

# RICKMANSWORTH SCHOOL PTA

England & Wales · Charity number 311074

## Details

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Other names	RICKMANSWORTH SCHOOL GUILD, RICKMANSWORTH SCHOOL PARENTS GUILD
Status	Registered
Legal form	Other
Registered	1970-04-08
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Rickmansworth School Scots Hill Croxley Green Rickmansworth WD3 3AQ
Phone	01923 773296
Email	<a href="mailto:pta@rickmansworth.herts.sch.uk">pta@rickmansworth.herts.sch.uk</a>
Website	<a href="http://www.rickmansworth.herts.sch.uk">www.rickmansworth.herts.sch.uk</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUPILS OF THE SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR EDUCATION AT THE SCHOOL AND TO FURTHER THIS OBJECTIVE THE GUILD MAY:- I. FOSTER MORE EXTENSIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL. II. ENGAGE IN ACTIVITIES WHICH SUPPORT THE SCHOOL AND PROMOTE THE WELFARE OF THE PUPILS ATTENDING IT.

**Activities:** To advance the education of pupils of Rickmansworth School by providing and assisting in the provision of facilities for education in the school.

## Classification

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

## Geography

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

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-03-31	£96,789	£98,008	-	-
2023-03-31	£83,513	£101,486	-	-
2022-03-31	£84,554	£64,077	-	-
2021-03-31	£78,588	£73,493	-	-
2020-03-31	£68,870	£92,743	-	-

## Trustees

Name	Role	Appointed
Deborah Hutchings		2022-07-12
Frederick Robert Cleary		2022-07-12
Lisa Michelle Hoad		2022-07-12
Matthew Fletcher		2019-09-07
Simon Paul White		2019-09-07

**RICKMANSWORTH SCHOOL PTA**

England & Wales - Charity number 311074

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# Accounts

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Section A

Independent Examiner's Report

Report to the trustees: RICKMANSWORTH SCHOOL PTA

On accounts for the year ended: 31<sup>ST</sup> MARCH 2024 Charity no (if any): 311074

Set out on pages: [ ]

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

As the charity's trustees, 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 all 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Z Harley Date: 15/10/24

Name: ZOE HARLEY

Relevant professional qualification(s) or body (if any): CHARTERED ACCOUNTANT ICAS

Address: 132 Baldwins Lane, Croxley Green  
Rickmansworth  
WD3 3LJ

The Trustees present their report and accounts for the year ending 31st March 2024.

#### Trustees

The Trustees have served on the committee throughout the year. Appointment of Trustees is governed by the Constitution. The Board of Trustees is authorised to appoint new Trustees to fill vacancies arising through resignation or death of an existing trustee.

#### Investment powers

The Constitution authorises the Trustees to make and hold investments using the general funds of the charity, but no such investments are presently held and none are expected to be held in the foreseeable future.

#### Constitution, objects and policies

The PTA is governed by its Constitution and its objectives are to advance the education of the pupils of Rickmansworth School by providing and assisting in the provision of facilities for education in the school, and in so doing foster more extensive relationships between the staff, parents and others associated with the school and engage in activities which support the school and promote the welfare of the pupils attending it. The Trustees delegate the day to day responsibilities for fund-raising activities to the PTA Committee.

#### Development, activities and achievements

The Trustees consider the performance of the association this year to be satisfactory having this year raised net funds of:

2024	£26,781	2023	£27,026
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and having donated following amounts to school:

2024	£28,000	2023	£45,000
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This donation provided help with the refurbishment of the Chemistry Laboratories and reflects approximately one year's worth of donations.

The PTA were able to hold a number of fundraising events throughout the year and have continued to increase new and varied events for the whole school community, which has in turn generated higher donations than in previous years..

The majority of this year's net fund raising comes from the Uniform Shop (£14,689), which is completely run by unpaid PTA volunteers. The association would like to thank all parents and staff, whose continued support enabled us to raise these funds.

#### Financial review

The surplus for the year is as set out in the attached financial statements and arises from voluntary fund-raising and trading activities of the Uniform Shop.

#### Future developments and post Balance Sheet events

Lisa Hoad remained as Chair during the financial year; Fred Cleary remained as Treasurer. Current fundraising will be allocated to the Science Department and ongoing refurbishment activities.

#### Statement of Trustees' responsibilities

The Trustees are required under the constitution to prepare financial statements for the financial year which give a true and fair view of the state of affairs of the charity and of its results for that period.

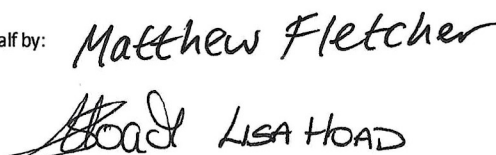
In preparing those financial statements the Trustees are required to :

- 1/ select suitable accounting policies and apply them consistently;
- 2/ make judgments and estimates that are reasonable and prudent;
- 3/ prepare the financial statements on a going concern basis, unless it is appropriate to assume that the charity will not continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence, for taking reasonable steps for the prevention and detection of fraud and any other irregularities.

This report was approved by the Trustees on 15/10/24 and signed on its behalf by:

  
.....

  
LISA HOAD

Trustee

The Trustees present their report and accounts for the year ending 31st March 2024

Incoming Resources	<i>Note</i>	<b>2024</b>	<b>2023</b>
Fund-raising income	2	<b>21,126</b>	12,371
Sale of school uniform		<b>75,616</b>	71,101
Interest received		<b>11</b>	5
Donations from Individuals		<b>36</b>	36
<b>Total incoming resources</b>		<b><u>96,789</u></b>	<b><u>83,513</u></b>
<b>Resources expended</b>			
<b>Direct charitable</b>			
Donation to School		<b>28,000</b>	45,000
<b>Other expenditure</b>			
Fund-raising costs	2	<b>8,969</b>	3,643
Purchase of school uniform (for resale)		<b>59,423</b>	51,252
Uniform Shop Expenses incl. bad debts		<b>1,504</b>	1,451
Management & Administration of PTA	3	<b>112</b>	140
<b>Total expenditure</b>		<b><u>98,008</u></b>	<b><u>101,486</u></b>
<b>Net movement in funds for the year excluding school donation</b>		<b>26,781</b>	<b>27,026</b>
<b>Net movement in funds for the year</b>	4	<b>(1,219)</b>	(17,974)
<b>Total funds brought forward</b>		<b>77,484</b>	95,458
<b>Total funds carried forward</b>		<b><u>76,265</u></b>	<b><u>£77,484</u></b>

The Trustees present their report and accounts for the year ending 31st March 2024

	<u>Note</u>	<u>2024</u>	<u>2023</u>
<b>Current Assets</b>			
Cash in hand		209	1,633
Stock - Refreshments		2,069	872
Stock - Uniform (for resale)	5	23,805	23,128
Balance at bank		49,296	51,462
Prepayments & Receivables		886	1,000
		<u>76,265</u>	<u>78,095</u>
<b>Current Liabilities: amounts falling due within 1 year</b>			
		-	610
		<u>76,265</u>	<u>77,485</u>
<b>Capital</b>			
Unrestricted funds		<u>76,265</u>	<u>£77,485</u>
		-	-
<b>Capital</b>			
BFwd		77,485	93,304
Profit for the year		26,780	27,026
Correction to PY balance			2,154
Donation to School		(28,000)	(45,000)
Unrestricted funds		<u>76,265</u>	<u>77,485</u>
			(0)

The Trustees present their report and accounts for the year ending 31st March 2024

NOTE

**1 Accounting Policies**

**a) Basis of preparation of the accounts**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**b) Income**

Voluntary income and donations are accounted for as received by the association. The income from fund-raising ventures is shown gross, with the associated costs included in fund-raising costs. No permanent endowments have been received in the period.

