

TRUSTEES REPORTS FOR 2019-2020
GARDEN SUBURB SCHOOL PTA – CHARITY NO 288398

The following reports are extracted from the annual general meeting in November 2021 – due to the covid-19 pandemic the charity was unable to hold an AGM in 2020. The AGM in November 2021 covered two years from 1st Sept 2019 to 31st Aug 2021. The below are extracts from the minutes relating to the period of 2019-2020 for the purpose of the Trustees reports:

Summary of the accounts for the financial year(s) were handed out at the start of the AGM meeting for the attendees to look through.

EXTRACT FROM INFANT SCHOOL TREASURER/CHAIRS REPORT COVERING PERIOD 2019/20, PRESENTED AT AGM 5TH NOVEMBER 2021 BY ADDY GOL (TRUSTEE – TREASURER FOR PERIOD)

My name is Addy Gol, and I'm the treasurer of the Infant school PTA. I'm also the mum of Elan and Tomer in the Juniors, and of Naomi and Netta, year 2 in the infants. I'll be covering our PTA activity of the last 2 years both as a treasurer and the acting Chair (*for 20-20*).

We entered 2019/20 academic year very optimistic and energized. Paul Cohen took the lead as Chair, and Laura Ramazzina was vice-chair. We had big plans...

We've opened the year with our **Seasonal cards fundraiser** (*organised by Marina, Laura, and Claudia*), it went very well and raised a little under £1000.

In December we've had a wonderful and festive **Seasonal fair** (*organised by Yasmin and Myself*), which raised over £3,200.

We also managed to squeeze in before lockdown:

- ☑ A couple of **2nd hand sale** £140
- ☑ **Cake Sale** - £200
- ☑ **Little library** - £90

Our Year 1&2 **Disco Event** (*organised by Marina and Sanaz*) was planned for March 2020, but as we know, the virus had different plans...

We sold Disco tickets worth £1,000 but didn't bank any of it, as the Disco was cancelled and we waited to see where this was all going. We did pay a non-refundable deposit of £105 to the DJ, and it will be hold as a credit when we finally have the disco. Hopefully this year.

In 2020/21 asked parents if they wanted a refund or donate, and large number donated.

March 2020 LOCKDOWN.

After the lockdown, we still couldn't hold any events, and only had a **pancake sale** (*for pancake day*) which raised a modest £60 and another **2nd hand sale** which raised £80.

Other income:

Stikins - £27

Lottery - £800 (40%)

Bank balances:

We've started 2019/20 with £17,861.26 in the bank, and finished it with £22,216.75. After raising £5,392.91 (net income) and spending £1,037.42.

Expenses and funds allocation: (Ms Sands)

Outbreak chairs, bed & bedding for medical room - £700

A-Boards for climbing frames and games for year two - £200

PTA insurance - £60

Coin counter machine - £60

Hand blender for kitchen - £35

I hope that this year we will be able to hold our wonderful event again and raised some more much needed funds. We currently have 3 year groups in the infant that never experienced a full "normal" year of PTA events, and I'm hopeful we will be able to allow them this experience this year, as I believe it is part of what makes this school so special.

SPENDING REPORT FROM MISS SANDS, INFANT HEAD TEACHER – TAKEN FROM AGM MINUTES 5TH NOVEMBER 2021

Fundraising really enabled the school to do things wouldn't have been able to do. Traditionally enhanced but now having to use for more of the day to day. 2019/20 kit out medical room so now lovely bed for the children to use when ill. Gymnastics and games for the hall and playground – new rota's mean can be focused activities to develop their skills. Kitchen equipment for cooking room, hope to restart cooking in school soon (and coin counter – very handy!)

Infant School Gift Aid Summary: Use for bucket collections, have small number of standing orders which we would like to increase these as well as one off donations. Each donation raises 25% per pound

Use to enhance curriculum e.g. workshops in school like drumming workshops, Diwali Dance and the very popular Hatching Chicks.

