

QUILTERS PARENT TEACHER ASSOCIATION

Charity No. 802640

TRUSTEES ANNUAL REPORT

AND

ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2020

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**QUILTERS PARENT TEACHER ASSOCIATION
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020**

The Trustees are pleased to present their report and receipts and payments account for the year ended 31st August 2020 and confirm they comply with all regulatory requirements.

Reference and Administration Details

Quilters Parent Teacher Association, also known as Quilters PTA, is a charity registered with the Charity Commission. The charity registration number is 802640 and its principal address is Quilters Infant and Junior School, Laindon Road, Billericay, Essex, CM12 9LD.

The Trustees who served during the year were

Louise Blyth
Carole Street
Andrew Hunter

Structure, Governance and Management

Quilters Parent Teacher Association is an association governed by rules and constitution adopted in 1970 as last amended 23rd April 2018. All teachers and parents of children attending both Quilters Infant and Junior Schools are entitled to become members of the association and the Trustees are elected by the members at the Annual General Meeting.

Objectives and Activities

The aim of the association is to raise funds for both Quilters Infant and Junior Schools. In a change to previous years, funds are provided to the Schools for specific projects and asks, as approved by the trustees and executive committee.

The Association organise several events throughout the year, including children's discos, an annual fete, a family fun afternoon, bi-annual ball, shopping trips as well as various other fundraising initiatives.

Achievements and Performance

A) Unrestricted Funds (Events):

2019/20 has truly been a year of two contrasting halves due to the global pandemic. Given social restrictions in place from March 2020, we have had to cancel and postpone several events, most notably the Summer fete and BBQ, which typically raise £10,000 annually. Overall, we have raised almost £30,000 – whilst a decrease compared to last year, that represents an incredible amount given the circumstances. Highlights of our fundraising efforts included:

- Extraordinary level of matched funding and matched giving of over £12,000.
- The Ball previously held bi-annually, was repeated this year, raising over £8,000 (although some of this was recognised in advance in prior years through advance deposits).
- Cash donations of over £5,000 from parents in response to challenges during lockdown restrictions.
- A series of new seasonal events around Christmas contributed a total of £5,000.

Whilst the receipt and payment accounts below show a few loss-making events, we do want to highlight that this is due to the cash accounting basis of our accounts. These negative figures reflect that we have outlaid cash in advance for several postponed events. We are confident that we will recover financially once these events eventually take place.

B) Restricted funds

In addition, we continue to collect donations from parents to support the schools in continuing to provide the swimming pool facility. This year we collected £22,500 and we were also eligible to collect gift aid contributions of £4,100 on these amounts. All these amounts were paid across as donations to the infant school as soon as they were collected/claimed. This donation was a total of £26,700 across the year.

Furthermore, last year's grant from Aviva for £4,800 was utilised against the build of a new outdoor playzone for our Schools. And an additional £800 grant was received for use against gardening projects (delivered during the year).

C) Donations to school and reserves policy

Overall, as a result of activities in 2018/19, we have been able to sponsor two main initiatives for the school – the construction of a new playzone on the school premises to be utilised by both Infants and Juniors, and the introduction of a new accelerated reading programme supporting improved literacy and enthusiasm for reading across several year groups. The total amounts passed over to the schools over the year were £41,000 from unrestricted funds.

At the beginning of each financial year, the committee decide and agree the donations to be passed to the schools leaving a reserve enough to fund deposits and expenditure in respect of the first few events to be held in the year.

The uncertainty around the timing of postponed events and potential financial implications have been considered and reflected in our assessment of reserves, as communicated in our AGM.

This report was approved by the trustees and signed on their behalf.

Signed:



Date:

12/03/21

Andrew Hunter
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
QUILTERS PARENT TEACHER ASSOCIATION
ON THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020**

I report to the trustees on my examination of the accounts of the Quilters Parent Teacher Association for the year ended 31 August 2020.

Responsibilities and basis of report

As the charity trustees of the Association 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 Association'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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Association as required by section 130 of the Act; or
- the accounts do not accord with those records.

