

# **Trustees' Annual Report**

**Financial Period: 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022**

## **Reference and Administrative Details**

**Charity Name:** Brentwood St. Thomas of Canterbury C.E. Junior School Association

**Registered Charity Number:** 286107

**Charity's Principal Address:** St. Thomas of Canterbury Church of England Junior School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BX

## **Objectives of the Charity**

The objects of the Association are to:

Advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school.

Develop effective relationships between the staff, parents and others associated with the school.

Engage in activities which support the school and advance the education of the pupils attending it.

## **Structure, Governance and Management**

**Type of Governing Document:** Constitution dated 20<sup>th</sup> September 1982.

**How the Charity is constituted:** the Charity is constituted as an Association.

**Membership:** Members of the Association are the parents or carers of any pupil currently attending the school, together with the teaching staff and governors of the school. All members are eligible to vote.

**Trustee Selection Method:** the minimum number of committee members shall be 4 consisting of a Chair, a Secretary, a Treasurer and Headteacher ex-officio. All voting members of the Association are eligible for election to the committee.

All members of the committee are trustees of the charity and have control of the Association, its property and funds.

Committee members shall be elected at the AGM and shall hold office until the next AGM.

The following trustees served for the period of this report:

Cally Shanley – Chair

Tara Simpson – Vice Chair

Natasha Hayward – Treasurer

Ashley Polley – Secretary

Dean Moran – Head Teacher ex-officio

### **Achievements and Performance**

In the year ending 31<sup>st</sup> August 2022, the Association raised £41368.99 from events and activities. The Association's total costs (not including donations to the school) were £29091.37, generating a total gain of £12277.62.

The main fundraisers of the year were the Summer fair, Mothers and Fathers day sale and the sale of Theatre and Adventure Island tickets.

The sales of second-hand uniform have increased to over £900 this year under the management of Ashley Polley.

This year the Association donated a total of £12205.41 to St. Thomas of Canterbury Junior School. Some things we donated for are £2942 for school homework diaries (two years), £6500 for I pads, £100 for board games and £1800 for prayer shed.

### **Financial Review**

The opening bank account balance on the 1<sup>st</sup> September 2021 was £12371.80 and the closing bank account balance on the 31<sup>st</sup> August 2022 was £12740.77.

Total receipts (fundraising and other activities) totalled £41368.99.

Total payments (fundraising costs, donations to school and expenses) totalled £41296.78.

The Association does not have a policy on reserves but the Treasurer looks to maintain enough money in the bank account to fund all forthcoming expenses and any commitments to donations to the school. At no point in the year was the bank account overdrawn.

**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

**Chair**

Name

Signature

Date

**Treasurer**

Name

Signature

Date

**St Thomas of Canterbury Church of England Junior School PTA**  
**Registered Charity Number 286107**

**Receipts and Payments Accounts**  
**For the year ended 31st August 2022**

<b>Treasurer's Account Receipts</b>		
	<b>Amount Raised 2021/2022 (£)</b>	<b>Amount Raised 2020/2021 (£)</b>
<b>Fundraising Activities</b>		
Xmas Shopping Evening	969.88	-
Kids Spring Disco	1,115.22	-
Kids Xmas Sale	1,992.81	-
Mothers Day Sale	2,294.80	819.95
Race Night (cancelled)	-	-
Easter Raffle	672.16	607.54
Fathers Day Sale	2,219.55	690.00
Recipe Book		756.00
Doughies / Pizza	207.00	
Doughnut Day	507.12	
Frozen Friday	590.01	
Xmas Child art	313.29	
Sports Day Refreshments	248.59	
Xmas Raffle	535.00	402.00
Summer Fair & Raffle	4,995.45	1,079.90
TTRS	618.30	
Inflatables Day	3,144.07	
Break the Rules	407.73	560.05
<b>Other Receipts</b>		
Second-hand Uniform Sales	913.83	727.80
Year 6 Leavers Party	3,065.55	655.90
Adventure Island	1,195.95	1,902.00
Theatre Tickets	14,803.86	4,873.00
Gift Aid	103.75	-
Amazon	133.84	88.55
Sponsorships	300.00	
Miscellaneous Credits	21.23	1,000.01
Cash Floats		50.00
<b>Total Receipts</b>	<b>41,368.99</b>	<b>14,212.70</b>