EXTRACT FROM JUNIOR SCHOOL CHAIRS REPORT & FINANCIAL SUMMARY COVERING PERIOD 2019/20, PRESENTED AT AGM 5TH NOVEMBER 2021 BY RACHEL JOSEPH (CHAIR OF JNR PTA FOR PERIOD)

Garden Suburb Junior School PTA Chair's Report 2019-2020

Fundraising for the school has become increasingly important, especially over the last 20 months and it is the PTA's goal to put on events that parents and children can enjoy whilst at the same time bringing our amazing school community together.

I took over the role of Chair in 2019 and this, sadly, will be my last year as my son is now in Year 6.

If anyone is interested in taking over as Chair of Junior PTA for next year please do let me know as it would be fantastic for you to shadow me for the year to give you an idea of what the role involves for when you 'officially' take over.

As we were unable to hold an AGM last year the events I will be talking about in this report span from September 2019 to September 2021.

2019 started really well for our fund raising but sadly as Covid hit in early 2020 our main events had to be put on hold. During this time we had to come up with ways of still having some money coming in to the PTA fund whilst the school was closed. I'm pleased to say we did just that with the introduction of the School Lottery, the recycling bin and with more of a push on our Easyfundraising account.

Before I go into the breakdown of our events and money raised I would like to take this opportunity to thank all the parents who have volunteered on events and behind the scenes as without your support all these events would not be able to take place. I would also like to thank Mrs Bhavsar for being so open and positive to the new fund raising ideas we had, to Ms. Bailey in the office for all her help and support with the admin side of things, to Mr Adolphe and Mr Shepherd who are always on hand when you need them and to all the other teachers and staff who are always so supportive and helpful in what we do.

Easy Fundraising (Profit 19/20 £314.64)

More marketing was done for Easy Fundraising and as a result a lot more people signed up and our income from it significantly increased. It's a very simple way of raising money for the school every time you shop online and we will continue to promote it so that more parents sign up.

School Lottery (Profit 19/20 £1415.02)

The School lottery was a new fundraising initiative which we set up in October 2019 together with the Infant School. An outside company run the lottery so there is little admin involved from our side. Parents purchase tickets online at £1 a ticket to enter a weekly draw where they can win a guaranteed cash prize each week and also get entered into a national draw with the chance of winning £25,000. This has been really successful and as you can see from the figures it has brought in a total of just over £3,000 since it started without us having to do anything. Thank you to all parents who have purchased tickets and to those parents who have won and kindly donated their winnings back to the school.

Recycling Bin (Profit 19/20 £219.80)

This was another new initiative. We have a recycling bin in the Junior Playground. Parents & children can place any unwanted unsoiled clothes, bags, shoes, belts etc in a bag and into the bin to be recycled. We get paid per kilo we collect. We changed the company we use last year from Astra Recycling to Kids Just Recycle as they pay 10p a kilo which was much more than the previous company. This recycling bin has proved to be very popular and gets filled up frequently !

Seasonal Cards – Rachel & Zuzana (Profit 2019 £1487.30)

We continue to work with the company My School Printing. As there hadn't been a price increase to purchase the cards, tags and mugs in many years we decided to increase the price of the Cards and Mugs slightly which worked well. This year, 2021, we have also raised the cost of the gift tags from £2 to £3.

Seasonal Fair – Rachel, Zuzana, Tracey Hall , Jacquie Botterill (Profit 2019 £4157.15)

This is a really amazing, fun and profitable event. It requires a lot of volunteers and I'm pleased to say we had a great turn out and everyone worked really hard.

Again, as per the cards, there had not been a price increase for several years so we increased slightly the cost of the gifts that the children buy so they started from 70p and the maximum price of a gift was £3. Santa's lucky dip was increased slightly to 50p. The event was hugely successful.

We will be keeping the prices the same this year but, as the costs of the gifts that need to be bought to sell to the children have significantly increased, we have decided to raise the suggested amount that children bring on the day to spend from £12 to £15.

