

 CHARITY COMMISSION FOR ENGLAND AND WALES	Courtland Parent Teacher Association		275280
	Receipts and payments accounts		
For the period from		1 August 2022	to 31 July 2023



Section A Receipts and payments					Last year to nearest £
Categories	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	
A1 Receipts					
Voluntary receipts	5,326	-	-	5,326	3,092
Fundraising activity income	33,326	-	-	33,326	19,762
Gift aid	2,607	-	-	2,607	-
	41,259	-	-	41,259	22,854
A2 Asset and investment sales	-	-	-	-	-
	-	-	-	-	-
Total receipts	41,259	-	-	41,259	22,854
A3 Payments					
Fundraising activity cost	6,130	-	-	6,130	2,382
Admin costs	140	-	-	140	-
Funds donated to School	41,865	-	-	41,865	10,250
	48,135	-	-	48,135	12,633
A4 Asset and investment sales					
Asset purchase	128	-	-	128	-
	128	-	-	128	-
Total payments	48,264	-	-	48,264	12,633
Net of receipts/(payments)	- 7,004	-	-	- 7,004	10,221
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,911	-	-	33,911	23,689
Cash funds this year end	26,906	-	-	26,906	33,911

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	Current accounts held with Barclays	26,906	-	-
		OK	OK	OK
B2 Other monetary assets	-	-	-	-
B3 Investment assets	-	-	-	-
B4 Assets retained for the charity's own use	Card machines (and other sundry items) - unrestricted	128	-	-
B5 Liabilities	-	-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Pratima Sood - Trustee Treasurer	21 June 2024	

Trustees' Annual Report for the financial year from 1 August 2022 to 31 July 2023:

Section A Reference and administration details

Charity name	Courtland Parent Teacher Association
Other names charity is known by	N/a.
Registered charity number (if any)	275280
Charity's principal address	Courtland School
	Courtland Avenue
	London
	Postcode NW7 4LU

Names of the charity trustees who manage the charity:

	Trustee name	Office (if any)	Dates acted if not for whole year	Person/ body) entitled to appoint trustee
1	Nisha Durgacharan	Chair	From 14 September 2022	N/a.
2	Sonal Patel	Vice Chair	From 13 September 2023	N/a.
3	Pratima Sood	Treasurer	From 14 September 2022	N/a.
4	Pavalina Chingarova	Finance Support / Event coordinator	From 14 September 2022	N/a.
5	Jayme Ilic	Secretary / Event coordinator	From 14 September 2022	N/a.
6	Leena Teeluck	Secretary / Event coordinator	From 13 September 2023	N/a.
7	Sonal Matharu	Event coordinator	From 13 September 2023	N/a.

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

None.

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

None.

Names and addresses of advisers (optional information):

None.

Section B

Structure, governance and management

Description of the charity's governance and constitution:

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

Parentkind Model Constitution – March 2021:
<https://courtlandschool.org/barnet/primary/courtland/site/pages/ptasummerfair/ptadocuments>

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

Association.

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

Trustees must be members of the association and are elected by members of the Association at the AGM. Trustees shall have the power to co-opt committee members/trustees at any time, these do not need to be members of the association. The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees.

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.

In June 2024, the charity retrospectively updated its Charity Commission record to reflect up to date trustee appointments which had been made in September 2023 (at the charity's AGM).

The changes reflect the 6.2 of the constitution which highlights 'Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM.'

Section C

Objectives and activities

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

The primary objective of the association is to advance the education of pupils in the school, in particular by:

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

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)

With due regard for the Charity Commission's public benefit guidance and in line with our objectives, each year the PTA runs a wide range of events both to raise funds towards the school's wish list and to provide social opportunities for the pupils, parents, staff, governors and wider school community.

These include regular annual events like the Summer Fair, Christmas Event, Quiz Night, Halloween Disco and Movie Night for the children's enjoyment. The committee also welcomes suggestions from the membership and organises one-off innovative fundraising events like the Circus held in April 2022.

Continued overleaf...

... continued from page 2.

All activities are planned by the committee, drawing on volunteers from the parent membership, school staff and wider community of supporters as appropriate, having regard to safeguarding and risk assessments. The committee is grateful for the time, expertise and donations given by all involved, without whom the PTA would not be able to achieve so much.

