

| | | | | | | | |
|--|-------------------|----------------|---------------|----|------------------|-----------------|--------------|
| Trustees' Annual Report for the period | | | | | | | |
| From | Period start date | | | To | Period end date: | | |
| | Day 01st | Month: Sept | Year: 2022 | | Day 31st | Month August | Year 2023 |

Section A

Reference and administration details

Charity name

The St Marys Parent -Teacher Association

Other names charity is known by

St Mary’s PTA

Registered charity number (if any)

312476

Charity’s principal address

| | |
|---------------------------------------|---------|
| C/O St Mary’s Catholic Primary School | |
| Westgate Road | |
| Beckenham, Kent | |
| Postcode | BR3 5DE |

Names of the charity trustees who manage the charity

| Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|------------------|-----------------|-----------------------------------|---|
| 1 Donna Mentesh | Chair | | |
| 2 Norah McDonagh | Deputy Chair | | |
| 3 Sally Barrett | Treasurer | | |
| 4 Laura Jackson | Secretary | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|--|-----------------------------------|
| The parents, guardians or carers of any pupil currently attending the school as well as teaching and non-teaching staff currently employed by the school are all members of the PTA (Association). Committee Members are selected from this group and are the Trustees of the Charity. | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

Section B

Structure, governance and management

Description of the charity’s trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution adopted 1 May 1969 and amended on 11 January 2016 to reflect the PTA-UK model constitution (November 2011) |
| How the charity is constituted (eg. trust, association, company) | The Association is a parent teacher association which consists of a minimum of 2 committee members/trustees |
| Trustee selection methods (eg. appointed by, elected by) | Committee members (the trustees) shall be elected at the AGM and shall hold office until the next AGM |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of the Association are to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school; and
- Engaging in activities of providing facilities or equipment which support the school and advance the education of the pupils

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year we kept in mind the Charity Commissions guidance on public benefit at our trustee meetings. The focus of our activities remains the enhancement of facilities for the St Mary's children through fundraising activities.

We cover the full age range and look to have an even spend on year groups where possible. Most items cover the whole school and therefore all children are able to benefit from the contributions.

We hold a mixture of events for children and parents throughout the year. These are a combination of social and fundraising activities.

We aim to provide additional facilities that are not included within the school budget that will enrich the children's learning experience; as well as organising social events for children and their families.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The success of this PTA would not be possible without the many hours the Trustees and ordinary members spend organising and assisting with our PTA events. A big thanks to them and those who continually support our events by attending.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We had an amazing year 2022 / 2023 year raising circa £33,000.00.

We started with our last Summer BBQ in September to welcome parents back to school, which raised £5,984. Then we moved onto our biggest fundraiser in our academic school year, our Christmas Fair that was adapted under COVID guidelines, which worked well as we were able to utilise the hall, having a strict one-way system and opening the playground. We had our main prize draw where tickets were distributed to all the children before the fair and sold on the day. The fairs profit, (which includes the raffle and calendar sales) which raised £17,500.

The 2023 calendar was a huge success, selling more than we have done previously. Christmas cards/candles were also sold at the fair and before the children broke up for Christmas.

We had our yearly Easter Bonnet parade and were able to offer it as a free event for all to participate in, followed by the Easter Egg hunt for all children in the school.

An amazing year of fundraising despite restrictions put upon us from a world-wide pandemic, where we still managed to gift circa **£17,000** to the school. This money was used for the following items:

- Class budgets & Clubs **£4,500** Each class receives £250 for the teacher to spend on items to enhance the learning environment and experience of the children. This donation also includes £1,000 towards lunchtime clubs.
- New school banner **£215**
- New Chromebooks **£5,000**
- Year 4 book donations **£103**
- Lollipop lady **£4,800**
- Equipment for SEN support **£1,700**
- Recycling **£180**
- Children coronation celebration **£100**

Section E**Financial review****Brief statement of the charity's policy on reserves**

We do not have any recurring expenditure commitments that require us to accumulate reserves for unforeseen events. We raise funds to spend on projects and facilities for the benefit of the children at St Mary's Catholic Primary School. We only make expenditure commitments when we have the cash to do so.

