

MAPLE SCHOOL PTA

England & Wales · Charity number 291347

Details

Other names	THE MAPLE SCHOOL ASSOCIATION, MAPLE SCHOOL PARENT TEACHER ASSOCIATION
Status	Registered
Legal form	Other
Registered	1985-03-18
Register	View on the Charity Commission register

Contact

Address	C/O Maple Primary School For attention of The Treasurer Hall Place Gardens St Albans Hertfordshire AL1 3SW
Phone	01727859053
Email	admin@maple.herts.sch.uk
Website	http://www.maple.herts.sch.uk/our_school/pta.html

Activities

Objects: THE OBJECTS OF THE ASSOCIATION ARE TO ADVANCE THE EDUCATION OF THE PUPILS OF THE SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR EDUCATION AT THE SCHOOL (NOT NORMALLY PROVIDED BY THE LOCAL EDUCATION AUTHORITY) AND AS AN ANCILARY THERETO AND IN FURTHERANCE OF THIS OBJECT THE ASSOCIATION MAY: (A) FOSTER MORE EXTENDED RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL, AND B) ENGATGE IN ACTIVITIES WIHICH SUPPORT THE SCHOOL ND ADVANCE THE EDUCATON OF THE PUPILS ATTENDING IT.

Activities: The Charity is a Parent Teacher Association for a Primary School in Hertfordshire. It aims to raise money for the benefit of the children at the school. Fundraising activities are organised by parents to raise money and encourage community spirit. Monies raised directly benefit the school and its children such as new computer equipment, playground equipment, musical instruments and smaller items.

Classification

- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** CATCHEMENT AREA OF THE SCHOOL
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£34,627	£39,802	-	-
2023-08-31	£33,061	£18,494	-	-
2022-08-31	£42,206	£33,231	-	-
2021-08-31	£23,745	£59,854	-	-
2020-08-31	£32,000	£17,000	-	-

Trustees

Name	Role	Appointed
Jennifer Mary Turner		2022-10-07
Julie Rikter-Svendsen		2026-02-27
Rocio Molina del Valle		2026-02-27
Shanti Marie Johnson		2021-04-01
Stuart Lee Lloyd		2023-10-13

MAPLE SCHOOL PTA

England & Wales - Charity number 291347

Accounts

Maple School PTA
Registered Charity No. 291347
Accounts as at 31/08/2024

Cash Position

Barclays Cash Balance as at 1 September 2023		£32,234.6
Income to date	£34,627.0	
Less: PTA Costs to date	<u>-£22,995.7</u>	
Net Available Cash for year	£11,631.4	
Less: Donations To School	<u>-£16,807.0</u>	
Surplus Cash		<u>-£5,175.6</u>
Cash Balances as at 31/08/2024		<u>£27,059.1</u>
Petty Cash		£104.8
Total Cash Balances		<u>£27,163.8</u>

Financial Commitments

	Budget	Remaining
Cash Balances as at 31/08/2024		£27,059.1
Total Financial Commitments		£0.0
Operating Funds Reserve		<u>£3,000.0</u>
Net Assets (Uncommitted Funds)		<u>£24,059.1</u>

Detailed Analysis

	Income	Expenses	Surplus
EVENTS			
AGM	£938.3	£890.5	£47.8
Camp Out 23	£3,312.0	£1,795.6	£1,516.4
Panto 2023	£4,130.7	£3,595.1	£535.6
Panto 2024	£0.0	£506.8	-£506.8
Infants' Xmas party	£481.9	£258.3	£223.7
Junior Disco - Xmas	£614.0	£380.6	£233.4
Xmas Fair	£2,845.5	£484.0	£2,361.5
Xmas Silent Auction	£1,247.0	£74.8	£1,172.2
Xmas Raffle	£737.0	£238.6	£498.4
Chinese New Year	£91.0	£39.2	£51.8
Easter egg hunt	£324.2	£192.7	£131.5
Infants' Party July	£595.4	£342.5	£252.9
Comedy Night	£1,307.4	£1,057.0	£250.4
WBD	£659.0	£94.2	£564.9
Mother's Day Gift Sale	£286.0	£303.4	-£17.4
Camp Out	£4,215.7	£2,517.0	£1,698.8
Junior Disco - Summer	£722.5	£324.1	£398.4
Summer Party	£447.0	£6.1	£440.9
Year 6 Goodbye Drinks	£45.5	£0.6	£44.9
COMMISSION SCHEMES			
Commission (Christmas Treesy)	£78.0	£0.0	£78.0
Commission (Labelplanet, mynametags, Easy2Name, Stampast)	£48.8	£0.0	£48.8
Commission (Easyfundraising)	£59.4	£0.0	£59.4
Commission (clothes bank)	£24.8	£0.0	£24.8
UNIFORM - NEW AND SECOND HAND			
School Uniform Shop	£7,284.7	£5,750.3	£1,534.4
School Uniform Shop - previous FY	£0.0	£3,238.8	-£3,238.8
Preloved uniform shop	£842.8	£8.4	£834.4
OTHER FUNDRAISING			
Donations	£455.3	£0.0	£455.3
Maple Money	£1,838.5	£83.4	£1,755.2
Xmas Baubles	£206.1	£52.0	£154.1
Xmas jumpers	£93.0	£0.0	£93.0
Xmas Cards	£403.1	£0.0	£403.1
OTHER INCOME Bank Interest			
	£55.5	£0.0	£55.5
Sub Total 'Events, Commission, Uniform and Other Fundraising'	£34,390.0	£22,233.7	£12,156.3
Check			£0.0
PTA OPERATING COSTS			
Parentkind Membership	£0.0	£153.0	-£153.0
Lotteries Licence	£0.0	£40.0	-£40.0
Admin	£0.0	£40.0	-£40.0
Open Door	£237.0	£237.0	£0.0
Junior Disco - Summer 23	£0.0	£292.0	-£292.0
	£0.0	£0.0	£0.0
	£0.0	£0.0	£0.0
Sub total 'PTA Operating Costs'	£237.0	£762.0	-£525.0
Check			£0.0
School Donations			
SD - Courtyard Revamp	£0.0	£4,013.8	-£4,013.8
SD - Xmas - infant books	£0.0	£93.0	-£93.0
SD - Hall Curtains	£0.0	£12,700.1	-£12,700.1
	£0.0	£0.0	£0.0
	£0.0	£0.0	£0.0
	£0.0	£0.0	£0.0
Sub-total 'School Donations'	£0.0	£16,807.0	-£16,807.0
Check			£0.0
Grand Total	£34,627.0	£39,802.6	-£5,175.6
Check			£0.0

