



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	September	2021		31	August	2022

## Section A Reference and administration details

**Charity name** St Stephens School Parent Teacher and Friends Association

**Other names charity is known by** St Stephens School PTFA

**Registered charity number (if any)** 290342

**Charity's principal address** St Stephens Primary Church School  
 Richmond Place  
 Bath  
**Postcode** BA1 5PZ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Louise Flynn	Trustee		
2	Krena Patel	Chair		
3	Elizabeth Rees	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by committee

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the education of pupils at St Stephens School Bath

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Organise Christmas and Summer Fairs for the school community.

Organise various other fundraising events during the year, such as bedtime stories, quiz night, magic show.

Run other fundraising campaigns, such as Grow a pound and Go the Distance.

Funding spent on items requested by the school, including school library renovation, playground renovation and teachers computers.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

We raised a significant amount of money this year due to running more than the usual number of events / campaigns. Having had limited opportunities to fundraise during covid, this year saw huge support from the school community for the events we organised.

As a result, the school managed to complete two major projects - library and playground renovations - thanks to the funds raised by the PTFA.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Minimum reserves £2k held in bank account at all times

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Elizabeth Rees	Krena Patel
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>	17.05.23	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
St Stephens School Parent Teacher and Friends Associa	

## Receipts and payments accounts

For the period from	Period start date 1st Sep 2021	To	Period end date 31st Aug 2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Receipts from organised events / initiatives	34,941	-	-	34,941
Other receipts	5,848	-	-	5,848
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	40,789	-	-	40,789
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	40,789	-	-	40,789
<b>A3 Payments</b>				
Payments for organised events / initiatives	7,711	-	-	7,711
Agreed contributions to the school	42,762	-	-	42,762
Other payments	148	-	-	148
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	50,621	-	-	50,621
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	50,621	-	-	50,621
<b>Net of receipts/(payments)</b>	- 9,832	-	-	- 9,832
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-
<b>Cash funds this year end</b>	9,832	-	-	9,832

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Bank account	23,680	-
		-	-
		-	-
	<b>Total cash funds</b>	<b>23,680</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name
			Liz Rees

**CC16a**



**Last year**  
**to the nearest £**

<b>8,475</b>
<b>1,058</b>
-
-
-
-
-
-
<b>9,533</b>

-
-

<b>9,533</b>
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<b>2,743</b>
<b>2,766</b>
<b>173</b>
-
-
-
-
-
-
<b>5,682</b>

-

<b>5,682</b>
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<b>3,851</b>
-
-
<b>3,851</b>



**Endowment  
funds**  
to nearest £

-
-
-
-

OK

**Endowment  
funds**  
to nearest £

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval

17.05.23



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
St Stephens School Parent Teacher and Friends Association

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

290342

Set out on pages

(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 / 08 / 2022**.

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:

Date: 28/06/23

Name:

Myles A.R. Arnott

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

CIMA

Address:

6 Lawson close, Saltford, Bristol, BS31 3LB

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.**