



QUILTERS PARENT TEACHER ASSOCIATION

Charity No. 802640

TRUSTEES ANNUAL REPORT

AND

ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2021

QUILTERS PARENT TEACHER ASSOCIATION TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31ST AUGUST 2021

The Trustees are pleased to present their report and receipts and payments account for the year ended 31st August 2021 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 (resigned Nov 2020)

Terry Wood (appointed Dec 2020)

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. Funds are provided to the schools for specific projects and asks, as approved by the trustees and executive committee.

The Association typically organises several events throughout the year including, an annual fete, a family fun afternoon, bi-annual ball, theatre trips as well as various other fundraising initiatives. However due to COVID lockdown measures there has been limited activity this year.

Achievements and Performance

A) Unrestricted Funds (Events):

2020/21 was another frustrating year due to the global pandemic. Social gatherings became more restrictive during September with another national lockdown introduced in early November so many events were postponed. We adapted to a virtual Christmas bazaar and placed a greater emphasis on donations and sponsorship. Highlights of our fundraising efforts included:

- Extraordinary level of donations and matched funding of £8,934.
- A series of new seasonal events around Christmas contributed a total of £4,970.
- Adventure Island ticket sales contributing £4,249 in net receipts.
- A successful new pizza event whereby we sold kits for families to take home to prepare and cook, raising £641

Overall, we still managed to raise over £29,522 in unrestricted funds despite the pandemic constraints.

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 £10,925 and we were also eligible to collect gift aid contributions of £1,769 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 £12,693 across the year.

C) Donations to school and reserves policy

Overall, as a result of activities in 2019/20, we have been able to contribute for additional chromebooks across the schools to aid digital learning. We also passed over significant donations received from July to October 2021 mainly for Mr Wade's funwalk to help the school given the reduction of funding during the pandemic. Other distributions helped with ongoing cost of the accelerated reading programme, phonics books and playzone maintenance. The total amounts passed over to the schools over the year were £25,645 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:

16/3/24

Terry Wood
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
QUILTERS PARENT TEACHER ASSOCIATION
ON THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021**

I report to the trustees on my examination of the accounts of the Quilters Parent Teacher Association for the year ended 31 August 2021.

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:

20/3/24

Wendy Hughes FCCA
34 First Avenue
Billerica
Essex CM12 9PT

QUILTERS PTA RECEIPTS AND PAYMENTS ACCOUNTS FOR YEAR ENDED 31ST AUG 2021

FUNDRAISING & DONATION RECEIPTS BREAKDOWN				20/21	19/20
Event Type	Net Receipts	Expenses	Fees	Net	Restated*
EVENTS					
Christmas Bazaar	1,714	-913		801	2,593
Christmas Elfidges	0	0		0	465
Christmas Eve Boxes	905	-187		718	0
Christmas Raffle	1,528	0		1,528	0
Christmas Sale	489	-15		474	0
Christmas Cards	3,336	-2,458		877	739
Christmas Wreath	838	-267		571	596
Bicester				0	640
Theatre Trips	1,025	0		1,025	-488
Pizza	1,787	-1,145		641	0
World Book Day				0	682 *
Quiz Night	469	0		469	1,398
Ball	5,400	-570		4,830	3,230
Mothers Day	11	0		11	1,245
Junior party				0	560
Other	5	0		5	749
SALES					
50/50	2,251	-1095		1,156	823 *
Wadey Bear	381	0		381	0
Cake Sale	74	0		74	0
Toy Sale	418	0		418	0
Quilters Stall	382	0		382	20
Q-tique	818	0		818	617
Adventure Island	4,502	-253		4,249	-1,420
Zoe Pictures/Prints	138	0		138	0
Essex Pass				0	-249
TOTAL EVENT FUNDRAISING	26,471	-6,903		19,568	12,300
DONATIONS & SPONSORSHIP					
Donation - Covid19	5,498	0		5,498	5,421
Donation - Party	315	0		315	0
Donation	242	0		242	0
Matched Fund	750	0		750	12,284
Loose change	1,001	0		1,001	854
Non uniform	471	0		471	412
BTR day	657	0		657	0
Restricted Swimming Pool Donations	10,925			10,925	22,516
Restricted Gift Aid	1,769			1,769	4,141
Restricted Aviva - Garden project crowdfunding				0	787
TOTAL DONATIONS & SPONSORSHIP	21,627	0	0	21,627	46,415
CORPORATE MARKETING / COMMISSION					
Easy Fundraising	797			797	582
Amazon Smile	275			275	54
Stikins	55			55	0
Toucan Box	30			30	0
GENERAL					
General PTA Expenditure		-143		-143	-156
Miscellaneous	7			7	-939
OTHER INCOME & EXPENDITURE	1,163	-143	0	1,020	-459
NET FUNDRAISING	49,261	-7,046	0	42,215	58,256
	Unrestricted	29,522		29,522	27,444
	Restricted		12,693	12,693	30,812
PAYMENTS	Donations			20/21	19/20
Type	Unrestricted	Restricted		£ TOTAL	£ TOTAL
UNRESTRICTED					
Unrestricted - Infants		10,258		10,258	16,602
Unrestricted - Juniors		15,387		15,387	24,903
RESTRICTED					
Swimming Pool			12,693	12,693	26,657
Gardening Project					787
Playzone					4,800
TOTAL PAYMENTS TO SCHOOL	25,645	12,693		38,338	73,749
NET RECEIPTS	3,876	0		3,876	-15,493

QUILTERS PTA STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUG 2021

2020/21 QPTA ACCOUNTS			31/08/2021	31/08/2020	1 YEAR
STATEMENT OF ASSETS & LIABILITIES	Unrestricted	Restricted	TOTAL	RESTATED PRIOR YEAR	CHANGE
ASSETS					
Cash at bank	32,474	0	32,474	26,500	5,974
Cash in hand	789	0	789	3,341	-2,552
Paypal account	453	0	453	0	453
TOTAL CASH ASSETS	33,717	0	33,717	29,840	3,876

We consider advanced receipts and expenses when assessing our financial position. Other assets and liabilities not included above

- Potential liabilities arising from unearned revenue of £9,035 from advanced deposits from the ball and theatre trips.
- This can be partly offset by prepaid expenses of £5,086 from fundraising events including the ball and delayed theatre trips.
- Additionally, there are other assets held in the form of inventory including Adventure Island tickets and merchandise for resale.

* Restatements for 2019/20 – Previously incorrect amounts for two categories. The omission of cash held for the World Book Day event in 2020 and an incorrect value for the 50/50 account. These were due to extreme circumstances from the disruption of the COVID 19 pandemic. Internal controls for banking have since been reviewed and improved.

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

Signed:



Date:

16/3/24

Terry Wood
Trustee