Raffle – Cristina Fratalle (Profit 2019 £810.55)

Cristina collected an amazing amount of fabulous prizes and the children really enjoyed the draw which took place in the Junior Assembly Hall. The first prize, a Media Pad tablet was donated by our treasurer Zuzana and the ticket printing was sponsored by Litchfield so we had no expenses so all the money collected was profit. We will see if we can run the raffle again this year if someone would volunteer to organise it.

Krispy Kreme Sales – Rachel, Zuzana, Daniella Price (2019-20 - Profit £477)

These sales were another new initiative which went down extremely well. We held them at the end of the school day in the Junior Playground.

Krispy Kreme sell to charities at a reduced price and we then sell each doughnut for £1. The first sale sold out completely within 20 minutes! It's a great fundraiser and one which we hope to bring back in the Spring Term.

Art Exhibition (2019-20 Profit £411.50)

The school organised a classroom art project with a company that frames and displays the artworks for parents to buy as it had worked so well the previous year. It was a really lovely event, the artwork was incredible and we hope to be able to run it again in 2022

Inside Out Day (2019-20 Profit £162)

To acknowledge Children's Mental Health Week, we asked the children to come into school wearing one piece of their uniform inside out as a way of making them all stop and think about how someone may look one way on the outside but inside they may be feeling sad or worried. Children were asked to bring in a suggested donation of £1.

Second Hand Uniform Sales – Overseen by Natalie (Profit 19/20 £340.50)

Huge thanks goes to Natalie who oversees the running of these sales together with Tracey, Oda and all the other parents who help with selling on the day.

Toy Sale – Dani Elton (19-20 Profit £20)

This was a lovely initiative by Lev Elton and his mum Dani. They decided it would be a nice idea for people to sell any unwanted toys, books and gifts on the green by the school and donate 20% of the takings to the PTA. Everyone had a good time and lots of bargains were had.

Thanks to the amazing support of our PTA community, over the last two years we stepped up to the challenge of Covid and have still managed to raise significant funds for our school during this time.

**SPENDING REPORT FROM MRS BHAVSAR, JUNIOR HEAD TEACHER – TAKEN FROM AGM MINUTES
5TH NOVEMBER 2021**

In Juniors try to spend on big projects, so save up for projects such as IWB's through all the classrooms. In rolling program and spent £12K in 19/20 on this, about 6 left to do.

Junior School Gift Aid: There has been little spent over the period the main expenditure being a nice entry carpet for the foyer to welcome visitors, along with some music and gardening resources.

SUMMARY OF ACCOUNTS FOR INFANT & JUNIOR SCHOOLS 2019 - 2020

For full breakdown of the money raised through the different events and expenditure, please see Appendix A (Infants Account Summary) and Appendix B (Juniors Account Summary)

<u>Infant School General PTA Account</u>			<u>Infant School Gift Aid Account</u>		
Opening Balance 01/09/2019	£17,861.26	✓	Opening Balance 01/09/2019	£10,710.21	
Income from Events 19-20	£ 7,465.52	✓	Income from Donations 19-20	£ 7,727.31	
Other Income/Adjustments	£ 0.00	✓	Income from Tax Reclaim	£ 1,864.05	
Expenditure 19-20	£ 3,110.03	✓	Expenditure 19-20	£ 9,700.78	
Closing Balance 31/08/2020	£22,216.75	✓	Closing Balance 31/08/2020	£10,600.79	
<u>Junior School General PTA Account</u>			<u>Junior School Gift Aid Account</u>		
Opening Balance 01/09/2019	£28,798.46	✓	Opening Balance 01/09/2019	£9,916.84	
Income from Events 19-20	£17,999.46	✓	Income from Donations 19-20	£3,844.00	
Other Income/Adjustments	£ 0.00	✓	Income from Tax Reclaim*	£ 0.00	
Expenditure 19-20	£26,987.44	✓	Expenditure 19-20	£3,296.36	
Closing Balance 31/08/2020	£19,810.48	✓	Closing Balance 31/08/2020	£10,464.48	

