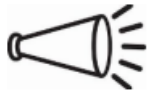
All parents (or guardians) of a child, and all Northmead Junior School Staff, are automatically members of the Northmead Supporters Team. This is explained on joining the school community.



We hold our annual general meeting as part of our committee meeting in September. During this our financial and annual reports are shared, plus the trustee positions elected for a year's term at a time. All members are invited.

We hold termly committee meetings, again open to all members, to reflect on activities past, plan future events and purchases, discuss our income and expenditure, and ensure we are remaining true to our purposes above. There are additional meetings that the trustees hold with the school leadership team each year, plus sub-committees that meet to organise individual events or projects.

The committee also regularly liaises on a WhatsApp group to discuss issues that cannot wait for a formal meeting.



Communication:

This takes place in various forms as well as person to person:

- Reminders via ParentMail
- At meetings
- Via Class Representatives (each class has a representative and WhatsApp group)
- Through social media, currently our email address, and Facebook pages (year groups and NST)

Activities:

The NST is fortunate to have a small core of very committed parents and staff who regularly attend meetings, organise and help out at events. All are volunteers and the NST would not be successful without this level of support and dedication. We are also very well supported by the school's administrative staff, who lighten the load considerably!



We remain keen to incorporate the school Wellbeing Focus into our activities, and to ensure that all children can access our events regardless of circumstances/needs. Some of our events are run with the focus more on community building than raising money.



Usually, each school term sees a large fundraising event; our Bonfire and Firework Fiesta, and school fairs. We also put on events such as Film Nights, Tuckshops, Second-hand Uniform Sales, Sponsored Events, Raffles, Clothing Recycling, and provide refreshments on various occasions.

The year to August 2024 was an incredibly successful year for the NST, and we have generated an overall profit for the year and provided a full schedule of events and contributions to the school.

As well as organising the above events, the NST has ongoing regular financial commitments to the school that are funded by the money raised:

- Termly Extra-curricular Days i.e. Fantastic Friday;
 - Workshops for each school year group;
 - Enrichment Week (in the Summer term for the whole school);
 - Christmas present (a book and cracker) for each child;
 - Animal upkeep;
 - School grounds clear up.
-



Funding:

The NST's activities have generated £14,753.43 in funds for the school this year.

Full details of our income, expenditure and profit can be found in the Treasurer's Report.

Requests are made by staff, children and parents for funding for activities and resources. We actively seek and encourage ideas through our newsletters, questionnaires (to children, parents and staff), 'Wishlists', and during committee meetings. Members are reminded regularly how to get in touch with us.

We have been able to make the following donations and purchases this year (in addition to running the events and activities):

- Donation towards the purchase of iPads for all year groups
- A refresh of the animals' enclosure
- Bullying Workshop (attended by Northmead staff member)
- Headsets for production nights
- Ping Pong Supplies
- Tree and equipment for Forest School
- Dictionaries
- Play sand
- Guildford in Bloom Donation
- Supplies for Northmead Playground Buddy Scheme

Our challenges ahead:

- To continue to recognise and navigate cost of living challenges
- To continue to fulfil our purposes and be creative in doing so.
- To recruit volunteers to help e.g. to prepare and plan events, research resources, set up, run and pack down for events, take on trustee roles. This is an ongoing and continuous task.
- To balance the communication needs of parents – those who want more and those who want less!
- To be as sustainable in practice as possible e.g. reducing the use of single use plastic, minimising waste, ensuring waste from our events is sorted and recycled where possible.
- To make the process of requesting funding from the NST as simple as possible for both the school and our treasurers. To incorporate Gift Aid where possible to enhance our fund raising.
- To have fun, make new friends, and enjoy seeing the childrens' smiles while doing all the above!

