



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month Sept	Year 2020		Day 31	Month Aug	Year 2021

## Section A

## Reference and administration details

Charity name

Trevelyan Middle School Parent, Teacher and Friends Association

Other names charity is known by

Trevelyan Middle School PTFA or PTA

Registered charity number (if any)

1184781

Charity's principal address

Wood Close

Windsor

Postcode

SL4 3LL

### 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	Panagiotis Kavvadias	Chair		PTFA members
2	Paul Andreianu	Vice Chair		PTFA members
3	Rebecca Curley	Secretary		PTFA members
4	Eszter Kraus	Communications		PTFA members
5	Megan Jones	Treasurer		PTFA members
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Institution

Trustee selection methods  
(eg. appointed by, elected by)

Volunteer and voted in by members during AGM

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objective of the Association is to advance the education, development and learning of the students in school. In support of this objective the association may:

- Develop more extended relationships between staff, parents, carers, volunteers and others associated with the school
- Engage in activities which support the school and advance the education, development and learning of the students attending it
- Provide and assist in the provision of such facilities or items for education at the school (not provided for from statutory funds)

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The main activities undertaken by the PTA are fundraising events, including but not limited to:

- Discos
- School fairs
- Fireworks night
- Tuck shops

We also raise money through corporate matching sites such as Benevity, online fundraising sites such as Amazon Smile and Easy fundraising and through grant applications with local businesses.

The money raised from these events supports the school in various ways, including but not limited to:

- Funding the school minibus
- Purchasing additional maths equipment
- Purchasing outdoor equipment

In undertaking these events, the trustees have read and follow the guidance issued by the Charity Commission on public benefit.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Unfortunately, due to the Covid-19 crisis all of our main fundraising events were cancelled, and our fundraising ability was severely reduced.

We raised just over £1600 from virtual events, including quiz nights, Christmas wreath making workshops (over Zoom) and a school cook book.

We also received £1700 in grants from our local council and Tesco's and £2300 through Corporate Giving.

Overall, we finished the year with a profit of £7000.

We committed £9,600 in funding to the school:

- £1,500 minibus
- £1,020 water fountains
- £4,225 table tennis tables
- £2,800 school equipment and subscriptions

For next year's fundraising, we are hoping to return to our traditional events and return to our usual levels of fundraising.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity has no official reserve policy. However, we generally maintain a balance of circa £10000 in the charity bank account at the year end, and would require a minimum of £1500 to cover the mini bus costs for the next financial year.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

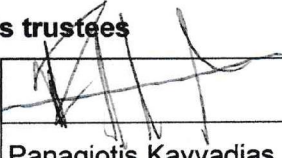
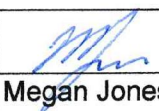
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Panagiotis Kavvadias	Megan Jones
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	14/10/21	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Trevelyan Middle School Parent, Teacher and Friends As

CC16a

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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### 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>					
Fundraising Events	5,429	-	-	5,429	-
Corporate Fundraising	3,583	-	-	3,583	-
Grants	1,000	-	-	1,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,012</b>	<b>-</b>	<b>-</b>	<b>10,012</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
Debtor - money owed by Pioneer Trust	642	-	-	642	-
	-	-	-	-	-
<b>Sub total</b>	<b>642</b>	<b>-</b>	<b>-</b>	<b>642</b>	<b>-</b>
<b>Total receipts</b>	<b>10,654</b>	<b>-</b>	<b>-</b>	<b>10,654</b>	<b>-</b>
<b>A3 Payments</b>					
Cost of Fundraising events	2,979	-	-	2,979	-
General costs	1,476	-	-	1,476	-
Funding to the school	4,155	-	-	4,155	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>8,610</b>	<b>-</b>	<b>-</b>	<b>8,610</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
N/A	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>8,610</b>	<b>-</b>	<b>-</b>	<b>8,610</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>2,044</b>	<b>-</b>	<b>-</b>	<b>2,044</b>	<b>-</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>10,850</b>	<b>-</b>	<b>-</b>	<b>10,850</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>12,894</b>	<b>-</b>	<b>-</b>	<b>12,894</b>	<b>-</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>	Metrobank	12,252	-	-
			-	-
		-	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	12,252	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Debtor - money owed by Pioneer Trust. Debt paid in Oct 2021	642	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on  
behalf of all the trustees

Signature  


Print Name

PANAGIOTIS KAVADIAS  
MEGAN JONES

Date of  
approval

14/10/21  
14/10/21