MAPLE SCHOOL PTA

England & Wales - Charity number 291347

Accounts



Registered charity: 291347
Maple School, Hall Place Gardens, AL1 3SW

Maple School PTA
Registered Charity Number:
291347

Trustees' Annual Report for the year ended 31 August 2023

Principal Office: c/o Maple Primary School
Hall Place Gardens
St Albans, Hertfordshire
AL1 3SW

Trustees: Naomi Dugdale (Co-Chair)
Rosalind Mitchell (Co-Chair)
Mrs Shanti Johnson (Headteacher)
Jennifer Turner (Treasurer)
Nicola Lloyd (Secretary)

Report of the trustees for the year ended 31 August 2023

The Trustees present their annual report and financial statements of the charity for the year ended 31 August 2023. The financial statements have been prepared on a receipts and payments basis and comply with the charity's governing document and the Charities Act 2011.

Structure, Governance and Management

The charity is an unincorporated association constituted under a governing document adopted by the charity's members at an extraordinary general meeting on 3 October 2014.

The members include the parents, guardians or carers of any pupil currently attending Maple Primary School, St Albans, Hertfordshire, as well as the teaching and non-teaching staff currently employed by the school.

Under the constitution the Trustees are persons elected as committee members of the governing body at the annual general meeting. Additional Trustees may be co-opted by the trustees at any time. The Trustees' term of office is one year. Retiring Trustees may seek re-election at the annual general meeting. Elected Trustees must be members, but co-opted Trustees need not be members.

Jennifer Turner took over as Treasurer from Abigail Mellor in October 2023.

In January 2023 the charity renewed its membership with [ParentKind](#) which provides it with all risks insurance cover (public liability, employers' liability, loss of money, fidelity guarantee and personal accident cover). All Trustees and members give of their time voluntarily and receive no remuneration or other benefits.

Objectives and Activities

The charity exists to raise money for the wellbeing, education and benefit of the pupils of Maple Primary School in St Albans, Hertfordshire. Specifically, the objects of the charity are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object charity may: (a) foster more extended relationships between the staff, parents and others associated with the school, and (b) engage in activities which support the school and advance the education of the pupils attending it.

During the year ending 31 August 2023 the charity organised several fundraising activities for the school's pupils and their parents which are summarised below.

Monies raised by the charity through its activities and from donations are used to provide grants to help fund: (a) improvements to the school's facilities and environment, and (b) the acquisition and upgrading of equipment and materials, in accordance with the objectives of the charity. The charity also buys items to donate to the school.

The objective of the past year has again been to build the community spirit through a programme of activities and events. The PTA has helped fund a couple of small initiatives to improve the school playground and made donations towards the King's Coronation and Christmas celebrations. It is in the process of refurbishing a small internal courtyard to enable overflow of the canteen facilities and breakout teaching areas.

Financial Review

Reserves

The charity operates on a receipts and payments basis without reference to a balance sheet. When considering funds available for grants and donations, an operational reserve of £3000 is deducted.

Sources of Funds

The key to achieving our annual fundraising aims is a programme of regular events attended by pupils and/or their parents, as well as other activities. These provide essential fundraising opportunities but are also a chance for the school community to socially come together and enjoy extra-curricular activities. A summary of funds raised is as follows:

	£s
EVENTS	
AGM	166
Clothes Swap	901
Xmas Fair	2,356
Xmas Silent Auction	568
Xmas Raffle	782
Xmas festive trail	(92)
Junior Disco - Xmas 22	471
Infants' Xmas party	40
Panto 2022	884
Panto 2023 deposit	(549)
Odyssey cinema	134
Mother's Day Gift Sale	129
Infants' Party July	206
Junior Disco - Summer	682
Camp Out 23	2,714
COMMISSION SCHEMES	
Commission (Christmas Treeeasy)	84
Commission (Labelplanet, mynametags)	89
Commission (Amazon)	380
Commission (clothes bank)	218
Commission (Easyfundraising)	18
SCHOOL UNIFORM	
School Uniform Shop	3,269
Second hand uniform shop	781
School Uniform Shop - previous FY	(44)
OTHER FUNDRAISING	
Donations	463
Maple Money	1,775
Xmas Baubles	182
Xmas jumpers	146
Xmas Cards	589
Sub Total 'Events, Commission, Uniform and Other Fundraising'	£17,340

The deposit for the 2023 panto was also paid in this FY – costs will be recouped in ticket sales. Due to adverse weather in July 2023 the annual Camp Out event was postponed until September, just after the year end. Much of the receipts from ticket sales and costs for this event were received and paid for prior to the year end and are thereby recognised in this year's accounts.