Contact details:

Northmead Supporters Team

Registered Charity in England and Wales Number 1182401 c/o Northmead Junior School, Grange Road, Guildford GU2 9ZA

Telephone: 01483 529870 (School office)
Email: northmead.NST@gmail.com
Facebook: Northmead Supporters Team

Prepared by Lisa Dixon, Trustee (Treasurer), September 2024



Treasurers Report
For the year ended 31 August 2024

Prepared by:
Lisa Dixon
Trustee (Treasurer)
September 2024

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Legal and administrative information

Charity Name: Northmead Supporters Team (NST)

Charity Number: 1182401 (registered in England and Wales)

Charity Address: c/o Northmead Junior School
Grange Road
Guildford
Surrey
GU2 9ZA

Governing Document: Parentkind Model Constitution dated 13 September 2018

Trustees:	Chair	-	Catherine Morton
	Treasurer	-	Lisa Dixon
	Secretary	-	Kathryn Shepherd
	Committee member	-	Denise Lewis
	Committee member	-	Rebecca Lock

Bank: Metro Bank

Independent Examiner: N/A

Objectives: The object of the association is to advance the education of pupils at Northmead Junior School, in particular by:

- 1) Developing effective relationships between staff, parents and others associated with the school, and;
- 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Accounting and reserves policies

Basis of accounting: The treasurers report has been prepared in accordance with section 133 of the Charities Act 2011, by using receipts and payments accounting.

Reserves: The charity seeks to support Northmead Junior School by providing financial and other assistance to those projects agreed by the Trustees (and in consultation with the schools Head), whilst at all times maintaining positive reserves.

The level of reserves remaining at the end of any given financial year should cover as a minimum, all expected activities run by the school (marked with * in the “Commitments” section), any restricted funds for long term projects and amounts held as a cashflow buffer.

A copy of the NST Financial Reserves Policy is available on request.

Receipts and payments account

TYPE	EVENT/FUNDRAISER/INCOMESOURCE	£ INCOME			
		PETTY CASH	BANK	RESTRICTED	TOTAL
1. Income	Uniform	£ -	£ 248.00	£ -	£ 248.00
1. Income	Donations	£ -	£ 599.52	£ -	£ 599.52
1. Income	Lottery	£ -	£ 800.00	£ -	£ 800.00
1. Income	Clothes recycling	£ -	£ 197.60	£ -	£ 197.60
1. Income	Gift Aid	£ -	£ -	£ -	£ -
2. NST Event	Film	£ -	£ 2,680.00	£ -	£ 2,680.00
2. NST Event	Bonfire	£ -	£ 7,033.55	£ -	£ 7,033.55
2. NST Event	Santa run	£ -	£ 422.00	£ -	£ 422.00
2. NST Event	Production Night	£ -	£ 5,940.00	£ -	£ 5,940.00
2. NST Event	Disco	£ -	£ -	£ -	£ -
2. NST Event	Quiz	£ -	£ -	£ -	£ -
2. NST Event	Summer fair	£ -	£ 4,821.40	£ -	£ 4,821.40
3. NST Fundraiser	Tuck shop	£ -	£ 517.45	£ -	£ 517.45
3. NST Fundraiser	Raffle - Xmas	£ -	£ 2,259.20	£ -	£ 2,259.20
3. NST Fundraiser	Xmas Trees	£ -	£ 1,230.00	£ -	£ 1,230.00
3. NST Fundraiser	Sponsored silence	£ -	£ 260.00	£ -	£ 260.00
3. NST Fundraiser	Rock, Paper, Scissors	£ -	£ -	£ -	£ -
3. NST Fundraiser	Smarties	£ -	£ -	£ -	£ -
3. NST Fundraiser	Raffle - Easter	£ -	£ 738.00	£ -	£ 738.00
3. NST Fundraiser	Mufti	£ -	£ -	£ -	£ -
3. NST Fundraiser	Wonka Bars	£ -	£ 1,002.50	£ -	£ 1,002.50
TOTAL FUNDRAISING:					£ 28,749.22