GARDEN SUBURB SCHOOL PTA SUMMARY OF ACCOUNTS 2019-2020

JUNIOR SCHOOL GENERAL PTA ACCOUNT BREAKDOWN 2019-2020

EVENTS INCOME 2019/2020

EVENTS	INCOME	EXPENDITURE	NET INCOME
Seasonal cards	£2,737.50	£1,250.20	£1,487.30
Seasonal Fair	£5,300.22	£1,143.07	£4,157.15
Raffle	£873.55	£63.00	£810.55
Family run	n/a	n/a	n/a
Circus	£0.00	£0.00	£0.00
Disco	£0.00	£0.00	£0.00
Phil the bag	n/a	n/a	n/a
Second hand Uniform	£340.50	£0.00	£340.50
Cake Sales	n/a	n/a	n/a
Outing bags	£265.50	£9.45	£256.05
EasyFundraising	£314.64	£0.00	£314.64
Amazon affiliate link	n/a	n/a	n/a
Waltrose	£0.00	£0.00	£0.00
Art Exhibition	£411.50	£0.00	£411.50
Toy sale	£20.00	£0.00	£20.00
School lottery	£5,085.30	£3,670.28	£1,415.02
Inside out Day	£162.00	£0.00	£162.00
Astra	£219.80	£0.00	£219.80
Krispy Kreme	£972.00	£495.00	£477.00
Leaver's Hoody	£0.00	£0.00	£0.00
TOTAL	£16,702.51	£6,631.00	£10,071.51

OTHER INCOME/ADJUSTMENTS 2019/2020

	INCOME	EXPENDITURE	NET INCOME
PTA Insurance	£0.00	£61.00	-£61.00
Litchfields	£63.00	£0.00	£63.00
Coin Counter	£59.50	£119.00	-£59.50
Rising Stars Donation	n/a	n/a	n/a
Inspire ICT Error	£1,154.45	£0.00	£1,154.45
PMG Retail - Uniform Sales (17/18)	n/a	n/a	n/a
Adjustments	n/a	n/a	n/a
Lottery Licence	£20.00	£40.00	-£20.00
Matched Fundraising	£0.00	£0.00	£0.00
Gazebos	£0.00	£0.00	£0.00
TOTAL	£1,296.95	£220.00	£1,076.95
TOTAL JUNIORS	£17,999.46	£6,851.00	£11,148.46

APPLICATION OF FUNDS 2019/2020

Project	
Art Day Resources	£ 374.94
Anti-Bullying Workshop	£ 3,060.00
Music and Singing resources	£ 285.00
The Week Junior	£ -
Black History Work Shop	£ 3,120.00
HEW programme	£ -
Online safety	£ -
Inspire ICT	£ 12,549.00
Library Software	£ 747.50
TOTAL	£ 20,136.44

End of Year Summary of Accounts

Opening Balance 01/09/2019	£ 28,798.46 ✓
Total Net Income	£17,999.46 ✓
Total Expenditure	£26,987.44 ✓
Closing Balance 31/08/2020	£ 19,810.48 ✓

EVENTS INCOME 2018/2019

	INCOME	EXPENDITURE	NET INCOME
	£2,173.50	£1,308.84	£864.66
	£5,434.08	£1,936.59	£3,497.49
	£757.66	£170.98	£586.68
	£306.00	£6.51	£299.49
	£3,631.56	£2,414.99	£1,216.57
	£3,452.90	£1,488.32	£1,964.58
n/a	n/a	n/a	n/a
	£264.58	£0.00	£264.58
n/a	n/a	n/a	n/a
	£337.50	£32.76	£304.74
	£18.88	£0.00	£18.88
	£31.15	£0.00	£31.15
	£493.00	£0.00	£493.00
	£516.41	£0.00	£516.41
	£1,620.00	£1,425.82	£194.18
TOTAL	£19,037.22	£8,784.81	£10,252.41