**c) Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

**d) Fund-raising costs**

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

**e) Management and administration expenditure**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

**2 Fund-raising income and costs**

	2024	2024	2023	2023
	INCOME	COSTS	INCOME	COSTS
Quiz & Comedy Nights	7,495	3,587	3,221	892
Song & Dance	698	296	174	83
Sports Day/Sports Mornings	1,971	792	547	312
Autumn Concert	179	71		
Spring/Summer Concert	559	232		
School Disco/Parent Meet & Greet	2,115	592	1,132	636
School Production	2,273	872	2,210	632
Ricky Bear 70th Sales	63	38		
Your School Lottery	4,846		2,859	
Give as you Live	73		256	
Amazon Smile	73		97	
Refreshments (incl. some to holding stock)		782		782
Unallocated event receipts/expenses	782	1,707	314	174
			258	131
	<b>21,126</b>	<b>8,969</b>	<b>12,371</b>	<b>3,643</b>
<b>Net funds raised</b>	<b>12,157</b>	<b>-</b>	<b>8,728</b>	

The Trustees present their report and accounts for the year ending 31st March 2024

NOTE

	<u>2024</u>	<u>2023</u>
<b>3 Administration expenditure</b>		
PTA Insurance	112	140
	<u>112</u>	<u>140</u>
<b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds)	36	36
Profit on sale of school uniform & stock movement	14,689	18,398
Income from fund raising activities less expenses	12,158	8,728
Bank interest received / Miscellaneous income	11	5
Funds raised less direct costs	<u>26,893</u>	<u>27,166</u>
Administration costs	112	140
Net funds raised in the year	<u>26,781</u>	<u>27,026</u>
Transferred to school funds	<b>(28,000)</b>	<b>(45,000)</b>
Prior year adjustment		
Net movement in funds for the year	<u><b>(1,219)</b></u>	<u><b>(17,974)</b></u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
	<u>£0</u>	<u>£0</u>
<b>5 Stock of school uniform for resale</b>		

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%.

There is an obligation to buy branded stock, exclusively made for Rickmansworth School, held at Banner suppliers.

Value of stock held with Banner as at 31st March 2024 was estimated at £12k.

Rickmansworth School PTA  
Scots Hill  
Croxley Green  
Rickmansworth  
Hertfordshire  
WD3 3AQ

132 Baldwins Lane  
Croxley Green  
Rickmansworth  
Hertfordshire  
WD3 3LJ

15<sup>th</sup> October 2024

Dear Trustees,

**Independent Examination of PTA Accounts**

I have completed the Independent Examination of the accounts for Rickmansworth School PTA for the year to 31<sup>st</sup> March 2024, included herewith.

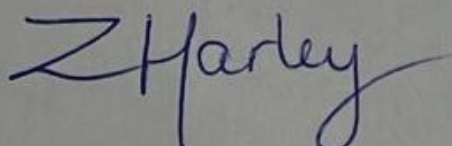
Whilst I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached, I would note the following:

- Some elements of income and expenditure in the reporting period were not allocated to specific events but costs and income do reconcile to the bank statement and analysis notes in total. Whilst this is not an issue for the overall reporting per se, it is useful management information to allocate these in a robust manner. Some basic accounting software (such as Xero or QuickBooks) may assist in ensuring that all bank entries are easily and quickly supportable and would assist in making bank-to-event reconciliations quick and easy going forward. Some packages also have reporting functionality, meaning you can more easily review your in-year position at a point in time throughout the year, should you need to.
- During the April 2024 there were some changes around the VAT registration requirements. VAT registration will be required if taxable income goes over £90,000. The uniform shop has taxable income below this threshold, but it is worth implementing a regular check to ensure compliance. VAT threshold is viewed on a rolling 12-month basis, meaning that you must register if, by the end of any month, your total VAT taxable income for the last 12 months was over £90,000.

Finally, I would note the considerable improvement in the presentation of the financial data presented for independent review this year in comparison to the prior year.

I hope you find this information helpful and thank-you for your continued efforts in ensuring this vital funding for the school continues.

With best regards,



Zoe Harley MSci CA

**RICKMANSWORTH SCHOOL PTA**

England & Wales - Charity number 311074

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# Accounts

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The Trustees present their report and accounts for the year ending 31st March 2023.

#### Trustees

The Trustees have served on the committee throughout the year. Appointment of Trustees is governed by the Constitution. The Board of Trustees is authorised to appoint new Trustees to fill vacancies arising through resignation or death of an existing trustee.

#### Investment powers

The Constitution authorises the Trustees to make and hold investments using the general funds of the charity, but no such investments are presently held and none are expected to be held in the foreseeable future.

#### Constitution, objects and policies

The PTA is governed by its Constitution and its objectives are to advance the education of the pupils of Rickmansworth School by providing and assisting in the provision of facilities for education in the school, and in so doing foster more extensive relationships between the staff, parents and others associated with the school and engage in activities which support the school and promote the welfare of the pupils attending it. The Trustees delegate the day to day responsibilities for fund-raising activities to the PTA Committee.

#### Development, activities and achievements

The Trustees consider the performance of the association this year to be satisfactory having this year raised net funds of:

2023	£27,026	2022	£20,477
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and having donated following amounts to school:

2023	£45,000	2022	£0
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This donation provided help with the refurbishment of the Food Technology Department, and reflects approximately two year's worth of donations (noting nil donation during the 2022 period).

The PTA were able to hold a number of fundraising events throughout the year representing a vast improvement relative to the pandemic impacted years of 2021 and 2022.

The majority of this year's net fund raising comes from the Uniform Shop (£18,397), which is completely run by unpaid PTA volunteers. The association would like to thank all parents and staff, whose continued support enabled us to raise these funds.

#### Financial review

The surplus for the year is as set out in the attached financial statements and arises from voluntary fund-raising and trading activities of the Uniform Shop.

#### Future developments and post Balance Sheet events

Lisa Hoad has taken over as Chair during the financial year; Fred Cleary joins as Treasurer. Current fundraising will be allocated to equipment purchases and the ongoing refurbishment activities.