Expenditure - School & NST	General costs/NST expenses/Bank Charges	£ -	£ -	£ -	£ -
Expenditure - School & NST	School purchases	£ -	£ -	£ -	£ -
Expenditure - School & NST	Workshops	£ -	£ -	£ -	£ -
Expenditure - School & NST	Refreshments	£ -	£ -	£ -	£ -

£ EXPENDITURE			
PETTY CASH	BANK	RESTRICTED	TOTAL
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ 770.78	£ -	£ 770.78
£ -	£ 4,248.81	£ -	£ 4,248.81
£ -	£ 94.49	£ -	£ 94.49
£ -	£ 3,832.49	£ -	£ 3,832.49
£ -	£ -	£ -	£ -
£ -	£ -	£ -	£ -
£ -	£ 2,977.17	£ -	£ 2,977.17
£ -	£ 325.81	£ -	£ 325.81
£ -	£ 114.83	£ -	£ 114.83
£ -	£ 1,000.00	£ -	£ 1,000.00
£ -	£ -	£ -	£ -
£ -	£ 19.19	£ -	£ 19.19
£ -	£ -	£ -	£ -
£ -	£ 101.80	£ -	£ 101.80
£ -	£ -	£ -	£ -
£ -	£ 510.42	£ -	£ 510.42
£ -	£ 13,995.79	£ -	£ 13,995.79

£ -	£ 1,005.66	£ -	£ 1,005.66
£ -	£ 16,278.27	£ -	£ 16,278.27
£ -	£ 2,722.20	£ -	£ 2,722.20
£ -	£ -	£ -	£ -
£ -	£ 20,006.13	£ -	£ 20,006.13
TOTAL			£ 34,001.92

Donations to Northmead (School Purchases + Workshops)

NST Expenses

NET MOVEMENT IN FUNDS IN THE YEAR:

Event profit comparison

EVENT/FUNDRAISER/INCOME SOURCE	TYPE	2022/23	2023/24	VARIANCE	COMMENTS
Uniform	1. Income	£ 284.00	£ 248.00	-£ 36.00	
Donations	1. Income	£ 551.89	£ 599.52	£ 47.63	
Lottery	1. Income	£ 802.70	£ 800.00	-£ 2.70	
Clothes recycling	1. Income	£ 274.35	£ 197.60	-£ 76.75	Drop in per kilo price in 2024
Gift Aid	1. Income	£ 648.84	£ -	-£ 648.84	Bulk application for multiple previous years in 22/23
Film	2. NST Event	£ 741.66	£ 1,909.22	£ 1,167.56	One less event in 22/23
Bonfire	2. NST Event	£ 3,061.91	£ 2,784.74	-£ 277.17	Increase in cost of fireworks
Santa run	2. NST Event	£ 160.01	£ 327.51	£ 167.50	
Production Night	2. NST Event	£ 757.19	£ 2,107.51	£ 1,350.32	Expenses less in 20/24, added 100% profits from photo/programmes
Disco	2. NST Event	£ 1,053.79	£ -	-£ 1,053.79	No disco in 23/24
Quiz	2. NST Event	£ 155.00	£ -	-£ 155.00	No quiz in 23/24
Summer fair	2. NST Event	£ 1,718.27	£ 1,844.23	£ 125.96	
Tuck shop	3. NST Fundraiser	£ 238.63	£ 191.64	-£ 46.99	One less event in 23/24
Raffle - Xmas	3. NST Fundraiser	£ 1,659.32	£ 2,144.37	£ 485.05	
Xmas Trees	3. NST Fundraiser	£ -	£ 230.00	£ 230.00	New fundraiser in 23/24
Sponsored silence	3. NST Fundraiser	£ 234.00	£ 260.00	£ 26.00	
Rock, Paper, Scissors	3. NST Fundraiser	£ 15.00	-£ 19.19	-£ 34.19	New prizes in 23/24
Smarties	3. NST Fundraiser	£ 550.53	£ -	-£ 550.53	Replaced by wonka bars
Raffle - Easter	3. NST Fundraiser	£ 490.50	£ 636.20	£ 145.70	
Mufti	3. NST Fundraiser	£ 242.10	£ -	-£ 242.10	Not combined with an event/workshop in 23/24
Wonka Bars	3. NST Fundraiser	£ -	£ 492.08	£ 492.08	New fundraiser in 23/24
		£ 13,639.69	£ 14,753.43	£ 1,113.74	

