



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2023 To 31st August 2024

Charity name: Alban City School Parent Teacher Association

Charity registration number: 1198271

Objectives and Activities

<p>Summary of the purposes of the charity as set out in its governing document</p> <p>SORP reference Para 1.17</p>	<p>The object of the Association is to advance the education of pupils in the school in particular by:</p> <ul style="list-style-type: none">• developing effective relationships between the staff, parents and others associated with the school• engaging in activities, or providing facilities or equipment, which support the school and advance the education or wellbeing of the pupils.
<p>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.</p> <p>Para 1.17 and 1.19</p>	<p>The main activities are:</p> <ul style="list-style-type: none">• Fundraising events run for pupils or parents/carers of the school. These not only raise funds but also bring parents, teaching staff, pupils and the community together• Nearly New School Uniform Sales, which raises funds and also provides all parents/carers the opportunity to dress children in school uniform for reasonable prices. Wearing the uniform is part of the way the school encourages a community ethos within the pupils.• Funds are given to Alban City School for educational enrichment activities such as attendance at local theatre or other school trips, or for equipment such as I.T equipment, art supplies or library books.• Donations may also be given to the school for larger items such as funding for building work, such as the school theatre or playground.• Purchase of trees from a carbon offset scheme, to offset the schools carbon emissions. This helps the school achieve its Eco School status and enhances the long term well-being of the pupils by mitigating the effects of Climate Change.
<p>Statement confirming whether the trustees have had regard to the guidance</p>	<p>In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit.</p>

issued by the Charity Commission on public benefit Para 1.18	
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Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making Para 1.38	The school provides a 'wish list' of items they would like, and the committee takes this into consideration when choosing how to spend the PTA's funds.
Policy on social investment including program related investment Para 1.38	
Other	We are grateful for the many hours the trustees and other member volunteers have spent in organising our fundraising events. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

Achievements and Performance

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

This has been a successful year for Alban City School PTA. Building on the momentum of last year, we were delighted to continue to hold many of the school community's favourite fundraising events throughout the year. These events were welcomed by pupils, parents/carers and staff, and were important in promoting effective relationships between the parents/carers and the school and supporting the Alban City School community of pupils, staff, and parents/carers.

The PTA has run over 10 different fundraising activities over the last school year including our annual 100 club, several discos and film nights for the children, a quiz for parents and teachers, an Easter raffle, bake sale and our very popular Christmas and Summer Fairs.

We continue to use online payment methods and platforms this year such as Ticket Tailor, Square, Stripe and Paypal. This has continued to be a successful and convenient way to collect payments and donations and has led to us setting up an online shop for the sale of preloved uniform. This provides a great service for parents as a cost-effective way of dressing children for school, raising money and saving clothes from landfill.

Our parent/carer community continued to be generous in their support, as did local estate agent Bradford and Howley who sponsored several of the PTA's activities and our net income from fundraising events and other income sources was **£22,833.17**, exceeding last year's achievement by 29%.

The PTA became a registered charity in March 2022, which we hope will help us to raise funds from new sources in the future.

Summary of Activities:

Throughout Year:

Preloved uniform
sales
100 club

Autumn:

Halloween Disco
Scary Hair Day
Christmas Cards
Christmas Trees
Christmas Fair

Spring:

Movie Night
Bake Sales
Easter Raffle

Summer:

Quiz Night
Summer Disco
Summer Fair
School Open House
Ice Lolly Sales

Our net donations and funding of activities for students at the school was **£19,680.76**.

The majority of the donation made to Alban City School was towards enrichment activities for the pupils for music, sports and technology.

Summary of Donations:

Pantomime subsidy
Music, sports and technology enrichment activities
Drums

Financial Summary as Receipts and Payments Accounts:

Opening Cash: £19,586.91

Total Gross Receipts: £25,460.13

Total Gross Payments: £22,307.72

Closing Cash: £22,739.32

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set Para 1.41	
Performance of fundraising activities against objectives set Para 1.41	
Investment performance against objectives	
Other Para 1.41	

Financial Review

Review of the charity's financial position at the end of the period Para 1.21	Cash at the Bank and Square accounts at the end of the year was £22,739.32 , including unpaid expenses and 100 club winnings of £81.80 that will be paid out in 2024/2025.
Statement explaining the policy for holding reserves stating why they are held Para 1.22	Reserves are held to cover the usual annual running costs for items such as insurances, licences and our usual commitments to subsidize the school pantomime trip and year 6 summer term trip. Plus enough to fund the outlay needed to run of our larger events such as our Christmas fair.
Amount of reserves held Para 1.22	£5,000
Reasons for holding zero reserves Para 1.22	-
Details of fund materially in deficit Para 1.24	-
Explanation of any uncertainties about the charity continuing as a going concern Para 1.23	No major risks identified.

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	<p>Our principal sources of funding are various fundraising events held throughout the year.</p> <p>Our programme of fundraising activities brought in a net income of £17,417.05. Our Christmas and Summer Fairs were particularly successful, raising £3,652.37 and £5,985.73 respectively, which represent half of our fundraising income this year. This also includes sales of nearly new uniform through our new online shop, which raised £2,725.31 this year.</p> <p>We run a 100 Club which raised £720 from entry sales and a further £244.80 from generous donations of winnings back to the PTA.</p> <p>We receive £1,000 in unrestricted sponsorship from a generous local estate agents – Bradford and Howley.</p> <p>We receive some extra income through charity cashback schemes such as Easyfundraising. This year those sources raised us £2,793.72.</p>
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	
Other	-