#### Statement of Trustees' responsibilities

The Trustees are required under the constitution to prepare financial statements for the financial year which give a true and fair view of the state of affairs of the charity and of its results for that period.

In preparing those financial statements the Trustees are required to :

- 1/ select suitable accounting policies and apply them consistently;
- 2/ make judgments and estimates that are reasonable and prudent;
- 3/ prepare the financial statements on a going concern basis, unless it is appropriate to assume that the charity will not continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence, for taking reasonable steps for the prevention and detection of fraud and any other irregularities.

This report was approved by the Trustees on 15/02/2024 and signed on its behalf by:

.....  


Trustee MATTHEW FLETCHER



LISA HOAD

The Trustees present their report and accounts for the year ending 31st March 2023

Incoming Resources	<i>Note</i>	<u>2023</u>	<u>2022</u>
Fund-raising income	2	12,371	3,846
Sale of school uniform		71,101	80,669
Interest received		5	0
Donations from Individuals		36	39
<b>Total incoming resources</b>		<u><u>83,513</u></u>	<u><u>84,554</u></u>
<b>Resources expended</b>			
<b>Direct charitable</b>			
Donation to School		45,000	-
<b>Other expenditure</b>			
Fund-raising costs	2	3,643	2,227
Purchase of school uniform (for resale)		51,252	60,329
Uniform Shop Expenses incl. bad debts		1,451	1,393
Management & Administration of PTA	3	140	128
<b>Total expenditure</b>		<u><u>101,486</u></u>	<u><u>64,077</u></u>
<b>Net movement in funds for the year excluding school donation</b>		<b>27,026</b>	<b>20,477</b>
<b>Net movement in funds for the year</b>	4	<b>(17,974)</b>	20,477
<b>Total funds brought forward</b>		<b>93,304</b>	72,827
<b>Total funds carried forward</b>		<u><u>75,330</u></u>	<u><u>£93,304</u></u>

The Trustees present their report and accounts for the year ending 31st March 2023

	<i>Note</i>	<u>2,023</u>	<u>2022</u>
<b>Current Assets</b>			
Cash in hand		1,633	900
Stock - Refreshments		872	90
Stock - Uniform (for resale)	5	23,128	25,346
Balance at bank		51,462	65,058
Prepayments & Receivables		1,000	1,910
		<u>78,095</u>	<u>93,304</u>
<b>Current Liabilities: amounts falling due within 1 year</b>		<b>(610)</b>	-
		<u>77,485</u>	<u>93,304</u>
<b>Capital</b>			
BFwd		93,304	72,827
Profit for the year		27,026	20,537
Correction to PY balance		2,154	(60)
Donation to School		<b>(45,000)</b>	<b>0</b>
Unrestricted funds		<u>77,485</u>	<u>£93,304</u>
		-	-

The Trustees present their report and accounts for the year ending 31st March 2023

NOTE

## 1 Accounting Policies

### a) Basis of preparation of the accounts

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

### b) Income

Voluntary income and donations are accounted for as received by the association. The income from fund-raising ventures is shown gross, with the associated costs included in fund-raising costs. No permanent endowments have been received in the period.

### c) Value Added Tax

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

### d) Fund-raising costs

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

### e) Management and administration expenditure

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

## 2 Fund-raising income and costs

	2023	2023	2022	2022
	INCOME	COSTS	INCOME	COSTS
Quiz Nights	3,221	892	1,241	450
Song & Dance	174	83	-	-
Sports Day/Sports Mornings	547	312	1,132	744
Autumn Concert	314	174	-	-
Spring Concert	258	131	-	-
School Disco/Parent Meet & Greet	1,132	636	-	-
School Production	2,210	632	1,316	417
Your School Lottery	2,859			
Give as you Live	256		90	
Amazon Smile	97		38	
Everyclick			30	
Stock (refreshments)		782		616
Unallocated event receipts/expenses	1,301			158
	<b>12,371</b>	<b>3,643</b>	<b>3,847</b>	<b>2,385</b>
<b>Net funds raised</b>	<b>8,728</b>		<b>1,462</b>	

The Trustees present their report and accounts for the year ending 31st March 2023

NOTE

<b>3 Administration expenditure</b>	<u>2023</u>	<u>2022</u>
PTA Insurance	140	128
	<u>140</u>	<u>128</u>
 <b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds)	36	39
Profit on sale of school uniform & stock movement	18,398	18,946
Income from fund raising activities less expenses	8,728	1,462
Movement in stock bad debt provision	-	-
Bank interest received / Miscellaneous income	5	0
Funds raised less direct costs	<u>27,166</u>	<u>20,447</u>
Administration costs	140	90
Net funds raised in the year	<u>27,026</u>	<u>20,537</u>
Transferred to school funds	(45,000)	0
Other Donations Made	-	-
Net movement in funds for the year	<u>(17,974)</u>	<u>20,537</u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
	<u>£0</u>	<u>£0</u>
 <b>5 Stock of school uniform for resale</b>		

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%.

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This report was approved by the Trustees on 15/02/2024 and signed on its behalf by:



Trustee MATTHEW FLETCHER



LISA HOAD

The Trustees present their report and accounts for the year ending 31st March 2023

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<b>Resources expended</b>			
<b>Direct charitable</b>			
Donation to School		45,000	-
<b>Other expenditure</b>			
Fund-raising costs	2	3,643	2,227
Purchase of school uniform (for resale)		51,252	60,329
Uniform Shop Expenses incl. bad debts		1,451	1,393
Management & Administration of PTA	3	140	128
<b>Total expenditure</b>		<u><b>101,486</b></u>	<u><b>64,077</b></u>
<b>Net movement in funds for the year excluding school donation</b>		<b>27,026</b>	<b>20,477</b>
<b>Net movement in funds for the year</b>	4	<b>(17,974)</b>	20,477
<b>Total funds brought forward</b>		<b>93,304</b>	72,827
<b>Total funds carried forward</b>		<u><b>75,330</b></u>	<u><b>£93,304</b></u>

The Trustees present their report and accounts for the year ending 31st March 2023

	<i>Note</i>	<u>2,023</u>	<u>2022</u>
<b>Current Assets</b>			
Cash in hand		1,633	900
Stock - Refreshments		872	90
Stock - Uniform (for resale)	5	23,128	25,346
Balance at bank		51,462	65,058
Prepayments & Receivables		1,000	1,910
		<u>78,095</u>	<u>93,304</u>
<b>Current Liabilities: amounts falling due within 1 year</b>		<b>(610)</b>	-
		<u>77,485</u>	<u>93,304</u>
<b>Capital</b>			
BFwd		93,304	72,827
Profit for the year		27,026	20,537
Correction to PY balance		2,154	(60)
Donation to School		<b>(45,000)</b>	<b>0</b>
Unrestricted funds		<u>77,485</u>	<u>£93,304</u>
		-	-

The Trustees present their report and accounts for the year ending 31st March 2023

NOTE

## 1 Accounting Policies

### a) Basis of preparation of the accounts

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

### b) Income

Voluntary income and donations are accounted for as received by the association. The income from fund-raising ventures is shown gross, with the associated costs included in fund-raising costs. No permanent endowments have been received in the period.

