



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report

**Period start date May 2021 to Period end date May 2022**

**Financial period for year ended 31st March 2022.**

**Charity name:** Town Close Parents Teachers Association

**Charity registration number:** 1194846

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Charity has two core objectives: 1. To develop effective relationships between the staff, parents and others associated with the school 2. To engage in activities or providing facilities or equipment which support the school and advance the education of pupils.
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	Town Close School PTA has had a successful first year as a charity. Following the approval of new committee members in May 2021, the PTA registered with the Charity Commission on 17 <sup>th</sup> June 2021. The PTA has adopted a Parentkind Constitution and registered the Charity with two core objectives as identified above.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Charity's 5 registered Trustees exercise their duties in line with official guidance.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The PTA and Town Close School have work in collaboration to identify projects that would benefit multiple year groups or children. The School will propose projects for the PTA to support and this will be discussed and deliberated before approved, deferred or rejected.



Policy on social investment including program related investment	Para 1.38	N/A The PTA is registered as a charity for general charitable purposes. It helps children and young people in education and training.
Contribution made by volunteers	Para 1.38	The success of the charity is due to the volunteers who give up their time to support the charity and our core objectives. The PTA has a volunteers policy and handbook to support the induction of new volunteers to the Charity.
Other		<p>The PTA has made two charitable contributions during 2021 – 2022.</p> <ol style="list-style-type: none"> <li>1. £500 contribution to Cystic Fibrosis Fund. This is a legacy donation for the use of Tacolneston Hall site a the November Fireworks and Festival Event.</li> <li>2. One off donation to Street Child. This charity has a close connection with the school and at our quiz night on 4<sup>th</sup> March 2022, the Trustees felt it appropriate to donate half of the raffle funds to support Street Child's efforts in Ukraine.</li> </ol>

## Achievements and Performance

	SORP reference	
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.	Para 1.20	<p><b>Objective 1.</b> "To develop effective relationships between the staff, parents and others associated with the school"</p> <p>The PTA issued a parent consultation in line with guidance. This had a strong return from parents who expressed an interest in future events, suggested new fundraising ideas and offered time and sponsorship opportunities.</p> <p><b>Sports Day 2021</b> The PTA supplies refreshments at the Prep Sports Day. This was the first event for the new PTA committee. Funds raised £106.</p> <p><b>Fireworks and Festival Event.</b></p>



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	<p>The Fireworks and Festival event drew together 500 guests at Tacolneston Hall. The event was a sell out and feedback from parents was incredibly supportive. Funds raised £2941.</p> <p><b>Christmas Fayre</b> The PTA run a cake stall at the School's Christmas Fayre with items donated by the parent community. Funds raised £193.</p> <p><b>Quiz Night.</b> The Quiz was held off site at a location generously donated by a family within the school. The opportunity to meet parents again meant this was an important social event for the school community. Funds raised £708 plus donation to Street Child.</p> <p><b>Objective 2:</b> "To engage in activities or providing facilities or equipment which support the school and advance the education of pupils."</p> <p><b>Send a Smile Boxes</b> Teaching staff, support staff, parents and children have all been impacted by Covid 19. With long absences and disruption to pupils, lessons and friendship groups the negative impact on wellbeing was a concern. The Send a Smile Boxes were a parent led initiative who thought it would be nice to send a gift to children at home who were feeling low. The PTA worked with the school to build on this idea and to ensure confidentiality was honoured, decided to keep the Send a Smile Boxes a secret. This had a tremendous impact and has helped bridge the void between school and children when they have been separated. The PTA took the decision at the end of March to stop sending the boxes in light of the government's Living with Covid strategy but will retain a stock in case children have long absences for operations, treatment or bereavement. Funds raised £0.</p> <p><b>From the Heart</b> In February 2022, the School ran a "From the Heart" Day on February 14<sup>th</sup>. Members of the PTA bagged up heart shaped chocolates or sweets so that every child</p>
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		<p>and member of staff received a little gift as part of the day. It was a pleasure to be involved and we hope this becomes a much loved tradition. Funds raised £0.</p> <p><b>PTA Uniform Shop</b> This is generally the first experience of the PTA for most parents. The PTA shop boasts trusted and reliable volunteers who support new parents and existing ones in maintaining and well stocked shop. This enables new parents to source full uniforms swiftly, at around half the price and supports our sustainability goals. As a result, it is the cornerstone of our success as a charity and PTA. This is down to the support from our volunteers and from parents who donate good quality items throughout the year. Additional pop up shops and themes have enabled the shop to offer different services to parents such as the Christmas Jumper shop. Significant improvements this year have been around the financial controls in place, a focus on policy and consolidating the items we hold. The versatility and resilience of the volunteers during Covid sustained the success of the shop. The Trustees are incredibly grateful to volunteers and parents who use this shop regularly. Funds raised £8947.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	This financial year has enabled the PTA to restart events and initiatives and to build on the success of previous committees.
Performance of fundraising activities against objectives set	Para 1.41	Whilst the main focus was to rebuild the parent and school community post pandemic, the fundraising efforts have been excellent.
Investment performance against objectives	Para 1.41	