The majority of funds raised in the year are spent during the year or held for the following year where a major or heritage project is planned.

Details of any funds materially in deficit**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

| | |
|---|---|
| <p>DocuSigned by:</p>  <p>D6732023D6A045E...</p> | <p>DocuSigned by:</p>  <p>D79E9BF9BCBD41B...</p> |
|---|---|

Full name(s)

Donna Mentesh

Sally Barrett

| | | |
|--|-------|-----------|
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |
|--|-------|-----------|

| | |
|-------------|----------------|
| Date | 30th June 2024 |
|-------------|----------------|



| | |
|--|--------|
| The St Mary's Parent Teacher Association | 312476 |
|--|--------|

| Receipts and payments accounts | | | |
|--------------------------------|----------|----|-----------|
| For the period from | 1-Sep-22 | To | 31-Aug-23 |

| |
|-------|
| CC16a |
|-------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|--------------------------------------|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| PTA Overheads | 216 | - | - | 216 | - |
| Parentpay Error | 1,638 | | | 1,638 | - |
| Refunds from school | 2,047 | | | 2,047 | - |
| AUTM - Family Fun Day | - | - | - | - | 6,191 |
| XMAS - Cards | - | - | - | - | 766 |
| XMAS - Calendar / Programme | 4,257 | - | - | 4,257 | 4,541 |
| XMAS - Panto | 9,149 | | | 9,149 | 15,427 |
| XMAS - Fair (Including Raffle) | 15,038 | | | 15,038 | 12,643 |
| XMAS - Wreath making | 198 | | | 198 | - |
| XMAS - Tea towels/coasters/tote bags | 2,079 | | | 2,079 | - |
| SPNG - Quiz | - | | | - | 1,517 |
| SPNG - Race Night | 2,824 | | | 2,824 | - |
| SPNG - Readathon | - | | | - | 2,976 |
| SPNG - Dare To Be Different Day | 518 | | | 518 | 567 |
| SPNG - Happy Circus | - | | | - | 6,017 |
| SUMR - Summer Fair | 10,836 | | | 10,836 | 8,128 |
| SUMR - Sports Day | 282 | | | 282 | - |
| SUMR - Ice Cream Sales | - | | | - | 358 |
| SUMR - Wacky Day | - | | | - | 51 |
| SUMR - First Holy Communion | 154 | | | 154 | - |
| Candles | 405 | | | 405 | 514 |
| EASTER: gifts | 112 | | | 112 | - |
| 100 Club 2021/22 | - | | | - | 1,684 |
| 100 Club 2022/23 | 1,851 | | | 1,851 | 59 |
| GIFT - Ukraine fundraiser | - | | | - | 462 |
| GIFT - Donation | 143 | | | 143 | 930 |
| GIFT - McMillan coffee morning | 200 | | | 200 | - |
| FUND - Stickins Labels | - | | | - | 109 |
| FUND - Bags to School | 308 | | | 308 | 195 |
| FUND: Easy Fundraising | 1,299 | | | 1,299 | 73 |
| FUND: Matched Funding | 3,000 | | | 3,000 | - |
| FUND - £4£ | - | | | - | 4,231 |
| FUND - 2nd Hand Uniform Sales | 604 | | | 604 | 960 |

| | | | | | |
|--|--------|---|---|--------|--------|
| FUND - Amazon Smile | 393 | | | 393 | 335 |
| Payments between accounts | 34,244 | | | 34,244 | - |
| <i>Sub total (Gross income for AR)</i> | 91,796 | - | - | 91,796 | 68,734 |

A2 Asset and investment sales, (see table).

| | | | | | |
|------------------|---|---|---|---|---|
| | - | - | - | - | - |
| <i>Sub total</i> | - | - | - | - | - |

| | | | | | |
|-----------------------|--------|---|---|--------|--------|
| <i>Total receipts</i> | 91,796 | - | - | 91,796 | 68,734 |
|-----------------------|--------|---|---|--------|--------|