### c) Value Added Tax

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

### d) Fund-raising costs

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

### e) Management and administration expenditure

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

## 2 Fund-raising income and costs

	2023	2023	2022	2022
	INCOME	COSTS	INCOME	COSTS
Quiz Nights	3,221	892	1,241	450
Song & Dance	174	83	-	-
Sports Day/Sports Mornings	547	312	1,132	744
Autumn Concert	314	174	-	-
Spring Concert	258	131	-	-
School Disco/Parent Meet & Greet	1,132	636	-	-
School Production	2,210	632	1,316	417
Your School Lottery	2,859			
Give as you Live	256		90	
Amazon Smile	97		38	
Everyclick			30	
Stock (refreshments)		782		616
Unallocated event receipts/expenses	1,301			158
	<b>12,371</b>	<b>3,643</b>	<b>3,847</b>	<b>2,385</b>
<b>Net funds raised</b>	<b>8,728</b>		<b>1,462</b>	

The Trustees present their report and accounts for the year ending 31st March 2023

NOTE

<b>3 Administration expenditure</b>	<u><b>2023</b></u>	<u><b>2022</b></u>
PTA Insurance	140	128
	<u>140</u>	<u>128</u>
 <b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds)	36	39
Profit on sale of school uniform & stock movement	18,398	18,946
Income from fund raising activities less expenses	8,728	1,462
Movement in stock bad debt provision	-	-
Bank interest received / Miscellaneous income	5	0
Funds raised less direct costs	<u>27,166</u>	<u>20,447</u>
Administration costs	140	90
Net funds raised in the year	<u>27,026</u>	<u>20,537</u>
Transferred to school funds	(45,000)	0
Other Donations Made	-	-
Net movement in funds for the year	<u>(17,974)</u>	<u>20,537</u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
	<u>£0</u>	<u>£0</u>
 <b>5 Stock of school uniform for resale</b>		

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%.

There is an obligation to buy branded stock, exclusively made for Rickmansworth School, held at Banner suppliers.

Value of stock held with Banner as at 31st March was estimated at £12k.



Section A

Independent Examiner's Report

Report to the trustees

Rickmansworth School PTA

On accounts for the year  
ended

31<sup>st</sup> March 2023

Charity no  
(if any)

311074

Set out on pages

1-5 (attached)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2023**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

9<sup>th</sup> February 2024

Name:

Mrs Zoe Harley

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

Chartered Accountant, Institute of Chartered Accountants of Scotland

Address:

132 Baldwins Lane

Croxley Green

Rickmansworth, Hertfordshire, UK

**RICKMANSWORTH SCHOOL PTA**

England & Wales - Charity number 311074

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# Accounts

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The Trustees present their report and accounts for the year ended 31st March 2022

#### Trustees

The trustees have served on the committee throughout the year. Appointment of trustees is governed by the Constitution. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

#### Investment powers

The Constitution authorises the trustees to make and hold investments using the general funds of the charity, but no such investments are presently held and none are expected to be held in the foreseeable future.

#### Constitution, objects and policies

The PTA is governed by its Constitution and its objects are to advance the education of the pupils of Rickmansworth School by providing and assisting in the provision of facilities for education in the school, and in so doing foster more extensive relationships between staff, parents and other associated with the school and engage in activities which support the school and promote the welfare of the pupils attending it. The trustees delegate the day to day responsibilities for fundraising activities to the PTA Committee

#### Development, activities and achievements

The trustees consider the performance of the association this year to be satisfactory having this year raised the funds of:

2022	£20,477	2021	£23,247
------	---------	------	---------

and having donated following amounts to school

2022	£0	2021	£18,152
------	----	------	---------

Between April 2021 and February 2022, the continuing restrictions as a result of the pandemic limited face to face PTA fund raising events to the September Year 7 Sports morning only. An On-line Quiz took place in January 2022 and the on-line platforms everyclick, give as you live and Amazon Smile also contributed to funds raised. In March 2022 the PTA were able to provide refreshments for both the Year 7 and sports morning and the School Production as normal business started to resume.

The bulk of this year's fund raising ( £18,946) continues to come from the Uniform Shop which is completely run by unpaid PTA volunteers. The association would like to thank all parents and staff, whose continued support enabled us to raise these funds.

#### Financial review

The surplus for the year is as set out in the attached financial statements and arises from voluntary fund-raising, and trading activities of the uniform shop.

#### Future developments and post Balance Sheet events

Due to the continuing pandemic uncertainty during year ending March 2022, the Chair has remained the same and will remain until School Year ending July 2022.

Whilst no donations show in this year's accounts, a donation of £45,000 was made in April 2022 for equipment for the new Innovation and Design Centre

Current fundraising is to supply for the provision of new equipment for the Food Tech Department

In the next financial year (ending 31st March 2023) we are pleased to be able to host more face to face events including the year 7 disco & parent meet and greet, and in house Quizes. However, the Education (Guidance about Costs of School Uniforms) Act 2021 means that Rickmansworth School are required to consider how and whether the PTA is able to continue its role as exclusive School Uniform provider. This will involve significant work for the PTA especially the Uniform Shop. The loss of the School Uniform income would have significant repercussions to the PTA in the following financial year. The PTA will need to consider how any reduction in income can be recovered from alternative fundraising activities.

**Statement of trustees' responsibilities**

The trustees are required under the constitution to prepare financial statements for the financial year which give a true and fair view of the state of affairs of the charity and of its results for that period.

In preparing those financial statements the trustees are required to :

- 1/ select suitable accounting policies and apply them consistently;
- 2/ make judgments and estimates that are reasonable and prudent;
- 3/ prepare the financial statements on a going concern basis unless it is appropriate to assume that the charity will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence, for taking reasonable steps for the prevention and detection of fraud and any other irregularities.

This report was approved by the trustees on 12/7/22 and signed on its behalf by:

*M. Fletcher*  
.....