In addition to events, the PTA also manages the supply of all branded school uniform which provides a significant income to the PTA. The income and costs from the sale of new uniform can go up and down significantly year on year depending on stockholding and whether there are any significant costs settled before or after the year end. There were large invoices settled in September 2023 which will be offset against next year's income. Second-hand uniform is also collected and sold by the PTA.

The PTA is part of various charity commission schemes (Amazon Smile until this initiative stopped, EasyFundraising, My Nametags, Label Planet and Christmas Treeasy) which generates income for the charity. The PTA also hosts a clothes recycling box at the school, which earns a commission based on volume collected. Each year Christmas Cards are designed by the pupils – sales of these cards raise funds for the charity.

The PTA's 'Maple Money' scheme recently introduced to reduce the amount of cash takings has continued to run, whereby children and parents buy cards with £10 credit to spend at cake sales, ice lolly sales, and other maple events. Sales of these cards was £1,775, the income from these can be attributed to cake and ice lolly sale events and other miscellaneous events.

We also received £463 in donations from parents of the school via their corporate charity schemes.

The total funds raised (events, uniform and miscellaneous fundraising income minus expenses) during this year was £17,340.

Expenditure of Funds

- Charity operating costs
- School grants (Donations to school to improve facilities and school life)

	£
PTA OPERATING COSTS	
Parentkind Membership	(140)
Admin	(31)
<i>Sub total 'PTA Operating Costs'</i>	£(171)
School Donations	
SD - Xmas - infant books	(101)
SD - Wildflowers	(153)
SD - Courtyard Revamp	(1,666)
SD - Kings Coronation	(683)
<i>Sub-total 'School Donations'</i>	£(2,603)

Note that all payments from the charity's bank account require dual authorisation.

During the year the charity made grants to the school to develop a wildflower meadow in the school playground; and to start the revamp of a disused courtyard to create a vibrant space for dining overflow and break out teaching. It also replanted an area of the playground and provided the children with activities to commemorate the King's coronation and provided book gifts for the school's Christmas celebrations.

Public Benefit Statement

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Jennifer Turner, Treasurer

Date: 5/10/24

Maple School PTA
Registered Charity No. 291347
Accounts as at 31/8/23

Cash Position

Barclays Cash Balance as at 1 September 2022		17,668
Income to date	33,061	
Less: PTA Costs to date	<u>(15,891)</u>	
Net Available Cash for year	17,170	
Less: Donations To School	<u>(2,603)</u>	
Surplus Cash		14,567
Cash Balances as at 31/8/23		<u>32,235</u>
Cash Floats Held		105
Total Cash Balances 31/8/23		<u>32,339</u>

Financial Commitments

Cash Balances as at 31/8/23	32,339
Total Financial Commitments	0
Operating Funds Reserve	<u>3,000</u>
Net Assets (Uncommitted Funds)	<u>29,339</u>

Detailed Analysis

	Income	Expenses	Surplus
EVENTS			
AGM	821	655	166
Clothes Swap	1,074	174	901
Xmas Fair	2,854	498	2,356
Xmas Silent Auction	583	15	568
Xmas Raffle	947	165	782
Xmas festive trail	118	209	(92)
Junior Disco - Xmas 22	787	316	471
Infants' Xmas party	452	412	40
Panto 2022	4,870	3,986	884
Odyssey cinema	1,196	1,062	134
Mother's Day Gift Sale	480	351	129
Infants' Party July	553	346	206
Junior Disco - Summer	1,367	685	682
Camp Out 23	4,962	2,248	2,714
Panto 2023	0	549	(549)
COMMISSION SCHEMES			
Commission (Christmas Treesy)	84	0	84
Commission (Labelplanet, mynametags, Easy2Name, Stampast)	89	0	89
Commission (Amazon)	380	0	380
Commission (clothes bank)	218	0	218
Commission (Easyfundraising)	18	0	18
SCHOOL UNIFORM			
School Uniform Shop	6,876	3,607	3,269
Second hand uniform shop	792	11	781
School Uniform Shop - previous FY	269	313	(44)
OTHER FUNDRAISING			
Donations	463	0	463
Maple Money	1,804	29	1,775
Xmas Baubles	182	0	182
Xmas jumpers	146	0	146
Xmas Cards	589	0	589
Sub Total 'Events, Commission, Uniform and Other Fundraising'	32,971	15,630	17,340
Check			0
PTA OPERATING COSTS			
Parentkind Membership	0	140	(140)
Admin	1	41	(40)
Camp Out 22	43	34	9
hedgheg sale	47	47	0
	0	0	0
Sub total 'PTA Operating Costs'	91	261	(171)
Check			0
School Donations			
SD - Xmas - infant books	0	101	(101)
SD - Wildflowers	0	153	(153)
SD - Courtyard Revamp	0	1,666	(1,666)
SD - Kings Coronation	0	683	(683)
Sub-total 'School Donations'	0	2,603	(2,603)
Check			0
Grand Total	33,061	18,494	14,567
Check			0



**Report to the trustees/
members of**

Maple School PTA

**On accounts for the year
ended**

2023

**Charity no
(if any)**

291347

Set out on pages

1-6

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

**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").

**Independent
examiner's statement**

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.

