



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
<b>EVENTS</b>	
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
<b>COMMISSION SCHEMES</b>	
Commission (Christmas Treeeasy)	84
Commission (Labelplanet, mynametags)	89
Commission (Amazon)	380
Commission (clothes bank)	218
Commission (Easyfundraising)	18
<b>SCHOOL UNIFORM</b>	
School Uniform Shop	3,269
Second hand uniform shop	781
School Uniform Shop - previous FY	(44)
<b>OTHER FUNDRAISING</b>	
Donations	463
Maple Money	1,775
Xmas Baubles	182
Xmas jumpers	146
Xmas Cards	589
<b><i>Sub Total 'Events, Commission, Uniform and Other Fundraising'</i></b>	<b>£17,340</b>

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)

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

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	(15,891)	
Net Available Cash for year	17,170	
Less: Donations To School	(2,603)	
Surplus Cash		14,567
Cash Balances as at 31/8/23		32,235
Cash Floats Held		105
Total Cash Balances 31/8/23		32,339

**Financial Commitments**

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

**Detailed Analysis**

	Income	Expenses	Surplus
<b>EVENTS</b>			
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)
<b>COMMISSION SCHEMES</b>			
Commission (Christmas Treesy)	84	0	84
Commission (Labelplanet, mynametags, Easy2Name, Stampstap)	89	0	89
Commission (Amazon)	380	0	380
Commission (clothes bank)	218	0	218
Commission (Easyfundraising)	18	0	18
<b>SCHOOL UNIFORM</b>			
School Uniform Shop	6,876	3,607	3,269
Second hand uniform shop	792	11	781
School Uniform Shop - previous FY	269	313	(44)
<b>OTHER FUNDRAISING</b>			
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
<b>Sub Total 'Events, Commission, Uniform and Other Fundraising'</b>	32,971	15,630	17,340
Check			0
<b>PTA OPERATING COSTS</b>			
Parentkind Membership	0	140	(140)
Admin	1	41	(40)
Camp Out 22	43	34	9
hedgehog sale	47	47	0
	0	0	0
<b>Sub total 'PTA Operating Costs'</b>	91	261	(171)
Check			0
<b>School Donations</b>			
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)
<b>Sub-total 'School Donations'</b>	0	2,603	(2,603)
Check			0
<b>Grand Total</b>	33,061	18,494	14,567
Check			0



# 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

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").

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:

*[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.**