

Holy Trinity Church of England Primary School
PTA
Trustees' Annual Report
For the Year Ending 31st August 2024

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REPORT OF THE TRUSTEES

The Trustees present their report with the accounts of the charity for the year ended 31st August 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

<i>Principal Office:</i>	Church Road, Sunningdale, SL5 ONJ
<i>Elected Trustees:</i>	From 3 rd October 2023 until 23 rd September 2024
<i>Chairpersons:</i>	Jyotika Patel Ingrid Badenhorst
<i>Secretary:</i>	Debra Harrison
<i>Treasurer:</i>	Sarah Harris
<i>School Representatives:</i>	Miss S Harding Mrs. W Poulter
<i>Class Representatives:</i>	Reception – Gemma Benbow, Hannah Howe Year 1 – Wendy Wilson, Chris McClean Year 2 – Erica Guest, Vanessa Kemp Year 3 – Janice Sudell, Sam Pink Year 4 – Joanna Brewer, Valerie Waters Year 5 – Paula Bazley, Lianna Richardson Year 6 – Seona Treadaway
<i>Banking Partner:</i>	Barclay's Bank

GOVERNING DOCUMENT

The Charity's governing document is the Holy Trinity PTA Constitution

GOVERNING BODY

Holy Trinity PTA Committee forms the Board of Trustees of Holy Trinity PTA and is responsible for the overall governance of the Charity including the approval of any expenditure. The charity name is "HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHERS ASSOCIATION" and its Charity number is 900407.

RECRUITMENT OF TRUSTEES

The elected Trustees are appointed by the Annual General Meeting (the AGM) to which all parents and guardians of pupils attending Holy Trinity School and all teachers and ancillary staff of the school are invited and are entitled to vote.

The committee is elected annually at the AGM. Trustees can be re-elected for subsequent terms.

PRINCIPAL AIMS AND ACTIVITIES

The objects of the Association are to advance the education of the pupils of the school by providing and assistant in the provision of facilities for education at the School (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of this object the Association may:

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

ORGANISATION

The PTA meets termly as a minimum. From time to time, it sets up on-going or ad hoc Committees to run specific events.

RISK ASSESSMENT AND MANAGEMENT

The following matters have been considered as part of our risk assessment.

<i>Finance</i>	Our financial position is set out in the attached financial report. The association holds a Financial Control and Expenses policy.
<i>Insurance</i>	We are insured by Zurich Insurance plc under a bespoke PTA policy provided by Parentkind.

OBJECTIVES, ACHIEVEMENTS AND ACTIVITIES

During the 2023/24 academic year, Holy Trinity School PTA raised £31,878.28 (net, after expenses) for the school through various fundraising initiatives. These funds were generated from a combination of events, including Christmas and Summer Fairs, as well as donations from the school community.

The PTA has been delighted with the level of engagement and generosity shown by the school community. Our fundraising success has been a testament to the hard work of our volunteers and the support from parents, carers, teachers and local businesses.

The primary objective of the year was to raise money to fully fund an all-weather track to allow pupils to participate in their daily mile on the school field throughout the seasons. We are pleased to confirm that this objective has been met and the track has been completed in November 2024.

Fundraising highlights included:

CHRISTMAS FAIR

Raised £4,496.08

Another fantastic Christmas fair. Our fabulous year groups arranged a Santa's Grotto, tombolas, a Secrets Room and a range of craft activities. We also enjoyed turkey sandwiches as well as mulled wine and cakes supported by the teachers and governors.

CHRISTMAS WREATHS

Raised £1,020.00

For the second year, a group of parents made beautiful wreaths to sell, with all proceeds donated to the PTA. A special thank you to Amanda for all of her time and effort in making this happen.

SCHOOL DISCO

Raised £971.21

With two sittings at £10 a ticket, we had a DJ, pizza and hot dogs, the children had lots of fun.

MOVIE NIGHTS

Raised £1,223.78

On two occasions during the year, the children enjoyed a film of their choice at the end of the school day, along with crisps and drinks.

SUMMER FAIR

Raised £4,582.29.

This year's Summer Fair was a huge success. Activities included a bouncy castle, a coconut shy and yoga, as well as the ever-popular tombolas and lucky dips. A drinks truck and BBQ provided much-needed refreshments.

CAKE SALES

November 2022. Raised £1,407.29

Each Class group took their turn to provide a selection of sweet treats on a Friday afternoon.

DONATIONS

We were incredibly lucky to have parents donate generously to the PTA, which allowed to fund the all-weather track

FINANCIAL OVERVIEW

We started off the year with £32,277.42 funds in our account and finished the year with a balance of £50,958.13

INCOME

The Receipts and Payments accounts show **£40,231.62** raised from events during the year, **£31,878.28** after deducting related expenses.

Earnings:	Receipts	Payments	Net
Christmas Fair	5,802.72	1,306.64	4,496.08
Wreaths	1,020.00	0.00	1,020.00
Silent Auction	390.00	0.00	390.00
Summer Fair 24	7,267.19	2,684.90	4,582.29
Break the Rules	756.10	0.00	756.10
ParentKind	0.00	153.00	(153.00)
Cake Sales	1,407.29	0.00	1,407.29
Class 6 fundraising (excl. fairs)	1,583.18	107.00	1,476.18
Bags2School	1,094.20	0.00	1,094.20
Uniform Sales	655.47	0.00	655.47
Mufti	873.86	0.00	873.86
Disco	1,592.44	621.23	971.21
Movie Night	1,351.72	127.94	1,223.78
EasyFundraising	708.44	0.00	708.44
Lottery	546.90	0.00	546.90
Gardening	199.00	81.00	118.00
Sports Day	398.15	125.95	272.20
Donations, Standing Orders etc	12,016.59	0.00	12,016.59
World Book Day	212.80	0.00	212.80
GoFundMe	1,951.21	0.00	1,951.21
PTA Shed		1,828.50	(1,828.50)
Other	404.36	1,317.18	(912.82)
Earnings SubTotal	40,231.62	8,353.34	31,878.28

EXPENDITURE

£13,179.57 was given to the school during the academic year to fund classroom equipment, subscriptions and the fantastic new school garden project, as well as many other items. As is customary, all funds raised by Year 6 can be used to fund their end of year leaver's activities and celebrations.

