

# **St Nicholas Church of England Primary School Parent Teacher Association**

## **Trustees Annual Report for the year ended 31st August 2023**

The Trustees present their report with the financial statements of the charity for the year ended 31st August 2023.

**Registered Charity number:** 281171

### **Registered Address**

St Nicholas School  
School Road  
Chislehurst BR7 5PQ

### **Trustees**

All parents and guardians of children attending St Nicholas School are automatically members of the Association unless they indicate otherwise.

The management and control of the association is vested in a committee consisting of the Head Teacher as president of the Association together with the Chairman, Treasurer, Secretary and parents representing each class in the school, who are elected annually. The members of the committee during the year were:

President	Sophie Sear
Co-chair	Ru O'Donnell
Treasurer	Kate Murdock-Smith

### **Independent Examiner**

Mrs Fiona Manuel ACA  
Shenlands Farm  
Ayleswade Lane  
Headcorn  
Kent TN27 9JG

### **Principal Bankers**

Barclays Bank plc, Chislehurst

The Association is governed by its Constitution, dated 1st October 1980. The Association's principal objective is to advance the education of the pupils at the school by providing and assisting in the provision of facilities for education at the school ( not normally provided for by the Local Education Authority). Funds are raised by organising a series of events and encouraging donations from friends and parents at the school.

During the year ended 31st August 2023 the association paid the Trust £66,413.

Ru O'Donnell	Kate Murdock-Smith
Co-chair	Treasurer

Date.....

Date.....

## Income & Expenditure Account for the Year ended 31st August 2023

	Note	Year to 31.08.23 £	Year to 31.08.22 £
<b>Income</b>			
Regular Giving - GA claimable		13,154	13,365
Matched Funding		10,289	8,505
Other Giving		586	1,410
Easy fundraising and Amazon Smile		707	800
Gift Aid		4,179	4,393
Bank Interest		12	0
		<u>28,927</u>	<u>28,474</u>
Income from activities	2	44,256	50,188
Profit on sale of uniform		324	591
<b>Total Income</b>		<u>73,506</u>	<u>79,253</u>
<b>Expenditure</b>			
Termly contribution to school		36,000	36,000
Other contributions to school	6	30,413	8,840
Cost of Activities	2	26,717	23,748
Admin Expenses		834	733
Loss from fraud		-	520
Other expenses		70	936
<b>Total Expenditure</b>		<u>94,033</u>	<u>70,777</u>
<b>Net Income/(Expenditure)</b>		- 20,527	8,476
<b>Total Funds brought forward</b>		<u>108,501</u>	<u>100,025</u>
<b>Total Funds carried forward</b>		<u>87,974</u>	<u>108,501</u>

## Balance Sheet as at 31st August 2023

		31.08.23 £	31.08.22 £
<b>Current Assets</b>			
Cash at Bank	3	<u>77,005</u>	<u>101,506</u>
Debtors	4	10,405	7,547
Stock - branded beer/wine glasses at cost		729	
Uniform Stock at cost		-	43
		<u>11,134</u>	<u>7,590</u>
Less: Creditors	5	165	596
		<u>10,969</u>	<u>6,995</u>
<b>Total Net Assets</b>		<u>87,974</u>	<u>108,501</u>
<b>Charity Funds</b>		<u>87,974</u>	<u>108,501</u>

## Notes to the Accounts for the Year ended 31st August 2023

### 1. Accounting Policies

**(i) Basis of preparation of accounts.** The accounts are prepared on the historical cost basis and in accordance with applicable accounting standards and the Charities SORP (Statement Of Recommended Practice; Accounting by Charities)

**(ii) Income.** Donations and Interest are accounted for on a cash basis whilst Gift Aid and event income is accounted for on an accruals basis. All income is unrestricted.

**(iii) Expenditure.** Expenditure is accounted for on an accruals basis.

### 2. Income and Expenditure from Activities

Activity	2023	Income	Expenditure	Net	2022 Net
		£	£	£	£
Book sale (2nd hand) and World E		372	-	372	491
Break the Rules Day		1,203	-	1,203	1,591
Cake/Lolly/50p Fridays Sales		746	-	746	1,180
Christmas Cards		366	-	366	531
Christmas Lunch			309 -	309	- 168
Christmas Parties		1,068	524	544	299
Coffee Mornings		137	-	137	155
Christmas party - adult		1,419	1,511 -	91	1,076
Doughnut sale		-	-	-	119
Easter egg Hunt		-	140 -	140	- 161
Easter jars		-	-	-	67
Film Night		1,086	267	819	1,492
Firework Night		6,092	2,997	3,096	2,667
Ice cream van		-	-	-	- 450
Jubilee Party		-	-	-	163
Leavers Party		-	500 -	500	- 450
Mothers' Day Gifts		741	-	741	632
Nativity DVD		401	268	133	131
Pantomime		8,801	7,114	1,688	24
Party in the Pit		5,613	2,624	2,989	1,653
Pizza night		-	-	-	132
PTA sponsorship		-	-	-	100
Santa letters		427	115	312	298
Small change competition		626	-	626	-
Sponsored Mile		-	-	-	1,631
Sponsored Read		-	-	-	1,141
Sponsored Walk		-	-	-	1,326
Summer Ball		13,394	9,902	3,492	9,718
Tea Towels		-	-	-	167
Tomato plant sale		305	-	305	305
Wreath making		930	447	483	334
Year 6 Show+DVD		-	-	-	- 17
£5 challenge		528	-	528	569
		44,256	26,717	17,539	26,440

	2023	2022
	£	£
<b>3. Cash at Bank</b>		
Current Account	73,778	98,313
Business Savings Account	3,207	3,194
Cash on hand	20	
	<u>77,005</u>	<u>101,506</u>
<b>4. Debtors</b>		
Gift Aid recoverable	3,721	4,313
Matched funding banked late	4,170	1,000
Firework Prepayment	1,150	1,109
Refund of overpayment to Aquinus	1,142	-
Prepaid fireworks expenses	162	102
Christmas party deposits	60	750
Summer ball deposit	-	273
	<u>10,405</u>	<u>7,547</u>
<b>5. Creditors</b>		
PITP expenses paid post year end	151	539
Staff gift expense paid post year end	<u>14</u>	<u>57</u>
	<u>165</u>	<u>596</u>
<b>6. Other contributions to school</b>		
Contribution to refurbishment of bathrooms	15,000	
10 new laptops	5,658	
New gates	1,718	
Sports day athletics and tennis coaches	2,549	
Art and DT resources	1,000	
Book purchases	1,079	
Stationery	631	
School mobile phone	451	
Outside storage unit	371	
Advent candles	368	
Coronation badges	353	
Wet play boxes	331	
4 robots	300	
Class resources spending	251	
SEN resources	223	
Teacher Offsted lunch	130	
	<b>30,413</b>	

I report on the financial statements of the Association for the Year ended 31st August 2023, which are set on pages 1 -3

### **Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

### **Basis of the Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

(i) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs Fiona Manuel ACA  
Shenlands Farm  
Ayleswade Lane  
Headcorn  
Kent TN27 9JG

Date: 03/02/2024