OTHER INCOME/ADJUSTMENTS 2018/2019

	INCOME	EXPENDITURE	NET INCOME
	£0.00	£58.50	-£58.50
	£900.00	£0.00	£900.00
	n/a	n/a	n/a
	n/a	n/a	n/a
	n/a	n/a	n/a
	£700.00	£0.00	£700.00
	£0.00	£419.97	-£419.97
TOTAL	£1,600.00	£478.47	£1,121.53
TOTAL JUNIORS	£20,637.22	£9,263.28	£11,373.94

JUNIOR SCHOOL GIFT AID ACCOUNT BREAKDOWN 2019-2020

Carried forward from previous year	£ 9,916.84
Income	
One off donations	£ 2,510.00
Donations through regular giving	£ 1,334.00
Total tax reclaim 19-20	£ -
Total raised over year	£ 3,844.00

Expenditure	
ParentMail Bank Charges	£ 9.25
Gardening / Veg Club items	£ 15.99
Foyer Carpets	£ 3,226.22
Music Resources	£ 44.90
Total expenditure	£ 3,296.36

Total carried forward to next year	£ 10,464.48
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Carried forward from previous year	£ 7,491.88
Income	
One off donations	£ 1,895.00
Donations through regular giving	£ 1,114.00
Total tax reclaim 18-19	£ 709.75
Total raised over year	£ 3,718.75

Expenditure	
ParentMail Bank Charges	£ 13.16
Gardening / Veg Club Items	£ 28.33
Yamaha Piano Repairs	£ 90.00
Air-Con Units x 2 (New Build Classrooms)	£ 1,162.30
Total expenditure	£ 1,293.79

Total carried forward to next year	£ 9,916.84
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GARDEN SUBURB SCHOOL PTA SUMMARY OF ACCOUNTS 2019-2020

INFANT SCHOOL GENERAL PTA ACCOUNT BREAKDOWN 2019-2020

EVENTS INCOME 2019/2020

EVENTS	INCOME	EXPENDITURE	NET INCOME
Second hand Uniform	£304.00	£83.50	£220.50
Cake sales	£198.30	£0.00	£198.30
Seasonal Fair	£4,112.39	£883.46	£3,228.93
Seasonal Cards	£1,727.45	£808.50	£918.95
Pancake Day	£113.00	£50.15	£62.85
Disco	£0.00	£105.00	£-105.00
Treasure Hunt	£0.00	£0.00	£0.00
Summer Camp	£0.00	£0.00	£0.00
International Food Fair	£0.00	£0.00	£0.00
TOTAL	£6,455.14	£1,930.61	£4,524.53

EVENTS INCOME 2018/2019

INCOME	EXPENDITURE	NET INCOME
£264.58	£0.00	£264.58
£0.00	£0.00	£0.00
£3,156.03	£448.15	£2,707.88
£1,162.00	£395.21	£766.79
£1,012.65	£57.69	£954.96
£3,034.87	£1,587.76	£1,447.11
£4,387.55	£826.02	£3,561.53
£13,017.68	£3,314.83	£9,702.85

OTHER INCOME/ADJUSTMENTS 2019/2020

	INCOME	EXPENDITURE	NET INCOME
PTA insurance	£61.00	£122.00	£-61.00
Uniform Sale Commission	n/a	n/a	n/a
Easy fund raising	£0.00	£0.00	£0.00
Lottery	£828.68	£20.00	£808.68
Stikins	£27.37	£0.00	£27.37
Little Library	£93.33	£0.00	£93.33
Gazebos	£0.00	£0.00	£0.00
TOTAL	£1,010.38	£142.00	£868.38

OTHER INCOME/ADJUSTMENTS 2018/2019

INCOME	EXPENDITURE	NET INCOME
£58.50	£117.00	£-58.50
n/a	n/a	n/a
£16.21	£0.00	£16.21
£67.82	£0.00	£67.82
£419.97	£839.94	£-419.97
£562.50	£956.94	£-394.44

TOTAL INFANTS	£7,465.52	£2,072.61	£5,392.91
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£13,580.18	£4,271.77	£9,308.41
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APPLICATION OF FUNDS 2019/2020