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Other		
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Please see approved and independently verified Treasurer's Report for full break down of financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As per risk identified.
Amount of reserves held	Para 1.22	Please see Treasurer's Report for full detail.
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	No concerns about the charity's viability for next academic and financial year.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds are: PTA shop PTA events and activities Annual £10 family donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Some strategic projects have been put on hold due to rising inflation and alternative projects are being identified by the School's senior management team. The risk to the PTA will be mitigated as the charity continues to work in close collaboration with the school.
Other		The PTA has launched a new logo and social media channels to raise brand awareness and refresh activities since it was registered as a charity.



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity was registered on 17 <sup>th</sup> June 2021 under a standard registration. It operates under a constitution the charitable objects are featured as: "THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY: 2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL 2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS."
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution which is defined in line with Parentkind templated documents to ensure appropriateness and effectiveness.
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	Trustees are selected at the PTA's Annual General Meeting, which is held in May and in the presence of numerous parents. New Trustees nominate themselves and are voted by committee members with a quorum of 3 Trustees present.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The PTA has a volunteer policy, PTA Shop Handbook, Data Protection Policy and financial induction to support new Trustees. A handover plan is also part of the induction to ensure essential knowledge is captured and retained by the charity.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	In addition to the 5 Trustees, each year group has a representative. The role of this year rep is to pass on communications from the PTA via WhatsApp groups. They are also requested to organise social events for their year group which seeks to reinforce the Charity's first objective.
	Para 1.51	Town Close School and the PTA work closely together to ensure a harmonious environment for the school community.



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Relationship with any related parties		
Other		Prior to its formal registration, the PTA sought advice from Larking Gowen LLP on obtaining a charity status. Our thanks once again to the team for their advice.

## Reference and Administrative details

Charity name	Town Close Parents Teachers Association
Other name the charity uses	N/A
Registered charity number	1194846
Charity's principal address	Town Close School Ipswich Road Norwich Norfolk

## 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	Mrs Lucy Wordsworth	Chair	May 2021 to current	All Trustees
2	Mrs Joanna Grieve	Secretary	May 2021 to May 2022	All Trustees
3	Mrs Hannah Ellis	Treasurer	May 2021 to current	All Trustees
4	Mrs Charlotte Clabburn	Deputy Chair	May 2021 to current	All Trustees
5	Mrs Cassandra Cox	Deputy Chair	May 2021 to current	All Trustees

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

Director name		
<b>Mrs Lucy Wordsworth</b>		
<b>Mrs Joanna Grieve</b>		
<b>Mrs Hannah Ellis</b>		
<b>Mrs Charlotte Clabburn</b>		
<b>Mrs Cassandra Cox</b>		





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<b>Mrs Benita Ogg</b>		
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Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>N/A</b>		



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## 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

### Additional information (optional)

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

Type of adviser	Name	Address
Education	Mr C Wilson	C/O Town Close School
Education	Mrs M Harries	C/O Town Close School
Financial	Mrs B Ogg	C/O Town Close School
Marketing	Mrs A Jones	C/O Town Close School

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

N/A
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**CHARITY COMMISSION**  
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## Declarations

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

Signed on behalf of the charity's trustees:

Signature	Full Name	Position	Date
	Mrs Lucy Wordsworth	Chair	
	Mrs Joanna Grieve	Secretary	
	Mrs Hannah Ellis	Treasurer	
	Mrs Charlotte Clabburn	Deputy Chair	
	Mrs Cassandra Cox	Deputy Chair	



**TOWN CLOSE PARENTS  
TEACHERS ASSOCIATION**

UNAUDITED FINANCIAL STATEMENTS

AND TREASURERS REPORT

FOR THE YEAR ENDED  
31 MARCH 2022

Registered Charity No. 1194846

# Town Close PTA

Apr 2021 to  
Mar 2022

Sept 2019 to  
Mar 2021

## Bank Balances at 31/3/2022

Current Account (Events ending 5992)	16,165	15,996
Current Account (Uniform Shop ending 4000)	1,508	5,927
Deposit Account	9,831	9,830
Cash Tin (Uniform Shop)	279	135
SumUp Account	291	-
PayPal Account (Events) (Account Now Closed)	0	0
PayPal Account (Uniform Shop)	3	869
Unbanked Cheques (Account ending 4000)	-394	-150
Ball 2020 Refunds (written off in Accounts ending Mar 22)	-	-368
Trade Creditors	-648	-
Deferred Income	-2,600	-
Deferred Expenditure	1,113	-
<b>Total</b>	<b>25,547</b>	<b>32,239</b>