Costs and donations

DONATIONS TO NORTHMEAD	AMOUNT	REPEAT ANNUAL COST
Animal Upkeep	£ 731.41	YES (see Commitments)
Animals - Refresh of enclosure	£ 651.68	
Christmas - Books	£ 396.32	YES (see Commitments)
Christmas - Crackers for School Xmas Lunch	£ 100.71	YES (see Commitments)
Enrichment Week	£ 982.73	YES (see Commitments)
Fantastic Fridays	£ 117.99	YES (see Commitments)
The Hub	£ -	YES (see Commitments)
Grounds dear up costs	£ 507.36	YES (see Commitments)
Workshop - All Years	£ 854.00	YES (see Commitments)
Workshop/Year Group Purchase - Year 3	£ 400.00	YES (see Commitments)
Workshop/Year Group Purchase - Year 4	£ 510.00	YES (see Commitments)
Workshop/Year Group Purchase - Year 5	£ 526.42	YES (see Commitments)
Workshop/Year Group Purchase - Year 6 (Leavers Party)	£ 459.69	YES (see Commitments)
Workshop - All Years (Graftiti) - 24/25	£ 958.20	Payment 1 - Deposit Paid
New parents evening	£ 117.93	
Bullying Workshop	£ 118.80	
Chess challenge	£ 60.00	
Headsets for production nights	£ 620.95	
Ping Pong Supplies for school	£ 30.58	
Forest school equipment - brooms/tarp	£ 151.80	
School Donation - ipads	£ 3,000.00	
School Donation - ipads	£ 5,000.00	
Dictionaries	£ 175.20	
Trees for school	£ 21.98	
School Donation - ipads	£ 2,000.00	
Play sand	£ 104.88	
Guildford in Bloom Donation	£ 255.91	
Water for district sports	£ 7.50	
Water for district sports	£ 16.50	
Playground Buddy Scheme	£ 121.93	
	£ 19,000.47	

NST EXPENSES	AMOUNT	REPEAT ANNUAL COST	COMMENTS
General supplies (cups, batteries etc)	£ 47.99		
End of year gifts for office staff	£ 104.45		
ParentKind Subscription (legal requirement)	£ 163.00		
Metro Bank - Monthly Fee for Online Banking	£ 240.00		(£20 per month)
Parentmail Charges	£ 399.02		(Allowing online payments)
Lottery (annual renewal to Surrey County Council)	£ -		
NST meetings and AGM	£ 51.20		
	£ 1,005.66		

Statement of assets and liabilities

	£ BANK	£ PETTY CASH	£ TOTAL
Balance b/wd	£ 11,925.60	£ 224.16	£ 12,149.76
Income	£ 28,749.22	£ -	£ 28,749.22
Expenditure	-£ 34,001.92	£ -	-£ 34,001.92
Balance c/wd	£ 6,672.90	£ 224.16	£ 6,897.06
Unpresented cheques	£ -	£ -	£ -
Total held	£ 6,672.90	£ 224.16	£ 6,897.06
<u>Held at:</u>			
1. Tuck shop float	£ -	£ 44.00	£ 44.00
2. Uniform float	£ -	£ 40.00	£ 40.00
3. Treasurer petty cash	£ -	£ 140.16	£ 140.16
Bank	£ 6,672.90	£ -	£ 6,672.90
Minus (unpresented chq)	£ 6,672.90	£ 224.16	£ 6,897.06
 Unrestricted funds			
Bank and cash	£ 6,672.90	£ 224.16	£ 6,897.06
Retained as cashflow buffer	-£ 1,000.00	-£ 200.00	- 1,200.00
Commitments 24/25 (see page 9)	-£ 11,378.20	£ -	- 11,378.20
Available funds for consideration	-£ 5,705.30	£ 24.16	- 5,681.14

The charity has no assets or liabilities other than its bank and cash funds noted above.

