

WFJS PTA TREASURER'S REPORT 2021-22

BANK BALANCES (INCLUDING PETTY CASH) 1ST SEPTEMBER 2021	£	8,816.11
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	RECEIPTS	PAYMENTS	PROFIT/LOSS
PTA EVENTS TOTAL	£ 25,467.76	£ 9,415.41	£ 16,052.35

NON EVENTS	RECEIPTS	PAYMENTS
School Spend		£ 7,467.33
PTA Spend (insurance, equipment, thank you gifts)		£ 706.70
Parent Donations	£ 2,164.02	
Amazon Smile	£ 115.99	
Easy Fundraising	£ 393.37	
Bank Interest	£ 8.43	
Library fund	£ 4,438.36	
	£ -	

NON EVENTS TOTAL	£ 7,120.17	£ 8,174.03
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GRAND TOTAL	RECEIPTS	PAYMENTS	PROFIT/LOSS
	£ 32,587.93	£ 17,589.44	£ 14,998.49

BANK BALANCES (INCLUDING PETTY CASH) 31 August 2022	£	23,814.60
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PTA EVENTS

EVENT	RECEIPTS	PAYMENTS	PROFIT/LOSS
AUTUMN			
Halloween Mufti	£ 413.65	£ -	£ 413.65
School Uniform Sales	£ 254.70	£ -	£ 254.70
Tea Party	£ 1,114.31	£ 123.30	£ 991.01
Fireworks	£ 4,661.13	£ 2,962.55	£ 1,698.58
Clothing Collection	£ 260.40	£ -	£ 260.40
Cauliflower Cards	£ 232.00	£ -	£ 232.00
Christmas Wreaths	£ 266.58	£ -	£ 266.58
Panto&Xmas Jumper donation	£ 114.40	£ 495.00	-£ 380.60
Christmas Fair	£ 3,136.43	£ 713.84	£ 2,422.59
		AUTUMN TOTAL	£ 6,158.91

SPRING			
2022 Challenge	£ 361.95	£ -	£ 361.95
Doughnut sale - Spring	£ 569.92	£ 399.46	£ 170.46
Clothing Collection Spring	£ 58.50	£ -	£ 58.50
Mufti Day Spring	£ 906.32	£ 60.00	£ 846.32
Valentines	£ -	£ 225.61	-£ 225.61
Uniform Sale Spring	£ 200.59	£ -	£ 200.59
Mother Day	£ 516.61	£ -	£ 516.61
Circus	£ 1,876.64	£ -	£ 1,876.64
Easter Egg Design	£ 69.06	£ -	£ 69.06
		SPRING TOTAL	£ 3,874.52

SUMMER			
Clothing Collection Summer	£ 79.50	£ -	£ 79.50
Race night	£ 1,270.86	£ -	£ 1,270.86
Summer Uniform Sales	£ 238.96	£ 60.00	£ 178.96
Disco - All	£ 695.55	£ 223.98	£ 471.57
Sports Day Cafe	£ 188.70	£ -	£ 188.70
Others	£ -	£ -	£ -
Jubilee badges	£ -	£ 277.02	-£ 277.02

Jubilee Fayre (Summer)	£	7,325.99	£	3,450.03	£	3,875.96
				SUMMER TOTAL	£	5,788.53

Year 6	Year 6 ice creams	£	-	£	130.00	-£	130.00
	Year 6 Leavers' Production	£	445.20	£	61.55	£	383.65
	Year 6 Leavers' Disco	£	-	£	80.00	-£	80.00
				YEAR 6 TOTAL	£	173.65	

School	Mix&Match	£	209.81	£	-	£	209.81
	Guinea Pigs	£	-	£	153.07	-£	153.07
				School TOTAL	£	56.74	

PAYMENTS TO SCHOOL						
#	ITEM				PAYMENTS	
1	Falconry UK 25/05/21 whole school	21INV20	£	356.90		
2	PTA Christmas crackers and tree	21INV20	£	40.49		
3	PTA Gift vouchers for wellbeing room poster winners	21INV20	£	10.00		
4	PTA Ukuleles & storage	21INV20	£	366.71		
5	Sing Up Subscription	21INV20	£	285.00		
6	Christmas crackers	21INV24	£	72.87		
7	Silly Science Show - whole school	21INV26	£	649.00		
8	PTA New Library contribution - crowd funding	21INV26	£	4,438.36		
9	PTA New Library contribution - donations	21INV26	£	1,156.00		
10	Aircon Repairs	Cash	£	92.00		
				SCHOOL SPEND TOTAL	£	7,467.33

