



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 Treeeasy) 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
Check			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)
Check			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)
Check	0.00	0	0
Grand Total	42205.68	33,231	8,975
Check	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



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 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