



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2022 **Period start date To** 31/08/2023 **Period end date**

Charity name: Buttsbury Infants School Parents Association

Charity registration number: 276253

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To support the educational and development needs of our Infants School children by working as a parent group to raise funds for equipment, toys, events, and new technologies that can be used by our children.
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	<p>The focus of our activities are family friendly events run mainly on the school site. Each year we run Summer and Christmas Fairs featuring tombola's, refreshments, raffles and other traditional stalls. Our events are run by volunteer parents, grandparents and teaching staff with donation of prizes from parents are employed at businesses that support this activity. In between, we use smaller activities to raise money, such as discos and film nights.</p> <p>The Parents Association works closely with the school leadership team and a representative from the teaching staff attends out meetings to ensure our ideas are appropriate and timely for the school</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had guidance issued by the Charity Commission on Public Benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

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>The Parent's Association has been able to fund a new outside play equipment for Early Years, First Aid course, Themed Workshops, Year 2 leavers day and provide activities for the Children to celebrate the Kings Coronation.</p> <p>As the school has a constant 'Wish List' for us to fund, it means parents volunteering at our events can see their efforts rewarded with their own children experiencing the benefits.</p>

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	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Parent's association has been able to organise a full suite of fundraising events. This has facilitated the purchase of play equipment for the Early Years, whilst retaining a strong position at the end of the reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A minimum balance of £5,000 is retained to fund the larger events ahead of proceeds being received.
Amount of reserves held	Para 1.22	£29,747
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	n/a

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	
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 (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
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 traditionally consist of Joint Chairs of the fund-raising committee and Treasurer. These are approved at the AGM.

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	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Buttsbury Infants School Parents Association
Other name the charity uses	
Registered charity number	276253
Charity's principal address	Buttsbury Infants School, Perry Street, Billericay CM12 0NX

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	Marie Barnes	Joint Chair		
2	Rachael Pankhania	Joint Chair		
3	Freyja Ginn	Treasurer		
4				
5				
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17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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(s)		M. Barnes
Full name(s)	Rachael Pankhaniya	MAELE BARNES
Position (eg Secretary, Chair, etc)	Chair	Chair.
Date	29/2/24	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Buttsbury Infant School Parents Association

No (if any)
276253

Receipts and payments accounts

CC16a

For the period
from

Period start date
10/9/2022

31/08/2023

Period end date

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					
Frozen Friday	94	-	-	94	213
Quiz Night	1,933			1,933	955
Autumn Disco	1,758			1,758	-
Autumn Disco Photo Donation	43			43	-
Christmas Cards	2,849			2,849	3,112
Tea Towels	1,829			1,829	2,696
Christmas Bazaar	5,222			5,222	4,176
Christmas Raffle	2,097			2,097	3,794
Build a Bear	196			196	-
Carol Concert	292			292	175
Book Day Outfit Sale	121			121	-
Spring Film Night	1,440			1,440	629
Bake Sale	234			234	243
Mother's Day Boutique	1,891			1,891	1,564
Easter Trail	949			949	474
Spring Ball	-			-	12,589
Spring Disco	1,528			1,528	1,786
Buttsbury Bash	3,545			3,545	
Coronation Project	611			611	
Father's Day Boutique	1,479			1,479	1,534
Strawberry Fair	6,071			6,071	4,981
Wacky Hair Day	219			219	178
Frozen Thursday	-			-	173
Amazon Smile	391	-	-	391	326
Uniform Sales	1,065	-	-	1,065	674
Interest	2	-	-	2	-
Stikins	37	-	-	37	-
Book Sales	9	-	-	9	-
Barleylands	1,600	-	-	1,600	-
Sub total (Gross income for AR)	37,505	-	-	37,505	40,272
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,505	-	-	37,505	40,272

A3 Payments

Frozen Friday	15	-	-	15	39
Quiz Night	775			775	-
Autumn Disco	500			500	245
Autumn Disco Photo Donation	15			15	-
Christmas Cards	1,963			1,963	2,224
Tea Towels	1,130			1,130	1,341
Christmas Bazaar	1,208			1,208	878
Christmas Raffle	177			177	316
Build a Bear	61			61	-
Carol Concert	152			152	37
Book Day Outfit Sale	1			1	-
Spring Film Night	221			221	157
Bake Sale	89			89	64
Mother's Day Boutique	1,015			1,015	943
Easter Trail	186			186	147
Spring Ball	-			-	9,127
Spring Disco	546			546	522
Buttsbury Bash	2,342			2,342	-
Coronation Project	-	1		-	23/07/2024 -

Father's Day Boutique	791			791	879
Strawberry Fair	1,275			1,275	1,265
Frozen Thursday	-			-	93
Uniform Sales	52			52	41
Barleylands	1,253			1,253	-
Year 2 Leavers BBQ	610			610	607
First Aid Course	650			650	-
Christmas Crackers	117			117	112
Drinks for Christmas Parties	93			93	-
Reading Corner for Reception	849			849	-
Easter Eggs	67			67	-
Hall AV System	-			-	6,441
45 Chromeooks	-			-	6,255
Parking Signs	-			-	431
Jubilee Day	-			-	660
Science Bits	-			-	92
Early Years Outside Area	3,461			3,461	-
Coronation Event	275			275	-
Shed/Veranda for Reception	885			885	-
Basildon Youth Theatre Workshop	285			285	-
Samba Drumming Workshop	499			499	-
African Dance Workshop	499			499	-
Indian Drumming Workshop	499	-	-	499	-
Various costs	550	-	-	550	448
Previous year expenditure	- 600	-	-	- 600	599
Sub total	22,506	-	-	22,506	33,963
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	22,506	-	-	22,506	33,963
Net of receipts/(payments)	14,999	-	-	14,999	6,309
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,490	-	-	16,490	10,181
Cash funds this year end	31,489	-	-	31,489	16,490

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		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities			Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Buttsbury Infant School Parents Association

On accounts for the year
ended

31 August 2023

Charity no
(if any)

276253

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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:

Stephen Hawes

Date:

18/07/2024

Name:

Stephen Hawes

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

FCCA

Address:

198 Stock Road

Billericay

Essex CM12 0SH

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.