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:

12/3/21

Wendy Hughes FCCA
34 First Avenue
Billericay
Essex CM12 9PT

QUILTERS PARENT TEACHER ASSOCIATION RECEIPTS AND PAYMENTS ACCOUNTS **FOR THE YEAR ENDED 31ST AUGUST 2020**

	19/20	19/20	19/20	18/19
	Gross receipts	Gross payments	Net receipts	Net receipts
Matched Fund	12,284	0	12,284	5,497
Donation - Covid19	5,421	0	5,421	0
Ball	14,452	(11,221)	3,230	5,727
Christmas bazaar	2,955	(261)	2,693	(112)
Quiz night	1,511	(113)	1,398	1,393
Mothers Day	1,411	(166)	1,245	811
School of Rock	3,965	(2,977)	988	0
Loose change	854	0	854	1,234
Christmas cards	739	0	739	829
Bicester	1,484	(844)	640	640
Marketing	636	0	636	300
Q-tique	617	()	617	276
Christmas Wreath	911	(315)	596	281
50/50	1,160	(580)	580	850
Junior party	1,160	(599)	560	692
Christmas elfridges	1,484	(1,019)	465	0
Non uniform	412	0	412	359
Raffle sell off	478	(78)	400	355
Waitrose	333	0	333	400
Trees and plants	140	0	140	0
Hot choc	184	(50)	134	0
Pancake day	91	(57)	33	0
Quilters stall	27	(7)	20	1,841
Tribute Night	0	0	0	170
Infant party - EOY	0	0	0	436
Bingo	0	0	0	65
Wicked	0	0	0	325
Book Sale	0	0	0	116
Family Fun Afternoon	0	0	0	766
Donation	0	0	0	50
Christmas trees	0	0	0	106
BTR day	0	0	0	594
Partyman World	0	0	0	255
Joseph Technicolour	0	0	0	240
Infant party	0	0	0	486
Aladdin	0	0	0	934
Fete	45	(79)	(34)	7,975
World Book Day	0	(131)	(131)	500
Essex Pass	231	(480)	(249)	25
Fathers Day	84	(342)	(258)	590
Matilda	1,182	(1,918)	(736)	0
Frozen	1,328	(2,068)	(740)	0
Miscellaneous	13	(1,108)	(1,095)	(824)
Adventure island	2,830	(4,250)	(1,420)	1,171
Unrestricted Funds Total	58,419	(28,662)	29,757	35,353
Swimming Pool Donations	22,516	0	22,516	35,281
Swimming Pool Donation Gift Aid	4,141	0	4,141	7,426
Aviva - Garden project crowdfunding	787	0	787	0
Aviva - Playzone grant	0	0	0	4,800
Restricted Funds Total	27,444	0	27,444	47,507
Restricted - Gardening project	0	(787)	(787)	0
Restricted - Playzone	0	(4,800)	(4,800)	0
Unrestricted - General payment to schools - infants	0	(16,602)	(16,602)	(11,726)
Unrestricted - General payment to schools - juniors	0	(24,903)	(24,903)	(17,588)
Restricted - Swimming donation	0	(26,657)	(26,657)	(42,707)
Donations Total	0	(73,749)	(73,749)	(72,021)
Grand Total	85,863	(102,411)	(16,548)	10,839

QUILTERS PARENT TEACHER ASSOCIATION STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST AUGUST 2020

	31 August 2020	31 August 2019
Cash funds		
Cash at bank - main account - unrestricted funds	24,517	38,780
Cash at bank - main account - restricted funds	0	4,800
Cash at bank - 50/50 account	1,740	850
Cash at bank - Paypal account	0	0
Cash in hand	2,529	903
Cash funds	28,785	45,333
Net assets	28,785	45,333

Additional notes on assets and liabilities

- Cash in hand was notably high this year. This being a function of restricted opening hours of our bank and social distancing practices impacting our volunteer's abilities to bank cash more promptly. All amounts referenced above were banked during September 2020, so within 1 month of the period end.
- Additionally, there were other assets held in the form of inventory of Adventure Island tickets, Quilters stall and other merchandise for resale, theatre tickets for postponed events and Essex passes. These are not reflected in the statement above.

These accounts were approved by the trustees and signed on their behalf.

Signed:



Date: 12/03/21

Andrew Hunter
Trustee