

## **TRUSTEES' REPORT 1<sup>ST</sup> SEPTEMBER 2022 TO 31<sup>ST</sup> AUGUST 2023**

### **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 attends 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 £26,079.87. This breaks down into income from events which came to £22,494.60, and income from easy fundraising, matched funding, gift aid, interest and donations came to £3,585.27. No gift aid was claimed on donations in this period.

Expenditure from events totalled £6,658.74 and general PTA expenditure (including insurance, equipment, refunds and payments to the infant school) came to £252.25. Payments to the school

came to £23,300.52 as detailed in the accounts for providing facilities and equipment. £15,000 was specifically fundraised, over a 2 year period, for an all weather pitch to alleviate the pressure on safe play spaces in wet weather. Total expenditure therefore came to £30,211.51. Money was used from the Lloyds Bank account to cover all the payments to the school. The loss after expenses was £4,131.64.

## WFJS PTA TREASURER'S REPORT 2022-23

<b>BANK BALANCES (INCLUDING PETTY CASH) 1ST SEPTEMBER 2022</b>	<b>£ 23,814.60</b>
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	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>PROFIT/LOSS</b>
<b>PTA EVENTS TOTAL</b>	<b>£ 22,494.60</b>	<b>£ 6,658.74</b>	<b>£ 15,835.86</b>

<b>NON EVENTS</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>
School Spend		£ 8,300.52
PTA Spend (insurance, equipment, thank you gifts)		£ 252.25
Money Promised for All Weather Track		£ 15,000.00
Parent Donations	£ 3,181.35	£ -
Easy Fundraising	£ 213.92	
Bank Interest	£ -	
General Float	£ 190.00	
<b>NON EVENTS TOTAL</b>	<b>£ 3,585.27</b>	<b>£ 23,552.77</b>

*Includes AWT donations*

<b>GRAND TOTAL</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>PROFIT/LOSS</b>
	<b>£ 26,079.87</b>	<b>£ 30,211.51</b>	<b>-£ 4,131.64</b>

<b>BANK BALANCES (INCLUDING PETTY CASH) 31st August 2023</b>	<b>£ 19,682.96</b>
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<b>PTA EVENTS</b>
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<b>EVENT</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>PROFIT/LOSS</b>
<b>A</b>			
<b>U</b>			
<b>T</b>			
<b>U</b>			
<b>M</b>			
<b>N</b>			
Halloween Mufti & Pumpkin Comp	£ 216.65	£ -	£ 216.65
Uniform Sale Autumn	£ 330.40	£ -	£ 330.40
Tea Party	£ 1,227.49	£ -	£ 1,227.49
Football refreshments	£ 75.50	£ 29.10	£ 46.40
World Cup Football Challenge	£ 417.25	£ -	£ 417.25
Fireworks	£ 2,755.42	£ -	£ 2,755.42
Cauliflower Cards	£ 202.50	£ -	£ 202.50
World Cup Sweepstake 2022	£ 286.23	£ 50.00	£ 236.23
Panto	£ -	£ 540.00	-£ 540.00
Christmas Fair	£ 4,010.92	£ 1,664.57	£ 2,346.35
<b>AUTUMN TOTAL</b>		<b>£</b>	<b>7,238.69</b>

<b>S</b>			
<b>P</b>			
<b>R</b>			
<b>I</b>			
<b>N</b>			
<b>G</b>			
Race Night	£ 1,343.88	£ 71.00	£ 1,272.88
Comedy Night	£ 2,131.30	£ 996.00	£ 1,135.30
Clothing Collection Spring	£ -	£ -	£ -
Mufti Day Spring	£ -	£ -	£ -
Uniform Sale Spring	£ 201.01	£ -	£ 201.01
Mother Day	£ 566.22	£ 244.80	£ 321.42
World Book Day	£ 226.31	£ -	£ 226.31
Easter Egg Design	£ 27.58	£ 31.00	-£ 3.42
<b>SPRING TOTAL</b>		<b>£</b>	<b>3,153.50</b>

<b>S U M M E R</b>	Comic Relief	£	451.00	£	287.78	£	163.22
	Uniform Sales Summer	£	327.29	£	-	£	327.29
	Kings Coronation Gifts	£	-	£	292.00	-£	292.00
	Break the Rules Day	£	266.80	£	-	£	266.80
	Fathers Day	£	450.16	£	-	£	450.16
	Summer Fair	£	6,079.34	£	1,700.61	£	4,378.73
	Ice Lolly Sale	£	612.45	£	327.48	£	284.97
<b>SUMMER TOTAL</b>							<b>£ 5,579.17</b>

<b>Y E A R 6</b>	Year 6 Hoodie	£	-	£	-	£	-
	Year 6 ice creams	£	-	£	140.00	-£	140.00
	Year 6 Leavers' Production	£	288.90	£	-	£	288.90
	Year 6 Leavers' Books	£	-	£	60.00	-£	60.00
<b>YEAR 6 TOTAL</b>							<b>£ 88.90</b>

<b>S c h o o l</b>	Alleyway signs	£	-	£	54.00	-£	54.00
	Educational signs for round the school	£	-	£	170.40	-£	170.40
		£	-	£	-	£	-
		£	-	£	-	£	-
		£	-	£	-	£	-
		£	-	£	-	£	-
<b>School TOTAL</b>							<b>-£ 224.40</b>

<b>PAYMENTS TO SCHOOL</b>			
#	ITEM		PAYMENTS
1	Mathletics contribution	22Inv11	£ 71.92
2	Maths escape room	22Inv11	£ 545.00
3	Dyslexia Test Kit	22Inv11	£ 210.90
4	Headphone adapters	22Inv11	£ 58.78
5	Ukulele School subscription	22Inv11	£ 80.00
6	Volunteer reader gifts	22Inv11	£ 78.00
7	Recorders	22Inv11	£ 184.28
8	Boomwhackers	22Inv11	£ 41.45
9	Friendship Bench	22Inv18	£ 2,732.10
10	Ipad for class teacher	22Inv18	£ 345.06
11	VR experience	22Inv18	£ 1,340.00
12	Xmas tree, crackers & resources	22Inv18	£ 269.60
13	Music Nativity Pack	22Inv18	£ 44.95
14	Gazebos x3	22Inv18	£ 524.97
15	Sing Up subscription	22Inv23	£ 285.00
16	Dictionaries & Thesauruses	22Inv23	£ 884.00
17	Front of School Bench	22Inv23	£ 487.50
18	Folding tables	22Inv23	£ 117.01
<b>SCHOOL SPEND TOTAL</b>			<b>£ 8,300.52</b>

<b>PTA COSTS - DETAIL</b>		
#	ITEM	PAYMENTS
1	Epsom&Ewell Gambling Act – annual registration fee	£ 20.00
2	Lights	£ 92.25
3	ParentKind Fees	£ 140.00
<b>PTA COSTS TOTAL</b>		<b>£ 252.25</b>

Assets:	3 gazebos, 4 card readers, 4 tablets, 1 ipad,
	1 freezer, 3 uniform containers, 2 folding tables

## **Independent examiner's report to the trustees of Wallace Fields Junior School Parent Teachers Association ("WFJS PTA")**

I report to the trustees on my examination of the accounts of the WFJS PTA (the Trust) for the year ended 31 August 2023.

### **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 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. 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.

**Signed: K.O'Sullivan**

**Name: Kitty O'Sullivan**

**Relevant professional qualification or membership of professional bodies (if any):** AAT, CIMA

**Address:** 26 Dirdene Gardens, Epsom, KT17 4AX

**Date:** 09/09/24