The work of the PTA enables the advancements of the pupils' education by giving money to the school for the purchase of equipment, resources, facilities and other wish list items it would otherwise not be able to afford. This not only enhances the student's education experience but also enriches their learning by paying for whole school events like workshops and subsidising class trips related to the curriculum.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Highlights of last year for Courtland PTA include completing the secret garden, as well as the following events/activities:

- Circus;
- Christmas and Summer fairs;
- Halloween disco;
- Easter activities;
- Movie night;
- Cake sales; and
- Quiz night.

Courtland PTA benefited the school's pupils thorough the following:

- New equipment for the school's playground area;
- New iPad's;
- Workshops and focus weeks;
- Providing coaches for school trips;
- In school pantomime;
- Books for key stage 1;
- Reading Cloud;
- School Library Loan Service;
- 5A Day fitness PE programme subscription; and
- Artist project.

Section E Financial review

Brief statement of the charity's policy on reserves

The trustees aim to keep £10,000 in reserves to ensure there is cash to fund recurring annual payments to the school. This normally covers the following (an illustration):

- School Library Loan Service, around £1,750;
- 5A Day Fitness PE Programme Subscription, around £268;
- Focus Weeks & Workshops, around £5,000;
- Y6 Leavers Bowling Party, around £150;
- Y6 Leavers Gifts maximum, around £200;
- Pantomime, around £800;

(Continued overleaf...)

(...continued)

- Y6 Artist Project. around £1,500; and
- Santa Presents x 90 (books for key stage 1) around £150.

The charity's free reserves (unrestricted general funds) held as at 31 July 2022 and onwards will be used to fund (in-part) new lights, projectors and audio equipment for the school hall. At the end of the prior financial year, as at 31 July 2021, the large level of free reserves was set aside to fund new playground equipment which was purchased in 2022/23.

Details of any funds materially in deficit

No funds 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.

In the current financial climate fundraising for the 2023/24 financial year and beyond may be even more challenging.

The trustees' aim is to raise funds for audio-visual equipment for the school hall. The charity will hopefully achieve this through continuing its usual main fundraising events.

Section F

Other optional information

The charity's plans for the upcoming year include:

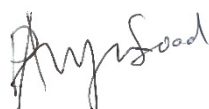
- Raising money for audio-visual equipment;
- The Halloween Disco, Christmas and Summer Fair, Easter activities, Movie Night, and Sponsored spell events;
- New events including the Smarties challenge and Courtland golden tickets.

Section G

Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

Signatures



Full names

Pratima Sood

Nisha Durgacharan

Position

Trustee, Treasurer

Trustee, Chair

Date

21 June 2024



Section A

Independent Examiner's Report

Report to the trustees
and members of

Courtland Parent Teachers Association

On accounts for the
year ended

31 July 2023

Charity no.

275280

Set out on pages

1 to 5 of this submission (this report being pages 6 and 7).

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31 July 2023.

As the trustees of the Charity, 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 as detailed in Section B, 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 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:

Dave Wallis

Date:

22 June 2024

Name:

David John Wallis

Relevant professional
qualification, body:

ACA qualified member of the Institute of Chartered Accountants England and Wales.

Address:

Thoroughfare Ltd, 71-75 Shelton Street, London, WC2H 9JQ.

Section B**Disclosure**

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

I draw the accounts reader's attention to the matter detailed on the Section B of the Annual Report underneath the heading 'Additional Governance Issues', relating to the composition of Courtland PTA's Trustee Board and recent changes to the Charity's online Charity Commission record to reflect Trustee appointments made during its AGM's held annually in September, in line with the provisions in its Constitution.

The Board provided me with written representations confirming their belief that the matter was now resolved having taken appropriate advice and having made the required updates, and that no further issue or negative repercussion is expected. During my examination I did not observe any evidence which would suggest otherwise.

Further I did not observe any incidents of internal control failure or inappropriate application of the Charity's funds which might have occurred due to this issue and which would cause me to significantly revisit the risk assessment for the examination. I have issued the 'standard confirmations' as set out in my examiner's report on the previous page, without modification.