## PTA Events

Income	10,110	7,693
Expenditure	-7,147	-5,671
<b>Sub Total for PTA Events</b>	<b>2,962</b>	<b>2,022</b>

## PTA May Ball 2020 (cancelled due to COVID-19)

Income	-	6,563
Expenditure	-	-9,576
<b>Note: Some deposits paid are being honoured for a future event</b>		
<b>Sub Total for PTA Ball</b>		<b>-3,013</b>

## Uniform Shop

Income	20,716	21,059
Expenditure	-11,769	-18,951
<b>Sub Total for Uniform Shop</b>	<b>8,948</b>	<b>2,107</b>

## Overheads

Income (£10 donation per family as invoiced by TCH)	3,130	6,240
Expenditure, such as Insurance, Sage, Parentkind etc	-870	-605
Bank Interest (Deposit Account)	1	
<b>Sub Total for Overheads</b>	<b>2,261</b>	<b>5,635</b>

## Surplus / (Deficit) for year

	<b>14,171</b>	<b>6,751</b>
<b>PTA Funded Projects</b>	<b>-19,533</b>	<b>0</b>

The accounts have been independently examined by Benita Ogg on 16th May 2022 following directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Signed.....*Benita Ogg*.....  
Mrs L Wordsworth (Chairperson)

Dated.....19/05/22.....

Signed.....*H Ellis*.....  
Mrs H Ellis (Treasurer)

Dated.....19/05/22.....



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Town Close Parents Teachers Association

On accounts for the year  
ended

31.3.22

Charity no  
(if any)

1194846

Set out on pages

3 to 7

(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 31/03/2022.

Responsibilities and  
basis of report

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 Trust'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 attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Benita Ogg

Date:

16.05.2022

Name:

Benita Ogg

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

Address:

Town Close Prep School

14 Ipswich Road

Norwich, NR2 2LR.



# Town Close PTA

Apr 2021 to  
Mar 2022

Sept 2019 to  
Mar 2021

## Bank Balances at 31/3/2022

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## PTA Funded Projects

<b>-19,533</b>	<b>0</b>
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# Town Close PTA

## Balance Sheet Report

To: 31 March, 2022

### ASSETS

#### Fixed Assets

Total Fixed Assets £0.00

#### Current Assets

1121 - Deferred Expenses	1,112.50
1200 - Bank Account - 80905992 - Events	16,165.10
1201 - Bank Account - 40764000 - Uniform Shop Account	1,113.48
1204 - Paypal (Uniform Shop)	2.61
1210 - Cash - Second Hand Uniform Shop	279.47
1230 - Bank Account - 70184160 - Savings Account	9,830.97
1240 - SumUp	291.30
Total Current Assets	£28,795.43

TOTAL ASSETS £28,795.43

### LIABILITIES

#### Current Liabilities

2100 - Trade Creditors	648.34
2111 - Deferred Income	2,600.01
Total Current Liabilities	£3,248.35

#### Future Liabilities

Total Future Liabilities £0.00

03 May 2022 16:07



<b>TOTAL LIABILITIES</b>	<b>£3,248.35</b>
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<b>TOTAL NET ASSETS</b>	<b>£25,547.08</b>
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**EQUITY**

Net Profit / Loss	25,547.08
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<i>Net Profit / Loss (prior year(s))</i>	30,909.04
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<i>Net Profit / Loss (current year)</i>	-5,361.96
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<b>TOTAL EQUITY</b>	<b>£25,547.08</b>
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## Town Close PTA

### Profit and Loss Report

01 April, 2021 - 31 March, 2022

#### Sales

4000 - Second Hand Uniform Sales - Parents	15,353.30	-
4001 - Second Hand Uniform Sales - PTA Donation	5,363.02	
4002 - Event 1 - Income	495.40	
4003 - Event 2 - Income	7,706.43	
4005 - Event 4 - Income	192.70	
4007 - Event 6 - Income	1,715.00	
4010 - Donations (£10 per family)	3,130.00	
<b>Total Sales</b>	<b>£33,955.85</b>	

#### Direct Expenses

5000 - Second Hand Uniform Shop Expenses - Parent Payment	11,006.93	
5001 - Second Hand Uniform Expenses - Payment Fees	385.42	
5002 - Second Hand Uniform Expenses - Other	376.30	
5020 - Event 1 - Expenses	388.74	
5030 - Event 2 - Expenses	4,765.12	
5040 - Event 3 - Expenses	756.82	
5060 - Event 5 - Expenses	229.78	
5070 - Event 6 - Expenses	1,006.73	
5200 - School Funded Projects	19,533.28	
<b>Total Direct Expenses</b>	<b>£38,449.12</b>	
<b>GROSS PROFIT / LOSS</b>	<b>-£4,493.27</b>	

#### Overheads

5100 - Overheads	869.67
7900 - Bank Charges and Interest	-0.98

03 May 2022 16:06

Total Overheads	£868.69
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NET PROFIT / LOSS	-£5,361.96
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