*Gillian Betty Crawford*

Trustee

MATTHEW FLETCHER

GILLIAN BETTY CRAWFORD

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Incoming Resources	<i>Note</i>	<u>2022</u>	<u>2021</u>
Fund-raising income	2	3,846	1,962
Sale of school uniform		80,669	76,589
Interest received		0	1
Donations from Individuals		39	36
<b>Total incoming resources</b>		<u><u>84,554</u></u>	<u><u>78,588</u></u>
<b>Resources expended</b>			
<b>Direct charitable</b>			
Donation to School		-	18,152
<b>Other expenditure</b>			
Fund-raising costs	2	2,227	565
Purchase of school uniform (for resale) Net of Stock Movement		60,329	54,590
Uniform Shop Expenses		1,393	64
Management & Administration of PTA	3	128	123
<b>Total expenditure</b>		<u><u>64,077</u></u>	<u><u>73,494</u></u>
 <b>Net movement in funds for the year</b>	 4	 20,477	 5,095
 <b>Total funds brought forward</b>		 72,827	 67,732
<b>Total funds carried forward</b>		<u><u>93,304</u></u>	<u><u>£72,827</u></u>

	<u>Note</u>	<u>2022</u>	<u>2021</u>
<b>Current Assests</b>			
Cash in Hand		900	243
Refreshments Stock		90	616
Stock of uniform (for resale)	5	25,346	26,070
Balance at bank		65,058	45,897
Prepayments & Receivables		1,910	-
		<u>93,304</u>	<u>72,827</u>
<b>Current Liabilities: amounts falling due within 1 year</b>			
Accruals		-	-
		<u>93,304</u>	<u>72,827</u>
<b>Capital</b>			
Unrestricted funds		<u>£93,304</u>	<u>£72,827</u>
		0	0

NOTE

**1 Accounting Policies**

**a) Basis of preparation of the accounts**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**b) Income**

Voluntary income and donations are accounted for as received by the association. The income from fund-raising ventures is shown gross, with the associated costs included in fund-raising costs. No permanent endowments have been received in the period.

**c) Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

**d) Fund-raising costs**

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

**e) Management and administration expenditure**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

**2 Fund-raising income and costs**

	2022	2022	2021	2021
	INCOME	COSTS	INCOME	COSTS
Quiz Nights	1,241	450	1,498	565
Song & Dance	-	-	-	-
Sports Day/ Sports Mornings	1,132	744	-	-
Non-Uniform Days	-	-	-	-
School Discos	-	-	-	-
School Production	1,316	417	-	-
Change in Refreshments Stock	-	616	-	-
Everyclick	30	-	464	-
Give as you live	90	-	-	-
Amazon Smile	38	-	-	-
	<u>3,846</u>	<u>2,227</u>	<u>1,962</u>	<u>565</u>
<b>Profit</b>	<b>1,619</b>	<b>-</b>	<b>1,397</b>	<b>-</b>

NOTE

<b>3 Administration expenditure</b>	<u><b>2022</b></u>	<u>2021</u>
Insurance	128	123
	<u>128</u>	<u>112</u>
 <b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds)	39	36
Profit on sale of school uniform & Stock movement	18,946	21,936
Income from fund raising activities less expenses	1,462	1,397
Bank interest received / Misc income	0	1
Funds raised less direct costs	<u>20,447</u>	<u>23,370</u>
Administration costs	90	123
Net funds raised in the year	<u>23,493</u>	<u>25,372</u>
Transferred to school funds		18,152
Other Donations Made		
Net movement in funds for the year	<u>23,493</u>	<u>(23,628)</u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
	<u>£0</u>	<u>£0</u>
 <b>5 Stock of school uniform for resale</b>		

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%

There is an obligation to buy branded stock exclusively made for Rickmansworth School Uniform that is held in our supplier's warehouse. Value of this stock at 31st March was estimated at £12,000

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*M. Fletcher*  
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*Gillian Betty Crawford*

Trustee

MATTHEW FLETCHER

GILLIAN BETTY CRAWFORD

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Fund-raising costs	2	2,227	565
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Management & Administration of PTA	3	128	123
<b>Total expenditure</b>		<u><u>64,077</u></u>	<u><u>73,494</u></u>
<b>Net movement in funds for the year</b>	4	20,477	5,095
<b>Total funds brought forward</b>		72,827	67,732
<b>Total funds carried forward</b>		<u><u>93,304</u></u>	<u><u>£72,827</u></u>

	<u>Note</u>	<u>2022</u>	<u>2021</u>
<b>Current Assests</b>			
Cash in Hand		900	243
Refreshments Stock		90	616
Stock of uniform (for resale)	5	25,346	26,070
Balance at bank		65,058	45,897
Prepayments & Receivables		1,910	-
		<u>93,304</u>	<u>72,827</u>
<b>Current Liabilities: amounts falling due within 1 year</b>			
Accruals		-	-
		<u>93,304</u>	<u>72,827</u>
<b>Capital</b>			
Unrestricted funds		<u>£93,304</u>	<u>£72,827</u>
		0	0

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School Production	1,316	417	-	-
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Everyclick	30	-	464	-
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Amazon Smile	38	-	-	-
	<u>3,846</u>	<u>2,227</u>	<u>1,962</u>	<u>565</u>
<b>Profit</b>	<b>1,619</b>	<b>-</b>	<b>1,397</b>	<b>-</b>

NOTE

<b>3 Administration expenditure</b>	<u><b>2022</b></u>	<u>2021</u>
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	<u>128</u>	<u>112</u>
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Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
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 <b>5 Stock of school uniform for resale</b>		

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%

There is an obligation to buy branded stock exclusively made for Rickmansworth School Uniform that is held in our supplier's warehouse. Value of this stock at 31st March was estimated at £12,000



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Rickmansworth School PTA

**On accounts for the year  
ended**

31<sup>st</sup> March 2022

**Charity no  
(if any)**

311074

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all 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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

12/07/2022

**Name:**

Aaron Martins ACMA

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

Chartered Management Accountant

**Address:**

10 De Vere Walk

Watford

Herts

Only complete if the examiner needs to highlight material 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.**

**RICKMANSWORTH SCHOOL PTA**

England & Wales - Charity number 311074

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# Accounts

---

The Trustees present their report and accounts for the year ending 31st March 2021

#### Trustees

The Trustees have served on the committee throughout the year. Appointment of trustees is governed by the Constitution. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

#### Investment powers

The Constitution authorises the trustees to make and hold investments using the general funds of the charity, but no such investments are presently held and none are expected to be held in the foreseeable future.

#### Constitution, objects and policies

The PTA is governed by its Constitution and its objects are to advance the education of the pupils of Rickmansworth School by providing and assisting in the provision of facilities for education in the school; and to do so doing foster more extensive relationships between the staff, parents and others associated with the school and engage in activities which support the school and promote the welfare of the pupils attending it. The trustees delegate the day to day responsibilities for fund-raising activities to the PTA Committee.

#### Development, activities and achievements

The trustees consider the performance of the association this year to be satisfactory, having this year raised for the funds of:

2021	£22,631	2020	£25,127
------	---------	------	---------

and having donated following amounts to school:

(2020)	£18,152	(2019)	£49,090
--------	---------	--------	---------

Due to the pandemic, PTA was not able to carry out face to face events for fund raising. On-line @Quiz and an online platform everykirk contributed to funds raised in year. The Refreshment stock date expired at the time of writing this report and will have to be written off in 2021/22.