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:

[Signature]

Date:

20/5/24

Name:

Harry Lesinski

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

Address:

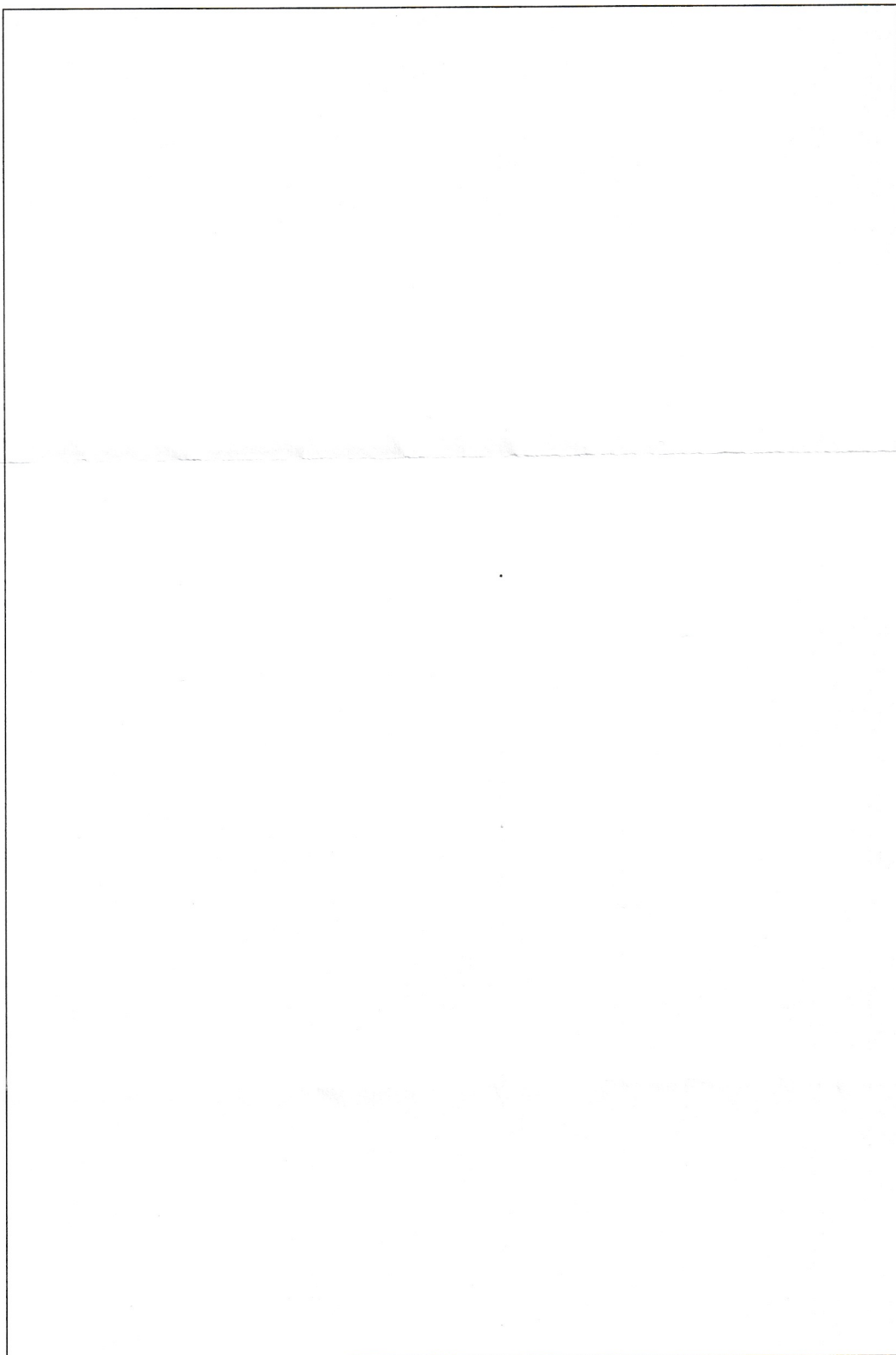
10 Batchwood Drive

St Albans

AL3 5SB

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.



MAPLE SCHOOL PTA

England & Wales - Charity number 291347

Accounts



Registered charity: 291347
Maple School, Hall Place Gardens, AL1 3SW

Maple School PTA
Registered Charity Number:
291347

**Trustees' Annual Report for the year ended
31 August 2022**

Principal Office: c/o Maple Primary School
Hall Place Gardens
St Albans, Hertfordshire
AL1 3SW

Trustees: Naomi Dugdale (Co-chair)
Rosalind Mitchell (Co-chair)
Mrs Shanti Johnson (Headteacher)
Abigail Mellor (Treasurer)
Nicola Lloyd (Secretary)

Report of the trustees for the year ended 31 August 2022

The Trustees present their annual report and financial statements of the charity for the year ended 31 August 2022. The financial statements have been prepared on a receipts and payments basis and comply with the charity's governing document and the Charities Act 2011.