PTA COSTS - DETAIL						
#	ITEM				PAYMENTS	
1	Epsom&Ewell Gambling Act – annual registration fee		£	20.00		
2	Gazebo x3		£	225.14		
3	School Christmas gifts		£	163.62		
4	ParentKind Fees		£	116.00		
5	Sum Up Machine		£	27.99		
6	Trolley & Wheel Barrow		£	90.16		
7	Sum Up Machine		£	27.99		
8	Padlocks		£	35.80		
				PTA COSTS TOTAL	£	706.70

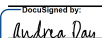
Assets:	adders. 1 BBO. Trollev & Wheelbarrow.Padlocks
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Gift Aid Claimed (already included in above figures)		
Christmas Fair Entry Donations		
Music Evening Donations		
Parent Donations	£	340.58
Sponsored Walk	£	992.83
Sport Relief/Fundraiser Sponsorship		
Celeb Eve/Summer Fair Entry Donations	£	-
TOTAL	£	1,333.41

Sport Relief (already included in above figures)		
Total Collected on behalf of Sport Relief	£	248.81
Total Donated to Sport Relief	£	248.81

SIGNED BY TWO TRUSTEES ON BEHALF OF WALLACE FIELDS JUNIOR SCHOOL PTA

TRUSTEE NAME Jade Dodd
SIGNATURE 
DATE 6/19/2023

TRUSTEE NAME Andrea Day
SIGNATURE 
DATE 6/22/2023

WALLACE FIELDS JUNIOR SCHOOL PARENT TEACHERS ASSOCIATION

TRUSTEES' REPORT

Period 1st September 2021 to 31st August 2022

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Legal and Administrative Details

Trustees' Report

LEGAL AND ADMINISTRATIVE DETAILS

Trustees

Names of Trustees

Mr Stephen Lee (Head Teacher)
Mrs Andrea Day (Deputy Head Teacher)
Mrs Jade Dodd (Chair of PTA Committee)
Mrs Sarah Crowther (PTA Treasurer)
Ms Jacqueline Nevin (Trustee)

Charity Name

Wallace Fields Junior School Parent Teachers Association

Registered Charity Number

287744

Charity's Principal Address

Wallace Fields Junior School Parent Teachers Association
Wallace Fields Junior School
Dorling Drive
Epsom
KT17 3BH

TRUSTEES' REPORT 1ST SEPTEMBER 2021 TO 31ST AUGUST 2022

Structure, Governance and Management

The Wallace Fields Junior School Parent Teachers Association (PTA) is registered with the Charities Commission of England and Wales and is a member of Parentkind. The governing document is a constitution. The charity is constituted by an association. Trustees are either agreed at the AGM, or co-opted at the committee meetings.

The PTA consists of a Chairperson, a Treasurer, a Secretary, the Head Teacher, Deputy Head Teacher and parents and carers of children attending Wallace Fields Junior School.

Committee meetings are held about once every two months. The Head Teacher or Deputy Head Teacher attend the meetings. The Chair invites parents to attend the PTA meetings in each school bulletin, as a reminder that they are fully welcome to come along to the meetings and help in any way they can with the PTA.

Sub-committees may be formed by the committee to work on specific events/activities and will report back to the committee, for example the Christmas and Summer fairs.

The PTA aims to make all of its activities accessible to all children and parents/carers in the school. The trustees declare that they have throughout their activities had regard to the guidance issued by the charity commission on public benefit and safeguarding.

Aims and Objectives

To advance the education of pupils in the school, in particular by:

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

Development of Staff and School/Parent Relationships

The Christmas and Summer events in particular give parents/carers the chance to become involved in the PTA to offer to help on stalls, or with setting up or clearing away. Also many members of staff give their time to help on stalls, which shows families the commitment that staff and families have towards the school.

The PTA runs successful joint events with Wallace Fields Infant School & Nursery such as Fireworks, Race Night and a Family Circus resulting in equal profit for each school.

The PTA holds an annual barbeque in July (Celebration Evening) where parents/carers have the chance to look at their children's work and speak with the teachers. New parents/carers and their children from Year 2 for the September intake are also invited along to get to know the PTA and other parents already at the school. New parents/carers are warmly welcomed to join the PTA.

The Chair and Treasurer of the PTA regularly update parents/carers in the school weekly bulletin of monies raised from events, and updating on forthcoming events and what monies will be spent on.

Income and Expenditure

The total income before expenses (including from events, easyfundraising, matched funding, gift aid and interest from the bank accounts) for the financial year was £32,587.93. This breaks down into income from events which came to £25,467.76 as shown below in the Achievements and Performance section and income from easy fundraising, matched funding, gift aid, interest and donations came to £7,120.17. Included in the income was £1,333.41 gift aid which was successfully claimed on donations.