The bulk of this year's fund raising (£21,936) comes from the Uniform Shop which is completely run by unpaid PTA volunteers. The association would like to thank all parents and staff, whose continued support enabled us to raise these funds.

#### Financial review

The surplus for the year is as set out in the attached financial statements and arises from voluntary fund-raising and trading activities of the uniform shop.

#### Future developments and post-Balance Sheet events

Due to the continuing pandemic uncertainty during year ending March 2021, the Charity has remained the same and will remain until School Year ending July 2022.

Please also note the post-balance sheet donation stated under developments, activities and achievements above. This provided much needed extra outside seating to cope with students having to spend longer outdoors. Current fundraising will be to supply for the provision of equipment for the Design and Innovation refurbishment.

#### Statement of trustees' responsibilities

The trustees are required under the constitution to prepare financial statements for the financial year which give a true and fair view of the state of affairs of the charity and of its results for that period.

In preparing those financial statements the trustees are required to:

- 1) select suitable accounting policies and apply them consistently;
- 2) make judgments and estimates that are reasonable and prudent;
- 3) prepare the financial statements on a going concern basis unless it is appropriate to assume that the charity will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence, for taking reasonable steps for the prevention and detection of fraud and any other irregularities.

This report was approved by the trustees on:

and signed on its behalf by:

Trustee:

Incoming Resources	Note	2021	2020
Fund-raising income	2	1,962	9,959
Sale of school uniform		76,589	58,875
Interest received		0	0
Misc Income		37	36
<b>Total incoming resources</b>		<b>78,588</b>	<b>68,870</b>
<b>Resources expended</b>			
<b>Direct charitable:</b>			
Donation to School		18,152	49,000
<b>Other expenditure:</b>			
Fund-raising costs	2	565	3,659
Purchase of school uniform (for resale) Net of Stock Movement		54,590	39,962
Uniform Shop Expenses		64	0
Management & Administration of PTA	3	123	122
<b>Total expenditure</b>		<b>73,498</b>	<b>92,743</b>
<b>Net movement in funds for the year</b>	4	<b>5,095</b>	<b>(23,873)</b>
<b>Total funds brought forward</b>		<b>67,732</b>	<b>91,605</b>
<b>Total funds carried forward</b>		<b>72,827</b>	<b>£67,732</b>

	31695.98	<u>Note</u>	<u>2021</u>	<u>2020</u>
<b>Current Assets</b>				
Cash in Hand			243	243
Refreshments Stock			616	616
Stock of uniform (for resale)		5	26,070	35,177
Balance at bank			45,897	31,698
Prepayments & Receivables			-	-
			<u>72,827</u>	<u>67,732</u>
<b>Current Liabilities: amounts falling due within 1 year</b>				
Accruals			-	-
			<u>72,827</u>	<u>67,732</u>
<b>Capital</b>				
Unrestricted funds			<u>£72,827</u>	<u>£67,732</u>
			(0)	0

NOTE

**1: Accounting Policies**

**a) Basis of preparation of the accounts**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing the accounts in accordance with the Financial Reporting Standard applicable in the UK.

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**b) Income**

Voluntary income and donations are accounted for as received by the association. The income from fund-raising ventures is shown gross, with the associated costs included in fund-raising costs. No permanent endowments have been received in the period.

**c) Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

**d) Fund-raising costs**

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

**e) Management and administration expenditure**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

**2: Fund-raising income and costs**

	2021	2021	2020	2020
	INCOME	COSTS	INCOME	COSTS
Quiz Nights	1,488	565	4,508	2,387
Song & Dance	-	-	169	85
Sports Day/Sports Mornings	-	-	1,583	330
Non-Uniform Days	-	-	393	-
School Discos	-	-	1,432	406
School Production	-	-	1,418	451
Change in Refreshments Stock	-	-	(102)	-
Everyclick	464	-	59	-
Matchfunding	-	-	500	-
	<b>1,962</b>	<b>565</b>	<b>9,959</b>	<b>3,659</b>
<b>Profit</b>	<b>1,397</b>		<b>6,300</b>	

NOTE

	<u>2021</u>	<u>2020</u>
<b>3 Administration expenditure:</b>		
Insurance:	123	122
	<u>123</u>	<u>112</u>
<b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds):		-
Profit on sale of school uniform & Stock movement	21,996	18,914
Income from fundraising activities less expenses:	1,397	6,300
Bank interest received // Misc income	37	36
	<u>23,370</u>	<u>25,250</u>
Funds raised less direct costs:		
Administration costs:	123	122
Net funds raised in the year	<u>23,493</u>	<u>25,372</u>
Transferred to school funds	18,152	49,000
Other Donations Made		
Net movement in funds for the year	<u>5,341</u>	<u>(23,628)</u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration:	-	-
Trustees' expenses reimbursed:	-	-
Fee for the independent examination of the accounts:	-	-
	<u>£0</u>	<u>£0</u>

**5 Stock of school uniform for resale:**

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%.

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and signed on its behalf by:



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Balance at bank			45,897	31,698
Prepayments & Receivables			-	-
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<b>Current Liabilities: amounts falling due within 1 year</b>				
Accruals			-	-
			<u>72,827</u>	<u>67,732</u>
<b>Capital</b>				
Unrestricted funds			<u>£72,827</u>	<u>£67,732</u>
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School Production	-	-	1,418	451
Change in Refreshments Stock	-	-	(102)	-
Everyclick	464	-	59	-
Matchfunding	-	-	500	-
	<b>1,962</b>	<b>565</b>	<b>9,959</b>	<b>3,659</b>
<b>Profit</b>	<b>1,397</b>		<b>6,300</b>	

NOTE

	<u>2021</u>	<u>2020</u>
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Insurance:	123	122
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<b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds):		-
Profit on sale of school uniform & Stock movement	21,996	18,914
Income from fundraising activities less expenses:	1,397	6,300
Bank interest received // Misc income	37	36
	<u>23,370</u>	<u>25,250</u>
Funds raised less direct costs:		
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Other Donations Made		
Net movement in funds for the year	<u>5,341</u>	<u>(23,628)</u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration:	-	-
Trustees' expenses reimbursed:	-	-
Fee for the independent examination of the accounts:	-	-
	<u>£0</u>	<u>£0</u>

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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Rickmansworth School PTA

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

311074

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all 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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**



