

## **TRUSTEES' REPORT 1<sup>ST</sup> SEPTEMBER 2023 TO 31<sup>ST</sup> AUGUST 2024**

### **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 are invited to 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 Committee 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 £25,010.60. This breaks down into income from events which came to £24,220.41, and income from easy fundraising, matched funding, gift aid, interest and donations came to £790.19. No gift aid was claimed on donations in this period. Expenditure from events totalled £9,719.02 and general PTA expenditure (including insurance, equipment, refunds and payments to the infant school) came to £477.26. Payments to the school came to £35,458.43 as detailed in the accounts for providing facilities and equipment. £15,000 was


specifically fundraised, over a 3 year period, for an all weather pitch to alleviate the pressure on safe play spaces in wet weather. Total expenditure therefore came to £46,153.26. Money was used from the Lloyds Bank account to cover all the payments to the school. The loss after expenses was £21,142.66.


#### Independent Review

We appointed Jackie Nevin as Independent Examiner of the accounts. She has a child at the school and was previously a treasurer to WFJS PTA. She is a qualified accountant, and has not been paid for her report.

#### Other

We would like to thank all the parents, carers and staff who helped us raise funds this year for the benefit of Wallace Fields junior School.

Name: JADE DODD  
Position: PTA CHAIR  
Signature:   
Date: 26.6.2025

Name: STEVE LEE  
Position: HEADTEACHER.  
Signature:   
Date: 26/6/25



## WFJS PTA TREASURER'S REPORT 2023-24

<b>BANK BALANCES (INCLUDING PETTY CASH) 1ST SEPTEMBER 2023</b>	<b>£</b>	<b>33,714.08</b>
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	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>PROFIT/LOSS</b>
<b>PTA EVENTS TOTAL</b>	<b>£ 24,220.41</b>	<b>£ 9,719.02</b>	<b>£ 14,501.39</b>

<b>NON EVENTS</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>
School Spend		£ 35,458.43
PTA Spend (insurance, equipment, thank you gifts)		£ 477.26
Money Owed from/to WFJS PTA		£ -
Prior Year Bank Deposits		£ 498.55
Parent Donations	£ 611.46	£ -
Easy Fundraising	£ 178.73	
Bank Interest	£ -	
General Float		
<b>NON EVENTS TOTAL</b>	<b>£ 790.19</b>	<b>£ 36,434.24</b>

<b>GRAND TOTAL</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>PROFIT/LOSS</b>
	<b>£ 25,010.60</b>	<b>£ 46,153.26</b>	<b>-£ 21,142.66</b>

<b>BANK BALANCES (INCLUDING PETTY CASH) 31st August 2024</b>	<b>£</b>	<b>12,571.42</b>
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### **PTA EVENTS**

<b>EVENT</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>PROFIT/LOSS</b>
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A U T U M N	Halloween Disco	£	830.98	£	257.04	£	573.94
	Fireworks	£	2,439.80	£	-	£	2,439.80
	Cauliflower Cards	£	171.50	£	-	£	171.50
	Panto (3 Musketeers)	£	-	£	590.00	-£	590.00
	Christmas Fair	£	3,150.40	£	574.22	£	2,576.18
	Uniform Sale Autumn	£	210.38	£	-	£	210.38
		£	-	£	-	£	-
				AUTUMN TOTAL		£	5,381.80

S P R I N G	Valentines	£	580.19	£	459.95	£	120.24
	Mother Day	£	640.07	£	345.90	£	294.17
	Comedy Night	£	1,303.99	£	1,407.47	-£	103.48
	Comic Relief	£	265.64	£	132.82	£	132.82
	Circus	£	4,133.84	£	3,121.00	£	1,012.84
	Easter Egg Design	£	18.18	£	-	£	18.18
	Uniform Sale Spring	£	169.09	£	-	£	169.09
		£	-	£	-	£	-
				SPRING TOTAL		£	1,643.86


S U M M E R	Race Night	£	1,170.12	£	356.00	£	814.12
	Fathers Day	£	506.70	£	259.20	£	247.50
	Summer Fair	£	7,116.01	£	1,920.45	£	5,195.56
	Ice Lolly Sale	£	256.37	£	33.80	£	222.57
	Uniform Sales Summer	£	503.27	£	-	£	503.27
	Euro Sweepstake 2024	£	242.06	£	-	£	242.06
		£	-	£	-	£	-
				SUMMER TOTAL		£	7,225.08


Y E A R 6	Year 6 Hoodie	£ -	£ 39.99	-£ 39.99
	Year 6 ice creams	£ 60.00	£ 150.00	-£ 90.00
	Year 6 Leavers' Production	£ 451.82	£ 71.18	£ 380.64
	Year 6 Leavers' Books	£ -	£ -	£ -
			<b>YEAR 6 TOTAL</b>	<b>£ 250.65</b>

PAYMENTS TO SCHOOL				
#	ITEM			PAYMENTS
1	Hexagonal bench for Playground	23Inv09	£	457.00
2	Contribution to Skip	23Inv09	£	120.00
3	Climbing wall holds	23Inv09	£	77.47
4	Aircons x2 (match funding)	23Inv09	£	487.82
5	Football Refreshments	Donation	£	27.70
6	All Weather Pitch	23Inv01	£	15,000.00
7	Chinese Dance Workshops 27/3/24	24Inv01	£	425.00
8	Christmas tree, crackers & resources	24Inv01	£	363.52
9	Orienteering/Geography Mark	24Inv01	£	700.00
12	Science Resources	24Inv01	£	500.00
13	Display Resources	24Inv01	£	450.00
15	Donner drum practice pads	24Inv01	£	591.90
16	Reading Cloud Library Sysytem License	24Inv01	£	550.00
17	Art Project	24Inv01	£	319.74
18	Sing Up subscription	24Inv01	£	285.00
19	Folding Tables	24Inv01	£	143.28
21	Outdoor Classroom	24Inv13	£	14,960.00
			<b>SCHOOL SPEND TOTAL</b>	<b>£ 35,458.43</b>

PTA COSTS - DETAIL				
#	ITEM			PAYMENTS
1	Epsom&Ewell Gambling Act – annual registration fee		£	20.00
2	Lock and Wagon		£	76.78
3	ParentKind Fees		£	153.00
4	Canva		£	99.99
5	Gift for J. Finlay		£	100.00
6	Gift for staffroom		£	27.49
			<b>PTA COSTS TOTAL</b>	<b>£ 477.26</b>

<b>Assets:</b>	<b>3 gazebos, 4 card readers, 2 tablets, 1 ipad, 1 freezer,</b>
	<b>3 uniform containers, 2 folding tables, wagon, food warming tray and catering utensils.</b>

Name: JADE DODD  
Position: PTA CHAIR  
Signature:   
Date: 26.6.2025

Name: STEVE LEE  
Position: HEAD TEACHER  
Signature:   
Date: 26/6/25



## **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 2024.

### **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:** *Jackie Nevin*

**Name:** Jacqueline Nevin

**Relevant professional qualification or membership of professional bodies (if any):** ICAS Qualified 2000 Current Role: Finance Manager

**Address:** 37 Bridge Street, Epsom, KT17 4AN

**Date:** 25 June 2025