Expenditure from events totalled £9,415.41 and general PTA expenditure (including insurance, equipment, refunds and payments to the infant school) came to £706.70. Payments to the school came to £7,467.33 as detailed in the Providing Facilities and Equipment section below. Total expenditure therefore came to £17,589.44. Money was used from the Lloyds Bank account to cover all the payments to the school.

Income after expenses was £14,998.49.

The opening balance of £8,816.11 in the accounts on 1 September 2021 was as follows:

Lloyds Bank - £696.19, CAF Cash GOLD - £8,119.92

The closing balance of £23,814.60 in the accounts on 31 August 2022 was as follows:

Lloyds Bank - £11,693.27, CAF Cash GOLD - £12,121.33

Achievements and Performance

The charity has had a good year raising funds for the school by holding fun events for both the parents/carers and the children.

	<u>RECEIPTS</u>	<u>PAYMENTS</u>	<u>PROFIT/LOSS</u>
PTA EVENTS TOTAL	£25,467.76	£9,415.41	£16,052.35

Details of amounts raised at the events are listed below

<u>EVENT</u>	<u>RECEIPTS</u>	<u>PAYMENTS</u>	<u>PROFIT/LOSS</u>
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A U T U M N	Halloween Mufti	£ 413.65	£ -	£ 413.65
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	Tea Party	£ 1,114.31	£ 123.30	£ 991.01
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			Autumn Total	£ 6,158.91
S P R I N G	2022 Challenge	£ 361.95	£ -	£ 361.95
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			SPRING TOTAL	£ 3,874.52
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			SUMMER TOTAL	£ 5,788.53

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	Year 6 Leavers' Disco	£ -	£ 80.00	-£ 80.00
			YEAR 6 TOTAL	£ 173.65

Providing Facilities and Equipment

The Headteacher or Deputy Headteacher put forward to the PTA committee any items they would like the PTA to pay for. The committee will then decide if they agree to these requests. Payments are normally made to the school on a termly basis, with the School Business Manager issuing the Treasurer with an invoice. The following table shows what the money that the PTA donated to the school was used for in the 2021-22 academic year.

<u>PAYMENTS TO SCHOOL</u>		
1	Falconry UK 25/05/21 whole school	£ 356.90
2	PTA Christmas crackers and tree	£ 40.49
3	PTA Gift vouchers for wellbeing room poster winners	£ 10.00
4	PTA Ukuleles & storage	£ 366.71
5	Sing Up Subscription	£ 285.00
6	Christmas crackers	£ 72.87
7	Silly Science Show - whole school	£ 649.00
8	PTA New Library contribution - crowdfunding	£ 4,438.36
9	PTA New Library contribution - donations	£ 1,156.00
10	Aircon Repairs	£ 92.00
	Total Payments to School	£ 7,467.33

Reserves Policy

The charity does not have a policy on reserves, but the Treasurer looks to maintain enough money in the bank accounts to fund all forthcoming expenses such as floats and expenses for events, any commitments to donations to the school and annual payments, for example to Parentkind for insurance and to the local council for the annual gambling licence. At no point in the year were the accounts overdrawn.

Independent Examination of Accounts


Kitty O'Sullivan was appointed as the Independent Examiner to examine the accounts. She has a child at Wallace Fields Junior School and is currently an accountant. She will not be paid for her report.

Other

We would like to thank all parents/carers and staff who have made this year to be so successful and profitable for the benefit of Wallace Fields Junior School.

Name: Jade Dodd

Position: Chair

Signature:  DocuSigned by:
Jade Dodd

Date: 6/19/2023

Name: Andrea Day

Position: Deputy head

Signature:  DocuSigned by:
Andrea Day

Date: 6/22/2023

Independent examiner's report to the Wallace Fields Junior School Parent Teachers Association

Trustees I report on the accounts of the Trust for the year ended 31st August 2022, which are set out on pages 2-3.

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 needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general directions given by the commission under section 145(5)(b) the 2011 Act
- to state whether particular matters have come to my attention

Basis of 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 next statement.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - o to keep accounting records in accordance with section 130 of the 2011 Act
 - o to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:  DocuSigned by:
Kitty O'Sullivan
99E4C27D5C304DF...

Name: Kitty O'Sullivan

Relevant professional qualification or body if applicable: CIMA, AAT

Address: 26 Dirdene Garden, Epsom, Surrey, KT17 4AX

Date: 12/06/2023