**Date:**

10/10/2021

**Name:**

Aaron Martins ACMA

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

Chartered Management Accountant

**Address:**

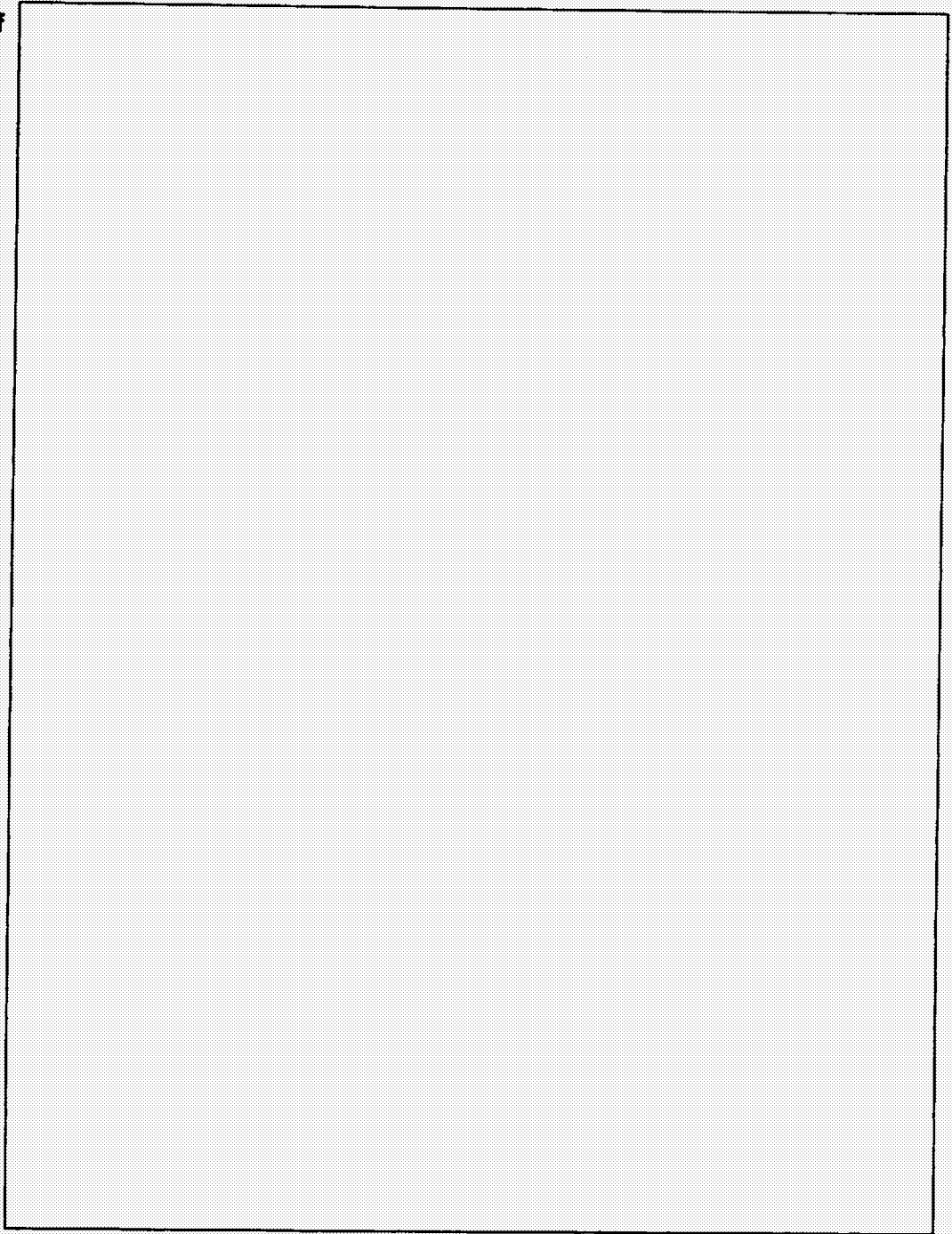
10 De Vere Walk

Watford

Herts

Only complete if the examiner needs to highlight material 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.**



**RICKMANSWORTH SCHOOL PTA**

England & Wales - Charity number 311074

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# Accounts

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The Trustees present their report and accounts for the year ending 31st March 2020

### **Trustees**

The trustees have served on the committee throughout the year. Appointment of trustees is governed by the Constitution. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

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The Constitution authorises the trustees to make and hold investments using the general funds of the charity, but no such investments are presently held and none are expected to be held in the foreseeable future.

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The PTA is governed by its Constitution and its objects are to advance the education of the pupils of Rickmansworth School by providing and assisting in the provision of facilities for education in the school, and in so doing foster more extensive relationships between the staff, parents and others associated with the school and engage in activities which support the school and promote the welfare of the pupils attending it. The trustees delegate the day to day responsibilities for fund-raising activities to the PTA Committee.

### **Development, activities and achievements**

The trustees consider the performance of the association this year to be satisfactory having this year raised for the funds of:

(2020)	£25,127	(2019)	£17,811
--------	---------	--------	---------

and having donated following amounts to school

(2020)	£49,000	(2019)	£0
--------	---------	--------	----

The above donation includes £20,000 from funds raised from the previous year donated to the School's Music Department towards its refurbishment.

The remaining £29,000 was used to pay for the upgrade to the flooring in the Playhouse (£9000) and the new sound and lighting in the Playhouse (£20,000).

The bulk of this year's fund raising ( £19,000) comes from the Uniform Shop which is completely run by unpaid PTA volunteers. The association would like to thank all parents and staff, whose continued support enabled us to raise these funds

### **Financial review**

The surplus for the year is as set out in the attached financial statements and arises from voluntary fund-raising, and trading activities of the uniform shop.

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The Year ending 2020 will see a change in the PTA Chair and the Head Teacher as well as other Trustees. Please also note the post balance sheet donation stated under developments, activities and achievements above.

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the assets of the charity and hence, for taking reasonable steps for the prevention and detection of fraud and any other irregularities.

This report was approved by the trustees on \_\_\_\_\_ and signed on its behalf by:

.....

**Trustee**

---

<b>Incoming Resources</b>	<i>Note</i>	<b><u>2020</u></b>	<b><u>2019</u></b>
Fund-raising income	2	9,959	7,665
Sale of school uniform		58,875	62,076
Interest received		0	0
Misc Income		36	36
<b>Total incoming resources</b>		<b><u>68,870</u></b>	<b><u>69,777</u></b>
<b>Resources expended</b>			
<b>Direct charitable</b>			
Donation to School		49,000	-
<b>Other expenditure</b>			
Fund-raising costs	2	3,659	3,908
Purchase of school uniform (for resale) Net of Stock Movement		39,962	47,916
Unifrom Shop Expenses		0	26
Management & Administration of PTA	3	122	117
<b>Total expenditure</b>		<b><u>92,743</u></b>	<b><u>51,967</u></b>
<b>Net movement in funds for the year</b>	4	<b>(23,873)</b>	17,811
<b>Total funds brought forward</b>		<b>91,605</b>	73,794
<b>Total funds carried forward</b>		<b><u>67,732</u></b>	<b><u>£91,605</u></b>