As at 31/08/21, 31/08/22, 31/08/23, 31/08/24 there were no restricted funds.

Commitments

DONATIONS TO NORTHMEAD	AMOUNT	RESERVE	COMMENTS
Animal Upkeep	£ 1,000.00	*	Costs reduced (less animals)
Christmas - Books	£ 500.00	*	
Christmas - Crackers for School Xmas Lunch	£ 200.00	*	
Enrichment Week	£ 1,500.00	*	
Fantastic Fridays	£ 500.00	*	Amended - transfer to workshops
The Hub	£ 200.00	*	
Grounds clear up costs	£ 500.00	*	Additional £250 for 24/25
Workshop - All Years	£ 3,358.20	*	958.20 (yrs 5/6) + 2400 (yrs 3/4)
Workshop/Year Group Purchase - Year 3	£ 510.00	*	
Workshop/Year Group Purchase - Year 4	£ 500.00	*	
Workshop/Year Group Purchase - Year 5	£ 500.00	*	
Workshop/Year Group Purchase - Year 6 (Leavers Party)	£ 500.00	*	
	£ 9,768.20		

NST EXPENSES	AMOUNT	RESERVE	COMMENTS
General supplies (cups, batteries etc)	£ 150.00	*	
End of year gifts for office staff	£ 100.00	*	
ParentKind Subscription (legal requirement)	£ 200.00	*	
Metro Bank - Monthly Fee for Online Banking	£ 240.00	*	(£20 per month)
Parentmail Charges	£ 600.00	*	(Allowing online payments)
Lottery (annual renewal to Surrey County Council)	£ 20.00	*	
MPLC umbrella licence	£ 140.00	*	(For flim nights)
NST meetings and AGM	£ 160.00	*	(3 x committee, 1 AGM)
	£ 1,610.00		

TOTAL COMMITMENTS	£ 11,378.20
FUNDS AVAILABLE (BANK + PETTY CASH)	£ 6,897.06
BUFFER	£ 1,200.00
BALANCE/TO GENERATE	-£ 5,681.14



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Northmead Supporters Team

On accounts for the year
ended

31/08/2024

Charity no
(if any)

1182401

Set out on pages

3-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date: 29/06/2025

Name:

Frances Miles

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:

13 Railton Road
Guildford
Surrey GU2 9LX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Northmead Supporters Team

1182401

Receipts and payments accounts

CC16a

For the period
from

01/09/2023

To

31/08/2024

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 £
A1 Receipts					
Income from events/other	28,160	-	-	28,160	18,683
Donations	600	-	-	600	662
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total (Gross income for AR)</i>	28,760	-	-	28,760	19,115
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
Total receipts	28,760	-	-	28,760	19,115
A3 Payments					
Event costs	13,898	-	-	13,898	6,475
Donations & purchases	18,000	-	-	18,000	13,421
Charity expenses	1,008	-	-	1,008	853
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	34,002	-	-	34,002	19,729
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
Total payments	34,002	-	-	34,002	19,729
<i>Net of receipts/(payments)</i>	- 6,262	-	-	- 6,262	- 816
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,148	-	-	12,148	-
<i>Cash funds this year end</i>	8,887	-	-	8,887	816

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 £
B1 Cash funds	Bank	8,873	-	-
	Cash	224	-	-
			-	-
	Total cash funds	8,897	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	