A3 Payments

| | | | | | |
|--------------------------------------|--------|---|---|--------|--------|
| Paid to the school | 19,021 | - | - | 19,021 | 23,184 |
| Parentpay Error (refunded to school) | 1,638 | - | - | 1,638 | - |
| PTA Overheads | 1,949 | - | - | 1,949 | 1,799 |
| AUTM 1 - Family Fun Day | - | - | - | - | 2,440 |
| XMAS Cards | 1,245 | | | 1,245 | - |
| XMAS - Calendar / Programme | - | | | - | 1,130 |
| XMAS - Panto | 7,174 | | | 7,174 | 15,540 |
| XMAS - Fair (including Raffle) | 5,087 | | | 5,087 | 1,006 |
| XMAS - Christmas Jumper Jaunt | - | | | - | - |
| XMAS - Wreath making | - | | | - | |
| SPNG - Quiz | - | | | - | 322 |
| SPNG - Race Night | 1,170 | | | 1,170 | |
| SPNG - Readathon | - | | | - | 160 |
| SPNG - Dare To Be Different Day | | | | - | - |
| SPNG - Happy Circus | 264 | | | 264 | 3,767 |
| SUMR - Summer Fair | 5,534 | | | 5,534 | 2,540 |
| SUMR - Sports Day | 160 | | | 160 | - |
| SUMR - Ice Cream Sales | - | | | - | 168 |
| SUMR - First Holy Communion | 99 | | | 99 | - |
| SUMR - Smarties Challenge | - | | | - | - |
| SUMR - Treasure Trial | - | | | - | - |
| GIFT - McMillan coffee morning | 200 | | | 200 | - |
| 100 Club Winner Payments | 198 | | | 198 | 649 |
| EASTER: gifts | 87 | | | 87 | - |
| Candles | 306 | | | 306 | 383 |
| FUND - Path of Friends | | | | - | - |
| Previous Yr expenses paid 22/23 | 1,605 | | | 1,605 | 335 |
| Payments between accounts | 34,244 | | | 34,244 | - |
| <i>Sub total</i> | 79,982 | - | - | 79,982 | 53,423 |

A4 Asset and investment purchases, (see table)

| | | | | | |
|-------------------------------|---|---|---|---|---|
| Replacement Storage Container | | - | - | - | |
| | | | | | |
| <i>Sub total</i> | - | - | - | - | - |

| | | | | | |
|-----------------------|--------|---|---|--------|--------|
| <i>Total payments</i> | 79,982 | - | - | 79,982 | 53,423 |
|-----------------------|--------|---|---|--------|--------|

| | | | | | |
|-----------------------------------|--------|---|---|--------|--------|
| <i>Net of receipts/(payments)</i> | 11,814 | - | - | 11,814 | 15,311 |
| A5 Transfers between funds | | - | - | - | - |
| A6 Cash funds last year end | | - | - | | 21,136 |
| <i>Cash funds this year end</i> | 11,814 | - | - | 11,814 | 36,447 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--|--|---------------------------------|-------------------------------|------------------------------|
| B1 Cash funds | Cash at Bank HSBC (as of 31-Aug-23) | - | - | - |
| | Cash at Bank Lloyds (as of 31-Aug-23) | 48,595 | - | - |
| | | | - | - |
| | <i>Total cash funds</i> | 48,595 | - | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK | OK |
| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

| | | | |
|---|--|--------------------------------|----------------------------------|
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval |
| | <div><div>DocuSigned by: Sally Barrett</div><div>DocuSigned by: Donna Mentesh</div><div>D6732023D6A045E...</div></div> | Sally Barrett Donna Mentesh | 29th June 2024 29th June 2024 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

The St Mary Parent and Teacher Association

On accounts for the year ended

31 August 2023

Charity no (if any)

312476

Set out on pages

1 - 6

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 August 2023

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.

Signed:

Date:

20th July 2024

Name:

RONALD JAMES HUGGETT

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

ACIB Dip FS

Address:

The Collies, 13 Isherwood

Battle East Sussex

TN33 0EJ

Section B

Disclosure

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.