Structure, Governance and Management

The charity is an unincorporated association constituted under a governing document adopted by the charity's members at an extraordinary general meeting on 3 October 2014.

The members include the parents, guardians or carers of any pupil currently attending Maple Primary School, St Albans, Hertfordshire, as well as the teaching and non-teaching staff currently employed by the school.

Under the constitution the Trustees are persons elected as committee members of the governing body at the annual general meeting. Additional Trustees may be co-opted by the trustees at any time. The Trustees' term of office is one year. Retiring Trustees may seek re-election at the annual general meeting. Elected Trustees must be members, but co-opted Trustees need not be members.

In January 2022 the charity renewed its membership with [ParentKind](#) (formerly Parent Teacher Associations UK and formerly before that, National Confederation of Parent

Teacher Associations) which provides it with all risks insurance cover (public liability, employers' liability, loss of money, fidelity guarantee and personal accident cover). The charity is also registered with the Lotteries and Amusement Act 1976 (as amended) as it has paid its annual fee, which allows the charity to run raffles and grand draws at the Summer and Christmas fairs and at its other events. All Trustees and members give of their time voluntarily and receive no remuneration or other benefits.

Naomi Dugdale and Rosalind Mitchell took over as co-chairs from the previous chair (Vanessa Sinfield) in November 2021. In addition, Lauren Gormer and Chamika Hand assisted with performing the role of chair on a non-trustee basis.

Objectives and Activities

The charity exists to raise money for the wellbeing, education and benefit of the pupils of Maple Primary School in St Albans, Hertfordshire. Specifically, the objects of the charity are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object charity may: (a) foster more extended relationships between the staff, parents and others associated with the school, and (b) engage in activities which support the school and advance the education of the pupils attending it.

During the year ending 31 August 2022 the charity organised several fundraising activities for the school's pupils and their parents which are summarised in the next section.

Monies raised by the charity through its activities and from donations are applied by providing grants to help fund: (a) improvements to the school's facilities and environment, and (b) the acquisition and upgrading of equipment and materials, in accordance with the objectives of the charity. The charity also purchases particular items from time to time and donates them to the school.

Since the installation of the new playground equipment, there has been no main fundraising objective. The objective of the past year was to build the community spirit through a programme of activities and events.

The PTA has helped fund a number of small expenditures, plus the annual donation towards the Christmas celebrations.

Financial Review

Reserves

The charity operates on a receipts and payments basis without reference to a balance sheet. When considering funds available for grants and donations, an operational reserve of £3000 is deducted.

Sources of Funds

Key to achieving our annual fundraising aims is a programme of regular events attended by pupils and/or their parents, as well as other activities. Not only do these provide essential fundraising opportunities but are also a chance for the school community to socially come together and enjoy extra-curricular activities. A summary of funds raised is as follows:

	£
Events	
AGM	131
Camp out	3,676
Mother's Day Gift Sale	267
Panto	996
Xmas Drinks 2021	205
Xmas festive trail 2021	78
Junior Disco	221
Junior Disco - July 22	506
Jubilee	198
Xmas Dash for cash	713
comedy night	367
Odyssey cinema	504
Infants' spring party	199
Easter egg hunt	154
World Book Day	186
COMMISSION SCHEMES	
Commission (Christmas Treesy)	72
Commission (Easyfundraising & Amazon)	510
Terracycle	41
UNIFORM - NEW & SECONDHAND	
Second hand uniform shop	779
School Uniform Shop	439
OTHER FUNDRAISING	
Cake Cards / Maple Money	1,595
Donations	449
Ice Lolly Sale	(48)
Xmas Baubles	214
xmas jumpers 2021	206
Xmas Raffle	744
Xmas Cards	754

<i>Sub Total 'Events, Commission and Other Fundraising'</i>	14,158
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In addition to events, the PTA also manages the supply of all branded school uniform which provides a significant income to the PTA. Second-hand uniform is also collected and sold by the PTA.

The PTA is part of various charity commission schemes (Amazon Smile, EasyFundraising, Name Labels and Christmas Treeasy) which generates income for the charity. Each year Christmas Cards are designed by the pupils – sales of these cards raise funds for the charity.

The PTA has implemented a new scheme called 'Cake Cards' AKA 'Maple Money' in a bid to reduce the amount of cash takings. Children and parents buy cards with £10 credit to spend at cake sales, ice lolly sales and other maple events. Sales of these cards was £1595 the income from these can be attributed to cake sale events, mother's day, ice-lolly sales and other miscellaneous events.

We also received £449 in donations from a parent of the school via their corporate charity scheme.

The total fundraised (events, uniform and miscellaneous fundraising income minus expenses) during this year was £10,905.