48126.34	<i>Note</i>	<b><u>2020</u></b>	<u>2019</u>
<b>Current Assests</b>			
Cash in Hand		<b>243</b>	3,579
Refreshments Stock		<b>616</b>	719
Stock of uniform (for resale)	5	<b>35,177</b>	39,180
Balance at bank		<b>31,696</b>	48,126
Prepayments & Receivables		-	-
		<b><u>67,732</u></b>	<u>91,605</u>
 <b>Current Liabilities:</b> amounts falling due within 1 year			
Accruals		-	-
		-	-
		<b><u>67,732</u></b>	<u>91,605</u>
 <b>Capital</b>			
Unrestricted funds		<b><u>£67,732</u></b>	<u>£91,605</u>
		<b>0</b>	(0)

NOTE

**1 Accounting Policies**

**a) Basis of preparation of the accounts**

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**b) Income**

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**c) Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

**d) Fund-raising costs**

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

**e) Management and administration expenditure**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

**2 Fund-raising income and costs**

	<b>2020</b>	<b>2020</b>	<b>2019</b>	<b>2019</b>
	<b>INCOME</b>	<b>COSTS</b>	<b>INCOME</b>	<b>COSTS</b>
Quiz Nights	4,508	2,387	4,355	2,750
Song & Dance	169	85	122	51
Sports Day/ Sports Mornings	1,583	330	1,459	683
Non-Uniform Days	393		-	-
School Discos	1,432	406	1,682	425
School Production	1,418	451		
Change in Refreshments Stock	(102)		47	
Everyclick	59			
Matchfunding	500			
	<b>9,959</b>	<b>3,659</b>	<b>7,665</b>	<b>3,908</b>
<b>Profit</b>	<b>6,300</b>		<b>3,757</b>	

**NOTE**

<b>3 Administration expenditure</b>	<u><b>2020</b></u>	<u><b>2019</b></u>
Insurance	122	117
	<u><b>122</b></u>	<u><b>112</b></u>
<b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds)		-
Profit on sale of school uniform & Stock movement	18,914	11,838
Income from fund raising activities <b>less</b> expenses	6,300	-
Bank interest received / Misc income	36	-
	<u><b>25,250</b></u>	<u><b>11,838</b></u>
Funds raised <b>less</b> direct costs		
Administration costs	122	117
	<u><b>25,372</b></u>	<u><b>11,955</b></u>
Net funds raised in the year		
Transferred to school funds	49,000	1,500
Other Donations Made		
Net movement in funds for the year	<u><b>(23,628)</b></u>	<u><b>10,455</b></u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
	<u><b>£0</b></u>	<u><b>£0</b></u>
<b>5 Stock of school uniform for resale</b>		

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**Trustee**

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<b>Incoming Resources</b>	<i>Note</i>	<b><u>2020</u></b>	<b><u>2019</u></b>
Fund-raising income	2	9,959	7,665
Sale of school uniform		58,875	62,076
Interest received		0	0
Misc Income		36	36
<b>Total incoming resources</b>		<b><u>68,870</u></b>	<b><u>69,777</u></b>
<b>Resources expended</b>			
<b>Direct charitable</b>			
Donation to School		49,000	-
<b>Other expenditure</b>			
Fund-raising costs	2	3,659	3,908
Purchase of school uniform (for resale) Net of Stock Movement		39,962	47,916
Unifrom Shop Expenses		0	26
Management & Administration of PTA	3	122	117
<b>Total expenditure</b>		<b><u>92,743</u></b>	<b><u>51,967</u></b>
<b>Net movement in funds for the year</b>	4	<b>(23,873)</b>	17,811
<b>Total funds brought forward</b>		<b>91,605</b>	73,794
<b>Total funds carried forward</b>		<b><u>67,732</u></b>	<b><u>£91,605</u></b>

48126.34	<i>Note</i>	<b><u>2020</u></b>	<u>2019</u>
<b>Current Assests</b>			
Cash in Hand		<b>243</b>	3,579
Refreshments Stock		<b>616</b>	719
Stock of uniform (for resale)	5	<b>35,177</b>	39,180
Balance at bank		<b>31,696</b>	48,126
Prepayments & Receivables		-	-
		<b><u>67,732</u></b>	<u>91,605</u>
<b>Current Liabilities:</b> amounts falling due within 1 year			
Accruals		-	-
		-	-
		<b><u>67,732</u></b>	<u>91,605</u>
<b>Capital</b>			
Unrestricted funds		<b><u>£67,732</u></b>	<u>£91,605</u>
		<b>0</b>	(0)

NOTE

**1 Accounting Policies**

**a) Basis of preparation of the accounts**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**b) Income**

Voluntary income and donations are accounted for as received by the association. The income from fund-raising ventures is shown gross, with the associated costs included in fund-raising costs. No permanent endowments have been received in the period.

**c) Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

**d) Fund-raising costs**

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

**e) Management and administration expenditure**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

**2 Fund-raising income and costs**

	<b>2020</b>	<b>2020</b>	<b>2019</b>	<b>2019</b>
	<b>INCOME</b>	<b>COSTS</b>	<b>INCOME</b>	<b>COSTS</b>
Quiz Nights	4,508	2,387	4,355	2,750
Song & Dance	169	85	122	51
Sports Day/ Sports Mornings	1,583	330	1,459	683
Non-Uniform Days	393		-	-
School Discos	1,432	406	1,682	425
School Production	1,418	451		
Change in Refreshments Stock	(102)		47	
Everyclick	59			
Matchfunding	500			
	<b>9,959</b>	<b>3,659</b>	<b>7,665</b>	<b>3,908</b>
<b>Profit</b>	<b>6,300</b>		<b>3,757</b>	

**NOTE**

<b>3 Administration expenditure</b>	<u><b>2020</b></u>	<u><b>2019</b></u>
Insurance	122	117
	<u><b>122</b></u>	<u><b>112</b></u>
<b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds)		-
Profit on sale of school uniform & Stock movement	18,914	11,838
Income from fund raising activities <b>less</b> expenses	6,300	-
Bank interest received / Misc income	36	-
	<u><b>25,250</b></u>	<u><b>11,838</b></u>
Funds raised <b>less</b> direct costs		
Administration costs	122	117
	<u><b>25,372</b></u>	<u><b>11,955</b></u>
Net funds raised in the year		
Transferred to school funds	49,000	1,500
Other Donations Made		
Net movement in funds for the year	<u><b>(23,628)</b></u>	<u><b>10,455</b></u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
	<u><b>£0</b></u>	<u><b>£0</b></u>
<b>5 Stock of school uniform for resale</b>		

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%



Section A Independent Examiner's Report

Report to the trustees/  
members of

Rickmansworth School PTA

On accounts for the year  
ended

31<sup>st</sup> March 2020

Charity no  
(if any)

311074

Set out on pages

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended **31/03/2020**

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in this report in  
order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

22/01/2021

Name:

Aaron Martins ACMA

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

Chartered Management Accountant

Address:

10 De Vere Walk

Watford

Herts

Only complete if the examiner needs to highlight material 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.**