Donations:	Payments
Class Spending	2,506.58
Class 6	1,845.82
Mathletics	1,179.90
TTS Subscription	182.50
IPads	1,829.50
Library	143.00
School Garden Project	2,891.33
Easter Eggs	259.20
Xmas Party	103.55
Football Goals	258.97
Dictionaries	699.40
Classroom rugs	884.00
Workshops	413.82
Donations SubTotal	13,179.57

HOLY TRINITY CE SCHOOL PTA
Charity Number 900407

Receipts and Payments Accounts for Period 01/09/23 to 31/08/24

	Receipts	Payments	Net	Balance
Bank funds at 31/08/23				32,277.42
Earnings:				
Christmas Fair	5,802.72	1,306.64	4,496.08	
Wreaths	1,020.00	0.00	1,020.00	
Silent Auction	390.00	0.00	390.00	
Summer Fair 24	7,267.19	2,684.90	4,582.29	
Break the Rules	756.10	0.00	756.10	
ParentKind	0.00	153.00	(153.00)	
Cake Sales	1,407.29	0.00	1,407.29	
Class 6 fundraising (excl. fairs)	1,583.18	107.00	1,476.18	
Bags2School	1,094.20	0.00	1,094.20	
Uniform Sales	655.47	0.00	655.47	
Mufti	873.86	0.00	873.86	
Disco	1,592.44	621.23	971.21	
Movie Night	1,351.72	127.94	1,223.78	
EasyFundraising	708.44	0.00	708.44	
Lottery	546.90	0.00	546.90	
Gardening	199.00	81.00	118.00	
Sports Day	398.15	125.95	272.20	
Donations, Standing Orders etc	12,016.59	0.00	12,016.59	
World Book Day	212.80	0.00	212.80	
GoFundMe	1,951.21	0.00	1,951.21	
PTA Shed		1,828.50	(1,828.50)	
Other	404.36	1,317.18	(912.82)	
Earnings SubTotal	40,231.62	8,353.34	31,878.28	
Donations:				
Class Spending	0.00	2,506.58	(2,506.58)	
Class 6	0.00	1,845.82	(1,845.82)	
Mathletics	0.00	1,179.90	(1,179.90)	
TTS Subscription	0.00	182.50	(182.50)	
IPads	0.00	1,829.50	(1,829.50)	
Library	0.00	143.00	(143.00)	
School Garden Project	0.00	2,891.33	(2,891.33)	
Easter Eggs	0.00	259.20	(259.20)	
Xmas Party	0.00	103.55	(103.55)	
Football Goals	0.00	258.97	(258.97)	
Dictionaries	0.00	699.40	(699.40)	
Classroom rugs	0.00	884.00	(884.00)	
Workshops	0.00	413.82	(413.82)	
Donations SubTotal	0.00	13,197.57	(13,197.57)	
Total receipts/payments	40,231.62	21,550.91	18,680.71	
Bank funds at 31/08/24				50,958.13

STATEMENT OF ASSETS AND LIABILITIES

Monetary Assets

Bank Account as at 31 st August 2024	£50,958.13
Cash as at 30 th September 2024	£30.00
Total	£50,988.13

Non-Monetary Assets

PTA facilities on school site	£3,000.00
Total	£3,000.00

Liabilities and Committed Funds

All-weather track	£32,000.00
Reserves	£5,000.00
Total	£37,000.00

RESERVES POLICY AND FINANCIAL POSITION

At the end of 2024, the Association held unrestricted cash reserves of £50,958.13.

It is our policy to maintain a cash balance of at least £5,000 in reserves. We therefore currently hold £45,958.13 available for making grants.

STATEMENT OF TRUSTEES' RESPONSIBILITIES AND GOVERNANCE

The Trustees are responsible for their Annual Report and the preparation of the Receipts and Payments Accounts in accordance with applicable law and generally accepted Accounting Practice.

In preparing these financial statements the Trustees should follow best practice and:

- Select the most suitable accounting policies and apply them consistently;
- Make judgements and estimates which are reasonable and prudent;
- Follow applicable accounting standards and the Charities Act, disclosing and explaining any material departures in the financial statements;
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which are such as to disclose, with reasonable accuracy, the financial position of the Charity at any time and enable them as Trustees to ensure that the financial statements comply with charity law.

The Trustees are also responsible for safeguarding the Charity's assets and ensuring their proper application in accordance with Charity Law, and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

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

Signed on behalf of the charity's trustees

Sarah Harris

Sarah Harris, Treasurer

17/06/2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Holy Trinity Church of England Primary School PTA

**On accounts for the year
ended**

31st August 2024

**Charity no
(if any)**

900407

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 **31/08/2024**

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

27-06-25

Name:

JASMEET SINGH, FCCA

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

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS
(ACCA)

Address:

GURBANI & CO LTD
843 UXBRIDGE ROAD
HAYES, UB4 8HZ.

Gurbani & Co Ltd
Chartered Certified Accountants & Tax Advisors
843 Uxbridge Road, Hayes
UB4 8HZ
Tel: 0203 930 9091

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.

NONE