



ST ANDREW'S CHURCH OF ENGLAND SCHOOL PARENT TEACHER ASSOCIATION

**Trustees' Annual Report
Year Ending 31 July 2022**



Reference and Administrative Information

Charity Name:	St Andrew's Church of England School Parent Teacher Association
Registered Charity Number:	297053
Reporting Period:	1 August 2021 – 31 July 2022
Address:	c/o St Andrew's CE Primary School, 116 Churchbury Lane, Enfield, EN1 3UL
Trustees:	Suzie Garrett (Co-Chair) Emma Oppong-Adai (Co-Chair) Claire Svoboda (Treasurer)

Structure, Governance & Management

Constitution

St Andrew's Church of England School Parent Teacher Association (St. Andrew's PTA) is an unincorporated association, governed by an adopted constitution dated July 2004 and updated in September 2021.

The amended constitution was registered with the Charity Commission in England and Wales on 22 October 2004.

Membership of the Association is open to all parents, guardians or carers of any pupil currently attending the school plus teaching and non-teaching staff currently employed by the school or any other person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the Committee as a member. However, the association is fortunate to also enlist the help and support of the wider school community - members of staff, governors, grandparents, former pupils and their families, local residents, and businesses - for events and fundraising.

The Committee:

The charity is managed by a committee comprised of 3 elected positions collectively known as "Officers" (Chair, Treasurer and Secretary), 2 active members of the teaching staff and any number of co-opted members as deemed necessary by the Officers.

The roles of Chair and Secretary may be shared by up to two people if the individuals are able to demonstrate a collaborative working partnership that will not hinder the fulfilment of the role.

Officers are elected at the AGM and hold office until the next AGM. A variance on the original constitution saw the maximum of 3 consecutive years in the same role introduced. In addition, to

Registered Charity Number 297053 (England and Wales)



ensure a smooth transition and robust succession planning, Officers should not be re-elected if their child is in the final year of the school. It is expected that the retiring officers become co-opted committee members in the final year.

Appointment of Trustees:

The constitution states that all officers of the association shall be trustees.

Objectives & Activities

Charitable 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 ancillary thereto and in furtherance of this object the Association may:

- Foster more extended relationships between the staff, parents and others associated with the school; and
- Engage in activities which support the school and advance the education of pupils attending it.

Activities

With due regard for the Charity Commission's public benefit guidance and in line with our objectives, each year the St. Andrew's PTA runs a wide range of events both to raise funds towards the school's 'Wish List' and to provide social opportunities for the pupils, parents, staff, governors and wider school community. These include regular annual events like Bake sales, the Summer Fete and Quiz Night, plus Discos and Movie nights for the pupils' enjoyment. The committee also welcomes suggestions from the membership and organises one-off innovative fundraising initiatives.

All activities are planned by the committee, drawing on volunteers from the parent membership, school staff and wider community of supporters as appropriate, having regard to safeguarding and risk assessments. The committee is very grateful for the time, expertise and donations given by all involved, without whom the St. Andrew's PTA would not be able to achieve so much.

The work of the St. Andrew's PTA enables the advancement of pupils' education by giving money to school for the purchase of equipment, resources, facilities and other 'Wish List' items it would otherwise not be able to afford.

Financial Review & Reserves Policy

The trustees make prudent decisions but do not have a formally agreed reserves policy. As a guideline we try to ensure we retain a minimum of £8,000 to ensure we can pay for a large event such as the summer fayre.



No large financial transfers were made to the school in this period as no project amount was requested. Donations to the school were as follows:

Description	Value (£)
Y6 Ice creams	63.00
TV License	157.50
Easter Treats	162.00
Leavers' Bibles	583.87
Total Donations	966.37

For the financial period 01/08/21 – 31/07/22, the total profit from events exceeded budget by 7.5%.

