

# Trustees' Annual Report

for the period

From (start date) **010922** to (end date) **310823**

## Section A

### Reference and administration details

Charity name **THE PTFA OF ST LUCES PRIMARY SCHOOL, CANNOCK**

Other names the charity is known by **-**

Registered charity number (if any) **1199213**

Charity's principal address **PTFA C/O ST LUCES PRIMARY SCHOOL**  
**NEW PENCRIDGE ROAD**  
**CANNOCK**  
Postcode **WS111HN**

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	KATHRYN BUCK			
2	ALEXANDRA MASON			
3	CHARLIE THOMPSON			
4	JEMMA WRIGHT			
5	VICTORIA KENNELLY			
6	LEA SPENCER			
7	MICHAEL WRIGHT			
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
<b>-</b>	

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

## 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)

ASSOCIATION

Trustee selection methods  
(eg appointed by, elected by)

ELECTED AT AGM BY THOSE ATTENDING.

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

TO OFFER ADDITIONAL FUN ACTIVITIES FOR PUPILS TO ENJOY WHILE FUNDRAISING FOR ADDITIONAL SCHOOL RESOURCES.  
AS PER PARENTKIND MODEL CONSTITUTION.

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)

SCHOOL BONFIRE INVITES LOCAL RESIDENTS TO THE EVENT. FRIENDS & FAMILY OF ALL PUPILS ARE ABLE TO JOIN THIS FUN EVENT WHICH PROVIDES A SAFE, KNOWN ENVIRONMENT FOR BOTH PUPILS & PARENTS.

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.

VOLUNTEERS ARE CRUCIAL TO ENABLE MANY OF THE EVENTS TO TAKE PLACE.  
GIVING UP TIME DURING SCHOOL HOURS FOR STALLS AND AFTER SCHOOL / EVENINGS / WEEKENDS TO HELP SET UP, RUN STALLS AND ENSURE EVENTS ARE A SUCCESS.  
OBS IS APPLIED FOR ONLINE VIA SCHOOL & RECORDS KEPT AT SCHOOL.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

BONFIRE AND FIREWORKS DISPLAY CONTINUED TO BE A SUCCESSFUL ANNUAL WELLS ATTENDED EVENT.

SUMMER FAIR AGAIN WAS THOROUGHLY ENJOYED BY THE CHILDREN DURING THE DAY AND CONTINUED INTO THE AFTERNOON / EVENING WITH THE AFTER PARTY PICNIC WHICH WAS AGAIN VERY POPULAR AND GENERATED FURTHER INCOME.

## Section E

### Financial review

Brief statement of the charity's policy on reserves

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)

MICHAEL PAUL WRIGHT

Position (eg Secretary, Chair, etc)

TREASURER

19-04-2024.

The PTFA of St Luke's Primary School  
Income and Expenditure  
Year End 31.08.2023

**Income:**

Discos	3,311.55
Hoodies	510.00
Easter/Mothers Day	518.20
Bonfire	11,929.29
Lottery	1,114.80
Xmas Fayre/Nativity etc	3,956.27
Coronation	2,272.33
Summer Fayre/Sports Day	10,163.86
Misc	2,417.22
Cash for Clothes	518.90
Raffle	1,015.35
Mugs/Cards	600.11
Commission	159.96
Magician	651.04
Super Man	989.26

40,128.14

**Expendure:**

Insurance/Licences/Fees	605.00
Food/Drink	7,202.22
Gifts	10,251.74
Stationery	571.82
Event Payments	5,589.66
Other	2,126.28

26,346.72

**Balance Sheet at 31st August 2023**

Cash at Natwest Bank @ 01.09.22	20,923.87	Expenditure	26,346.72
Cash at Virgin Money @ 01.09.22	775.69	Cash at Natwest Bank 31.08.23	35,146.15
		Cash at Virgin Money @	
Income	40,128.14	31.08.2023	391.90
Balance in Float 01.09.22	275.03	Balance in Float 31.08.23	217.96
	<u>62,102.73</u>		<u>62,102.73</u>

**ACCOUNTANTS REPORT:**

I have examined the above Receipts and Payments Account and in my opinion they show a true and fair view of movements of the PTFA of St Luke's Primary School for the year ended 31st August 2023.

Deb Culverwell FIAB  
109 Sweetbriar Way  
Heath Hayes  
Cannock  
WS12 2UL



Dated 31st March 2024

Chairperson



Treasurer







CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the  
trustees/directors/  
members of

THE PTFA OF ST LUKE'S PRIMARY SCHOOL,  
CANNOCK

On accounts for the year  
ended

31 AUGUST 2023

Charity no.:

1199213

Company no.:

—

Set out on pages

I report to the charity trustees on my examination of the accounts of the  
Company for the year ended 31 AUGUST 2023.

### Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

### Independent examiner's statement


~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [.] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

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

Signed:  Date: 10.4.24

Name: DEB CULVERWELL

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

Address: 109 Sweetbriar Way  
Cannock  
WS12 2UL

**Section B** Disclosure

Only complete if the examiner needs to highlight material 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.