Structure, Governance and Management

Description of charity's trusts:	
Type of governing document	Constitution adopted 15 th March 2022
Para 1.25	
How is the charity constituted?	Unincorporated association
Para 1.25	
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	Trustees are elected or re-elected annually at the Annual General Meeting. If a trustee post is not filled at the AGM the elected trustees may co-opt other trustees at any time, who will serve until the next AGM. At least 50% of the trustees must have been elected at the AGM. There is a minimum of two trustees.
Para 1.25	

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 charity's organisational structure and any wider network with which the charity works	The PTA is open to the parents, guardians or carers of all pupils currently attending the school and the teaching and non-teaching staff currently employed or engaged at the school. The PTA holds meetings open to all members every two months and an AGM once a year. The trustees must meet at least once a term, but in practice meet much more frequently. From September 2023 to August 2024, the trustees of the PTA were: Co-Chairs, Chair, Treasurer and Communications Officer.
Para 1.51	
Relationship with any related parties	The PTA works closely with the school when arranging activities, most of which take place on school premises. The school provides a wish list of items which the PTA considers when choosing how to spend funds.
Para 1.51	
Other	All trustees give their time voluntarily and received no remuneration or other benefits.

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Reference and Administrative details

Charity name	Alban City School Parent Teacher Association
Other name the charity uses	Alban City School PTA
Registered charity number	N/A
Charity's principal address	Alban City School 7 Hatfield Road, St Albans, AL1 3RR

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	Lucy Cooper	Co-Chair	Until 16 January 2024	Members at AGM, or other trustees.
2	Danielle Brawn	Co-Chair	Until 16 January 2024	
3	Katherine Davies	Chair	From 16 January 2024	
4	Jean Liao	Treasurer		
5	Lucy Cooper	Communications Officer	From 16 January 2024	
6				
7				
8				
9				

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

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

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

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

N/A

Declarations

The trustees declare that they have approved the trustees' report above.		
Signed on behalf of the charity's trustees		
Signature(s)	<i>Jean Liao</i>	<i>K Davies</i>
Full name(s)	<i>Jean Liao</i>	KATHERINE ALICE DAVIES
Position (eg Secretary, Chair, etc)	<i>Treasurer</i>	CHAIR
Date	<i>25/02/25</i>	<i>25/02/25</i>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Alban City School Parent Teacher Association

1198271

Receipts and payments accounts

CC16a

For the period
from

9/1/2023

To

8/31/2024

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					
Fundraising Events and Activities	16,428		-	16,428	16,221
100 Club	720	720	-	1,440	1,668
Sponsorship	1,000		-	1,000	1,000
Bank Interest	80		-	80	94
Other Income - Easyfundraising, Stampastic, etc	993	2,794	-	3,787	2,689
Nearly New Uniform Shop	2,725		-	2,725	1,714
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	21,946	3,514	-	25,460	23,386
A2 Asset and investment sales, (see table).					
None	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,946	3,514	-	25,460	23,386
A3 Payments					
Fundraising Events and Activities	1,736	-	-	1,736	3,283
100 club	-	475	-	475	697
Donations to Alban City School	17,814	1,440	-	19,254	24,281
Other Donations	-	-	-	-	-
Other Incomes	-	-	-	-	8
Year 6 Leavers Activities	-	427	-	427	400
General Expenditure	415	-	-	415	375
Nearly New Uniform Shop	-	-	-	-	165
	-	-	-	-	-
Sub total	19,965	2,342	-	22,307	29,209
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,965	2,342	-	22,307	29,209
Net of receipts/(payments)	1,981	1,172	-	3,153	- 5,823
A5 Transfers between funds					
A6 Cash funds last year end	19,587	-	-	19,587	15,921
Cash funds this year end	21,568	1,172	-	22,740	10,098

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				
	Petty Cash	80	-	-
	Current Account	15,015	1,125	-
	100 Club Account		47	-
	Savings Account	6,429		-
	Square Account	44	-	-



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Other	-

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Type of governing document	Constitution adopted 15 th March 2022
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Para 1.25	

Additional information (optional)

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Para 1.51	
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Other name the charity uses	Alban City School PTA
Registered charity number	N/A
Charity's principal address	Alban City School 7 Hatfield Road, St Albans, AL1 3RR

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5	Lucy Cooper	Communications Officer	From 16 January 2024	
6				
7				
8				
9				

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

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

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

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

N/A

Declarations

The trustees declare that they have approved the trustees' report above.		
Signed on behalf of the charity's trustees		
Signature(s)	<i>Jean Liao</i>	<i>K Davies</i>
Full name(s)	<i>Jean Liao</i>	KATHERINE ALICE DAVIES
Position (eg Secretary, Chair, etc)	<i>Treasurer</i>	CHAIR
Date	<i>25/02/25</i>	<i>25/02/25</i>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Alban City School Parent Teacher Association

1198271

Receipts and payments accounts

CC16a

For the period
from

9/1/2023

To

8/31/2024

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Nearly New Uniform Shop	2,725		-	2,725	1,714
	-	-	-	-	-
	-	-	-	-	-
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General Expenditure	415	-	-	415	375
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Net of receipts/(payments)	1,981	1,172	-	3,153	- 5,823
A5 Transfers between funds					
A6 Cash funds last year end	19,587	-	-	19,587	15,921
Cash funds this year end	21,568	1,172	-	22,740	10,098

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				
	Petty Cash	80	-	-
	Current Account	15,015	1,125	-
	100 Club Account		47	-
	Savings Account	6,429		-
	Square Account	44	-	-



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Alban City School Parent Teacher Association

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1198271

Set out on pages

(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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

D Stead

Date:

24/2/25

Name:

DAVID STEAD

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

ACA (ICAEW)

Address:

21 Blandford Road

St Albans, Herts

AL1 4JP

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