



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 | | <u>45,169</u> |

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) | | | <u>41,434</u> |

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 |
| | <u>4,318</u> |

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, Stampast) | 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 |
| 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) |
| 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 |



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

| | | | |
|---|------------------|--------------------------------|--------|
| 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 | 1-6 | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 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:  **Date:** 27.09.2021

Name: Nicolae Vleju

**Relevant professional
qualification(s) or body
(if any):** Association of Chartered Certified Accountants

Address: United Kingdom