Project	
Chairs and bed	£736.43
Climbing frames and games	£206.49
Coin Counter	£59.50
Kitchen equipment	£35.00
TOTAL	£1,037.42

End of Year Summary of Accounts

Opening Balance 01/09/2019	£ 17,861.26 ✓
Total Net Income	£7,465.52 ✓
Total Expenditure	£3,110.03 ✓
Closing Balance 31/08/2019	£ 22,216.75 ✓

INFANT SCHOOL GIFT AID ACCOUNT BREAKDOWN 2019-2020

Carried forward from previous year	£ 10,710.21
Income	
One off donations	£ 6,862.58
Donations through regular giving	£ 478.00
Charitable Aid Donations	£ -
Bucket Collections	£ 386.18
Total tax reclaim	£ 1,864.05
Other payments incl Junior Gift Aid	£ 0.55
Total raised over year	£ 9,591.36

Expenditure	
Donation to Infant School for SEN Provision	£ 6,250.00
Diwali Dance Workshop	£ 350.00
ICT Equipment incl Bee Bots & PCs for classrooms	£ 776.95
Music Equipment	£ 446.62
Workshops - Great Fire of London & Explorer Do	£ 1,085.00
Signs for Playground	£ 540.00
Chicks	£ 235.00
Other games and items	£ 16.66
Adj to Jnrs for 19-20 Gift Aid Claim	£ 0.55
Total expenditure	£ 9,700.78

Total carried forward to next year	£ 10,600.79
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	2018-2019
Carried forward from previous year	£ 9,514.55
Income	
One off donations	£ 7,825.94
Donations through regular giving	£ 574.00
Charitable Aid Donations	£ 1,187.49
Bucket Collections	£ 1,579.20
Total tax reclaim	£ 2,251.26
Other payments incl Junior Gift Aid	£ 710.39
Total raised over year	£ 14,128.28

Expenditure	
Workshops through the year	£ 2,350.00
Chicks & Butterflies	£ 319.10
Smartboards	£ 2,898.00
Musical Equipment & Instruments	£ 302.55
Literacy	£ 91.74
School Council	£ 10.84
Donation to Infant School for SEN Provision	£ 6,250.00
Tax reimbursed to Junior School	£ 710.39
Total expenditure	£ 12,932.62

Total carried forward to next year	£ 10,710.21
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**GARDEN SUBURB SCHOOL PTA
BANK BALANCES 2019/2020**

	MAIN FUNDRAISING ACCTS		GIFT AID	
	INFANT	JUNIOR	INFANT	JUNIOR

CASH BOOK OPENING PER 01/09/2019

£	✓ 17,861.26	£ 28,798.46	£10,710.21	£9,916.84
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CASH BOOK INCOME

	✓ £7,465.52	£17,999.46	£9,591.36	£3,844.00
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CASH BOOK EXPENDITURE

	✓ £3,110.03	£26,987.44	£9,700.78	£3,296.36
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ACCOUNT TRANSFERS

	£0.00	£0.00	£0.00	£0.00
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CASH BOOK BALANCE

✓	£22,216.75	£19,810.48	£10,600.79	£10,464.48
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BANK BALANCE 31/08/2020

£	21,676.70	£ 20,315.66	£ 9,311.36	£ 9,754.73
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OUTSTANDING CREDITS

£	1,197.05	£ 384.50	£ 1,999.73	£ 709.75
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UNCLEARED CHEQUES

£	657.00	£ 889.68	£ 710.30	£ -
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BANK RECONCILE

£	✓ 22,216.75	£ 19,810.48	£ 10,600.79	£ 10,464.48
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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name: GARDEN SUBURB SCHOOL PTA

On accounts for the year
ended

31 AUGUST 2020

Charity no
(if any)

288398

Set out on pages

1 - 8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 AUGUST 2020.

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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

D Hadjicostas

Date:

9.6.22

Name:

DEBORAH HADJICOSTAS

Relevant professional
qualification(s) or body
(if any):

Address:

16 MANDEVILLE ROAD
N14 7NH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.