Term	Event	Budget	Actual	Variance
Autumn	Bonfire Night	1,000.00	1,264.87	264.87
	Xmas Dinner Dance	1,000.00	1,215.00	215.00
	Wreath Making	300.00	233.10	-66.90
	Christmas Cheer Bucket	200.00	195.22	-4.78
	Xmas Eve Boxes	381.00	339.81	-41.19
	Xmas Cards	350.00	406.25	56.25
	Xmas Market	-	869.81	869.81
	Xmas Raffle	-	769.73	769.73
		3,231.00	5,293.79	2,062.79
Spring	Mothers Day	-	103.00	103.00
	Open Days	-	145.65	145.65
	Disco	-	1,047.36	1,047.36
	Other Events	1,750.00	-	-1,750.00
		1,750.00	1,296.01	-453.99
Summer	Golf Day	200.00	183.00	-17.00
	Ice Pops	300.00	818.25	518.25
	Jubilee Fayre	6,000.00	4,195.05	-1,804.95
	Sports Days	-	190.96	190.96
	Fathers Day	-	165.54	165.54
	Leaver's Show refreshments	-	102.50	102.50
		6,500.00	5,655.30	-844.70

Full details can be found in the annual accounts.

Approved by the Trustees and signed on their behalf by:



Name: Suzie Garrett

Position: Co-Chair

Date: 1 March 2023



ST ANDREW'S CHURCH OF ENGLAND SCHOOL
PARENT TEACHER ASSOCIATION
CHARITY NO. 297053



STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING 31 JULY 2022

OPENING BALANCES 1st AUGUST 2021

Current	9,771.54
Savings Account	5,700.45
Cash in Hand	1,435.28
£	16,907.27

INCOME

Events - see note 3	23,672.88
Interest	3.40
Amazon Core	183.30
Match Funding	1,950.00
General Donations	712.00
Estate Agent Boards	450.00
Easy Fundraising	299.22
Excess Stock Sale	80.00
£	27,350.80
£	44,258.07

EXPENDITURE

Donations to School - see note 1	966.37
General Expenses - see note 2	12,073.63
£	13,040.00

CLOSING BALANCES 31st JULY 2022

Bank Accounts

Current	2,561.61
Savings Account	23,402.88
Cash in Hand	5,253.58
£	31,218.07
£	44,258.07

Balance check

£

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Accounts Prepared by:

Mrs C Svoboda (Treasurer)

Mrs Andrea Neocleous (Independent Examiner)

I have examined the financial records of
the Association and certify that the above
Accounts are in Accordance therewith.

Note 1 (Donations to School)

Description	Value (£)
Y6 Ice creams	63.00
TV License	157.50
Easter Treats	162.00
Leavers' Bibles	583.87
Total Donations	966.37

Note 2 (General Expenses)

Description	Funds Raised (£)
Parentkind Subscription	123.00

Note 3 (Events)

Event Name	Income (£)
Bonfire Night	3,091.65
Xmas Dinner Dance	4,455.00
Wreath Making	518.10
Christmas Cheer Bucket	195.22
Xmas Eve Boxes	562.21
Xmas Raffle	869.73
Xmas Cards	1,749.00
Xmas Market	1,019.41
Mothers Day	103.00

<i>Admin Costs</i>	40.92
<i>New PTA BBQ</i>	394.53
<i>Event Expenses</i>	11,515.18
<i>Total Expenses</i>	12,073.63

<i>School Disco</i>	1,215.50
<i>Open Day Refreshments</i>	145.65
<i>Golf Day</i>	350.00
<i>Ice Pops</i>	961.26
<i>Jubilee Fayre</i>	7,663.45
<i>Sports Days</i>	335.60
<i>Fathers Day</i>	335.60
<i>Leaver's Show refreshments</i>	102.50
<i>Total Event Income</i>	23,672.88



Independent Examiner's Report to the Trustees of Saint Andrew's Church of England School Parent Teacher Association (Charity No. 297053)

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

A photograph of a handwritten signature in dark ink on a light-colored background. The signature is stylized and appears to read 'A. Neocleous'.

Name: Mrs Andrea Neocleous

Date: 1 April 2023