Expenditure of Funds

Expenditure of funds are split into three categories:

- School grants (Donations to school to improve facilities and school life)
- Charity operating costs
- School uniform costs

PTA OPERATING COSTS	
Parentkind Membership	(116)
Lotteries Licence	(20)
Admin	65
PTA Facilities upgrade	(784)
Coffee Morning	(6)
Maple Merchandise	(335)
Panto deposit for December 2022	(419)
School Uniform Shop - previous FY	(1,907)
<i>Sub total 'PTA operating costs'</i>	(3,521)
Check	0
SCHOOL DONATIONS	
SD - Christmas crackers	(88)
SD - Xmas 2021	(132)
SD-Hob	(174)
SD- Clean air campaign	(184)
SD-piano	(1,083)
<i>Sub-total 'School Donations'</i>	(1,662)

Note that all payments from the charity's bank account require dual authorisation.

In terms of operating costs, the PTA facilities upgrade costs help the PTA operate better and more efficiently – these included:

- New additional sum-up card readers to take card payments
- New gazebos, cool boxes, fridge etc

The Maple Merchandise was cups bought specifically for the camp out – these did not arrive in time for the event. We received a discount on the order as a result of the delay and they will be used at future events.

The school uniform shop – previous FY is invoices which were for uniform orders for the previous FY, but the invoice was paid in this financial period. Note the school uniform shop also holds a significant amount of excess stock.

In terms of other operating costs, the charity had the usual operating costs such as Parentkind membership and the small lotteries license.

The deposit for the 2022 panto was also paid in this FY – costs would be recouped in ticket sales.

During the year the charity made a grant to the school to purchase a new piano, as well as smaller grants to replace the broken hob and some banners for the school's clean air campaign (designed by the children), as well as the usual crackers and books for the school's Christmas celebrations.

Public Benefit Statement

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Nicola Lloyd, Secretary

Date: 30.06.23

Maple School PTA
Registered Charity No. 291347
Accounts as at 31/8/22

Cash Position

Barclays Cash Balance as at 2 September 2021		8,693
Income to date	42,206	
Less: PTA Costs to date	(31,569)	
Net Available Cash for year	10,637	
Less: Donations To School	(1,662)	
Surplus Cash		8,975
Cash Balances as at 31/8/22		17,668

Financial Commitments

	Budget	Remaining	
Cash Balances as at 31/8/22			17,668
SD - Water carrier	50.00	50	
Total Financial Commitments			50
Operating Funds Reserve			3,000
Net Assets (Uncommitted Funds)			14,618

Detailed Analysis

	Income	Expenses	Surplus
Events			
AGM	475.51	344	131
Camp out	8817.01	5,141	3,676
Mother's Day Gift Sale	499.00	232	267
Panto	5718.42	4,722	996
Xmas Drinks 2021	403.81	199	205
Xmas festive trail 2021	304.86	227	78
Junior Disco	1113.00	892	221
Junior Disco - July 22	1094.94	589	506
Jubilee	244.00	46	198
Xmas Dash for cash	780.34	67	713
comedy night	1760.78	1,394	367
Odyssey cinema	1464.56	961	504
Infants' spring party	548.77	350	199
Easter egg hunt	444.30	290	154
WBD	245.50	59	186
COMMISSION SCHEMES	0.00	0	
Commission (Christmas Treesy)	72.00	0	72
Commission (Easyfundraising & Amazon)	509.84	0	510
Terracycle	40.99	0	41
UNIFORM - NEW & SECONDHAND			
Second hand uniform shop	798.66	19	779
School Uniform Shop	8737.05	8,298	439
OTHER FUNDRAISING			
Cake Cards	1649.43	55	1,595
Donations	449.45	0	449
Ice Lolly Sale	0.00	48	(48)
Xmas Baubles	245.48	32	214
xmas jumpers 2021	205.90	0	206
Xmas Raffle	797.00	53	744
Xmas Cards	3877.96	3,123	754
Sub Total 'Events, Commission and Other Fundraising'	41298.56	27,141	14,158
<small>Check</small>			0
PTA OPERATING COSTS			
Parentkind Membership	0.00	116	(116)
Lotteries Licence	0.00	20	(20)
Admin	105.00	40	65
PTA Facilities upgrade	0.00	784	(784)
Coffee Morning	0.00	6	(6)
Maple Merchandise	111.60	446	(335)
Panto 2022	0.00	419	(419)
School Uniform Shop - previous FY	690.52	2,597	(1,907)
Sub total 'PTA operating costs'	907.12	4,428	(3,521)
<small>Check</small>			0
SCHOOL DONATIONS			
SD - Christmas crackers	0.00	88	(88)
SD - Xmas 2021	0.00	132	(132)
SD-Hob	0.00	174	(174)
SD- Clean air campaign	0.00	184	(184)
SD-piano	0.00	1,083	(1,083)
Sub-total 'School Donations'	0.00	1,662	(1,662)
<small>Check</small>	0.00	0	0
Grand Total	42205.68	33,231	8,975
<small>Check</small>	0.00	0	0

Bank Reconciliation as at 31/8/22

Deposit Account Statement: 31/8/22	0.00
Current Account Statement: 31/8/22	17667.55
Add: Cash Banked not yet cleared	0.00
Less: Cheques not yet presented	0.00
Cash Book Balance as at 31/8/22	17667.55
Add:	
Petty Cash	44.77
Petty Cash: School Uniform Shop Float	30.00
Petty Cash: Second Hand School Uniform Shop Float	30.00
Petty Cash: Cake Sale Float	30.00
Cash Balances as at 31/8/22	17802.32
Cash Position (see above)	17667.55
Difference	134.77



Report to the trustees/
members of

Maple School PTA

On accounts for the year
ended

31 August 2022

Charity no
(if any)

291347

Set out on pages

1 to 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08 /2021.