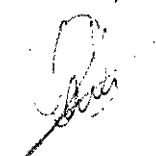
<b>Fundraising Activities</b>		
	<b>Cost 2021/2022 (£)</b>	<b>Cost 2020/2021 (£)</b>
Xmas Shopping Night	97.63	
Kids Spring Disco	327.69	
Kids Xmas Sale	429.19	
Mothers Day Sale	1,287.27	486.36
Fathers Day Sale	1,142.74	123.96
Recipe Books	-	535.00
Summer Fair & Raffle	2,682.58	94.00
Xmas Child art	9.99	
Easter Raffle	66.18	
Doughnut Day	177.00	
Inflatables Day	1,871.71	
Frozen Friday	74.89	
Sports Day Refreshments	41.00	
<b>Other Payments</b>		
Donations to School	12,205.41	2,397.65
Year 6 Leavers Party	2,752.86	226.35
Adventure Island Tickets	3,000.00	81.00
Theatre Tickets	12,860.77	3,582.00
PTA/ Sundry Expenses	203.54	190.62
Card Reader and payment platform charges	466.33	
Miscellaneous		1,000.00
Cash Floats	1,600.00	
<b>Total Payments</b>	<b>41,296.78</b>	<b>8,716.94</b>

<b>Year 6 Account</b>		
<b>Receipts</b>		<b>3,346.01</b>
<b>Payments</b>		<b>3,346.01</b>
<b>Balance</b>		

Summary of Bank and Cash		
	2021-2022 (£)	2020-2021 (£)
Opening Bank Balance on 01/09/21	12,371.80	6,876.04
Total Receipts	41,368.99	14,212.70
Total Payments	41,296.78	8,716.94
Closing Bank Balance on 31/08/22	12,444.01	12,371.80
Cash Floats	-	30.00
Year 6 Account Balance on 31/08/22	-	-
<b>Cash Funds Year Ending</b>	<b>12,444.01</b>	<b>12,401.80</b>


Approved by St Thomas of Canterbury C of E Junior School PTA committee members  
on \_\_\_\_\_ and signed on their behalf by:

Chair  
Name: CALLY SHANLEY

Signature: 

Date: 20/11/23

Treasurer  
Name: NATASHA HAYWARD

Signature: 

Date: 20/11/23

**Independent examiner's report to the Trustees of  
Brentwood St. Thomas of Canterbury C.E. Junior School Association  
Charity number 286107**

I report to the trustees on my examination of the accounts of the above charity (the Trust) for the year ended 31<sup>st</sup> August 2022, which are set out on the attached pages.

***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').

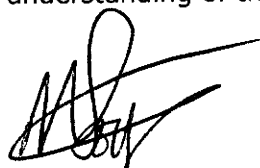
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

***Independent examiner's statement***

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records.

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.



**M.A. Southgate ACA FCCA  
Moulton Johnson Limited  
29A Crown Street, Brentwood Essex CM14 4BA**

**Date:** 21<sup>th</sup> January 2023.

**St Thomas of Canterbury Church of England Junior School PTA**  
**Registered Charity Number 286107**

**Receipts and Payments Accounts**  
**For the year ended 31st August 2022**

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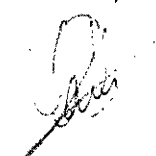
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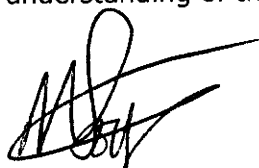
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