**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:

[Redacted signature]

Date:

29/06/2023

Name:

Harry Lesinski

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

Address:

United Kingdom

MAPLE SCHOOL PTA

England & Wales - Charity number 291347

Accounts



Registered charity: 291347
Maple School, Hall Place Gardens, AL1 3SW

Maple School PTA
Registered Charity Number:
291347

**Trustees' Annual Report for the year ended
31 August 2020**

Principal Office: c/o Maple Primary School
Hall Place Gardens
St Albans, Hertfordshire
AL1 3SW

Trustees: Vanessa Sinfield (Chair)
Timothy Bowen (Headteacher)
Abigail Mellor (Co-Treasurer)
Celine Lane (Co-Treasurer)
Nicola Lloyd (Secretary)

Report of the trustees for the year ended 31 August 2020

The Trustees present their annual report and financial statements of the charity for the year ended 31 August 2020. The financial statements have been prepared on a receipts and payments basis and comply with the charity's governing document and the Charities Act 2011.

Structure, Governance and Management

The charity is an unincorporated association constituted under a governing document adopted by the charity's members at an extraordinary general meeting on 3 October 2014.

The members include the parents, guardians or carers of any pupil currently attending Maple Primary School, St Albans, Hertfordshire, as well as the teaching and non-teaching staff currently employed by the school.

Under the constitution the Trustees are persons elected as committee members of the governing body at the annual general meeting. Additional Trustees may be co-opted by the trustees at any time. The Trustees' term of office is one year. Retiring Trustees may seek re-election at the annual general meeting. Elected Trustees must be members, but co-opted Trustees need not be members.

In January 2020 the charity renewed its membership with [ParentKind](#) (formerly Parent Teacher Associations UK and formerly before that, National Confederation of Parent

Teacher Associations) which provides it with all risks insurance cover (public liability, employers' liability, loss of money, fidelity guarantee and personal accident cover). The charity is also registered with the Lotteries and Amusement Act 1976 (as amended) as it has paid its annual fee, which allows the charity to run raffles and grand draws at the Summer and Christmas fairs and at its other events. All Trustees and members give of their time voluntarily and receive no remuneration or other benefits.

Objectives and Activities

The charity exists to raise money for the wellbeing, education and benefit of the pupils of Maple Primary School in St Albans, Hertfordshire. Specifically, the objects of the charity are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object charity may: (a) foster more extended relationships between the staff, parents and others associated with the school, and (b) engage in activities which support the school and advance the education of the pupils attending it.

During the year ending 31 August 2020 the charity organised several fundraising activities for the school's pupils and their parents which are summarised in the next section.

Monies raised by the charity through its activities and from donations are applied by providing grants to help fund: (a) improvements to the school's facilities and environment, and (b) the acquisition and upgrading of equipment and materials, in accordance with the objectives of the charity. The charity also purchases particular items from time to time and donates them to the school.

The main fundraising objective for this year was for major playground upgrades (including brand new equipment in a currently unused space as well as replacement of dated existing equipment). Fundraising for this continues into the next financial year.

During the year the charity provided a grant to purchase new football equipment as well as some flower bulbs and outdoor maps to enhance the outdoor spaces.

A grant to help towards the 50th birthday celebrations was also made as well as the annual donation towards Christmas celebrations including crackers and books for the infants.

Financial Review

Reserves

The charity operates on a receipts and payments basis without reference to a balance sheet. When considering funds available for grants and donations, an operational reserve of £3,000 is deducted.

Sources of Funds

Key to achieving our annual fundraising aims are a programme of regular events attended by pupils and/or their parents. Not only do these provide essential fundraising opportunities but are also a chance for the school community to socially come together and enjoy extra-curricular activities. Unfortunately, due to the effects of Covid-19, the charity's ability to fundraise and organise events was limited from March 2020 onwards and this is reflected in the fundraising figures. A summary of funds raised is as follows (including a YoY comparison):

EVENTS	2019-20	2018-19
AGM	£66	£532
Christmas fair	£5,961	£3,486
Camp out	-	£2,514
Junior disco	£335	£654
Parent social	-	£1,153
Summer fair	-	£2,915
Movie night	£859	£908
Panto	£1,010	£534
Mother's Day Sale	£240	£393
Cake Sales	£672	£1,396

Note: tickets were purchased for the Movie Night however the event was unfortunately cancelled due to Covid-19 restrictions. This event will take place in future, subject to Covid restrictions. The Mother's Day sale took place right before lockdown, with many pupils already at home. Sales were impacted, however there is stock left over for subsequent years.

In addition to the events, the PTA also manages the supply of all branded school uniform which provides a significant income to the PTA. Second-hand uniform is also collected and sold by the PTA. A summary of income is as follows:

UNIFORM	2019-20	2018-19
New Uniform	£4,642	£1,959
Second hand uniform	£443	£571

Note: The new uniform sales profits were larger than usual due to invoices for uniform purchases from suppliers not being paid until after the end of this financial year. Therefore, new uniform profits are expected to be less in the next financial year due to these invoices being paid early in the financial year.

The PTA is part of various charity commission schemes (Amazon Smile, EasyFundraising, Name Labels and Christmas Treeasy) which generates income for the charity. Each year Christmas Cards are designed by the pupils – sales of these cards raises funds for the charity. Lastly, excess stock from events was sold off in an ad-hoc sale.

MISCELLANEOUS	2019-20	2018-19
Christmas cards	£ 720.97	£ 857.00
Commission	£ 625.46	£ 722.00
Ice Lolly & Sausage sales (excess stock)	£ 89.00	

The total fundraised (events, uniform and miscellaneous fundraising income minus expenses) during this year was £16,223.

The Big Bash

Additionally, the charity, in conjunction with the School and Governors, was helping to co-organise a large-scale social event (The Big Bash) to celebrate the school's 50th anniversary. This event was unfortunately postponed due to Covid-19. Surplus funds (ticket sales minus deposits) of £1,676 have been set aside for the event which is due to take place once Covid-19 restrictions have been lifted.

Expenditure of Funds

Expenditure of funds are split into two categories:

- School grants (Donations to school to improve facilities and school life)
- Charity operating costs

Note that all payments from the charity's bank account require dual authorisation.

During the year the charity made grants to the school to purchase football goals and kit, outdoor enhancements (daffodil bulbs and outdoor maps), expenses for the 50th birthday celebrations and the usual crackers and books for Christmas celebrations.

In terms of operating costs, the charity spent funds on improving facilities for fundraising events. A panini press for catering at events and two Sum-Up card readers were purchased.

The charity also purchased some branded merchandise of plastic cups (to help with the reduction of single use plastic at events) and tote bags to sell at a profit.

There were also the usual operating costs of the Panto ticket deposit, Parentkind membership, stamps & stationery.

Operating costs	
Parentkind Membership	£ 110
Admin (stamps and stationery)	£ 8

PTA Facilities upgrade (Panini press and card readers)	£	200
Maple Merchandise (Re-usable plastic cups and tote bags)	£	650
Panto 2020 deposit (Postponed to 2021)	£	150
School Donations		
Christmas crackers & Books	£	145
Maple 50th Celebrations	£	632
Football Goals and Kit	£	661
Daffodil bulbs and outdoor maps	£	119

Total operating costs and school donations for the year were £2,645. This figure is relatively low due to funds being set aside for the major playground upgrade project.

Public Benefit Statement

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Nicola Lloyd, Secretary

Date: 27.9.21

Maple School PTA
Registered Charity No. 291347
Accounts as at 31 Aug 2020

Cash Position

Cash Balance as at 2 September 2019		29,915
Income to date	32,255	
Less: PTA Costs to date	(15,445)	
Net Available Cash for year	16,811	
Less: Donations To School	(1,557)	
Surplus Cash		15,254
Cash Balances as at 31 Aug 2020		45,169

Financial Commitments

	Budget	Remaining	
Cash Balances as at 31 Aug 2020			45,169
SD- Great Outdoors Project	854	735	
Total Financial Commitments			735
Operating Funds Reserve			3,000
Net Assets (Uncommitted Funds)			41,434

Liabilities

	£
Big Bash - ticket revenue (less deposits) for postponed event to take place in June 2021.	1,676
School shop - Uniform purchase. Unpaid invoices.	2,642
	4,318

Detailed Analysis

	Income	Expenses	Surplus
Events			
AGM	356	289	66
Junior Disco	1,627	1,292	335
Movie Night	930	71	859
Panto	5,600	4,590	1,010
Xmas Fair	8,897	2,936	5,961
Other Fundraising			
Cake Sales	672	0	672
Chloe James Shopping Experience	34	0	34
Commission (Christmas Treesy)	121	0	121
Commission (Labelplanet, mynametags, Easy2Name, Stamptast)	51	0	51
Commission (Easyfundraising & Amazon)	420	0	420
Donations	560	0	560
Ice Lolly Sale	54	0	54
Mother's Day Gift Sale	454	215	240
School Shop	7,839	3,197	4,642
Second Hand Uniform Shop	443	0	443
Xmas Cards	1,905	1,184	721
Sausage Sale	35	0	35
Sub Total 'Events and Other Fundraising'	29,997	13,775	16,223
Big Bash - Postponed			
Big bash	2,228	552	1,676
			0
Sub total 'Big Bash'	2,228.28	552	1,676
Other Activity			
Parentkind Membership	0	110	(110)
Admin	30	8	22
Lotteries Licence 2019	0	0	0
PTA Facilities upgrade	0	200	(200)
Maple Merchandise	0	650	(650)
Panto 2020	0	150	(150)
			0
Sub total 'Other Activity'	30.00	1,118	(1,088)
School Donations			
SD - Christmas crackers	0	70	(70)
SD - Xmas - infant books	0	75	(75)
SD-Maple 50th Celebrations - Sept 19	0	632	(632)
SD- Football Goals and Kit	0	661	(661)
SD- Great Outdoors Project	0	119	(119)
Sub-total 'School Donations'	0.00	1,557	(1,557)
Grand Total	32,255	17,001	15,254



**Report to the trustees/
members of**

Maple School PTA

**On accounts for the year
ended**

31 August 2020

**Charity no
(if any)**

291347

Set out on pages

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

Signed:

[Redacted signature]

Date:

27.09.2021

Name:

Nicolae Vleju

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

Association of Chartered Certified Accountants

Address:

United Kingdom