



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From** 1<sup>st</sup> September 2018

**To** 31<sup>st</sup> August 2019

### **Reference and Administration details**

**Charity name** BURHILL COUNTY FIRST SCHOOL PARENT  
TEACHER ASSOCIATION

**Other name used** FRIENDS OF BURHILL SCHOOL (FoBS)

**Address:** Burhill Community School, Pleasant Place, Hersham,  
Surrey, KT12 4HQ

**Charity registration number:** 285685

### **Names of Trustees**

<i>Trustee Name</i>	<i>Office</i>
Sarah King	Co-Chair
Heather Webb	Co-Chair
Diane Dewar	Co-Vice Chair
Adele Quin	Co-Treasurer
Julia Roberts	Co-Treasurer
Cat Bennett	Co-Treasurer
Dori Ghandi	Co-Secretary
Julie Evans	Co-Secretary

### **Structure, Governance, Management**

*Type of Governing Document* – CONSTITUTION ADOPTED 2<sup>nd</sup>  
APRIL 1982

*How the charity is constituted* – All parents/ primary carers of  
pupils at Burhill Primary School are automatically members of the  
PTA although they are not all active members. This also applies to  
staff at the school

Members of the board of trustees are elected at the AGM by those  
in attendance. Any newly appointed trustees during the school  
year are elected at a FoBS meeting held monthly.



#### *Additional Governance issues*

All trustees undergo a DBS check that is kept up to date regularly.  
We are members of PTA UK.

#### **Objectives and Activities**

Our objectives reflect the ethos of the school.

Burhill County PTA (FoBS) aims to raise money during the school year to fund projects to enhance the learning experience of all the children in attendance at the school but also individual pupils with specific needs.

We consider the Charity Commission's general guidance on public benefit when setting our own objectives and planning our activities.

We have regular fundraisers each year, notably, a fireworks night open to the public and a school ball for parents and faculty.

In addition we have a Christmas and Summer Fair. These events aim to raise money but also provide a memorable experience for the children who attend. We are aiming to provide a supportive community for all the families at Burhill and our local community.

The trustees co-ordinate many of the fundraisers themselves but they also rely largely on volunteers made up of parents and carers of children at the school to support the fundraising events.

#### **Achievements and Performance**

In this school year, FoBs have raised money for a new PA system that was installed before the end of term.

We equipped the new library with books, a cost we'd accrued for previously. We also held a vote among parents and teachers for spending suggestions and, based on the responses we received, provided resources to the SEN department.

Teachers provide special learning opportunities for the children, stories by candlelight one evening after usual school hours and the PTA supports the event, providing refreshments. Ice creams on Sports Day. Christmas presents for each child, as well as a visit from reindeer for KS1. Each class teacher has a £100 budget to



spend of treats for their class. These may be games, books, toys as appropriate.

We have a 'hardship fund' for exceptional circumstances in which individual children would not be able to otherwise attend school trips.

All the children enjoyed a circus workshop in the summer.

We have paid for coach hire for the choir to perform outside of school grounds.

### **Financial Review**

From September 2018- August 2019 we have made a loss of £4,383.90

Our closing cash balance is £31,479.96 – with accruals set aside for investment in the playground and outdoor changing rooms.

Our net assets stand at £24,635.67 – this allows us to cover any upfront costs – deposits to be paid for fireworks and a ball venue as well as cover any further costs as they arise, the hardship fund etc.

### **Declaration**

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

Signed on behalf of the charity's trustees.

Signature

Full Name

Sarah King

Cat Bennett

Positions

Chair

Co-Treasurer

Date

11/2/20

9/2/20

Check		-
Retained Earnings C/F		24,632.27
2018-2019 Profit		(4,383.90)
Retained Earnings B/F		29,016.17
Capital & Reserves		(inc the £2000 accr from previous yr)
Net Assets		24,632.27
Summer Fair T&T Invoice not yet billed		464.15
History books		1,000.00
Playground upgrade		1,000.00
Outdoor changing rooms (p/f 2018)		2,000.00
Current Liabilities		5,064.15
Payment FOB2 expense		26.24
Payment Christmas Fair 2019 Prepay		327.99
Payment fireworks 2019		232.50
Cash		31,479.96
Current Assets		32,099.69
Notes		our yr end balance
Profit & Loss @ 31 AUG 19		
Profit (Loss)		(4,383.90)
Accruals		2,464.15
Other costs		22,074.27
Cost of fundraising		32,730.40
Other Income		674.64
Fundraising Income		22,510.22
Balance Sheet @ 31 AUG 19		22,882.19
FOB2 Accounts to Audit September 2018-August 2019		





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## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

**Report to the trustees/ members of:** BURHILL COUNTY INFANT SCHOOL PTA

**On accounts for the year ended:** 31<sup>st</sup> August 2019

**Charity No:** 285685

**Set out on pages:** Profit and Loss & Balance Sheet

### Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees do not consider an audit to be required for this reporting year, under section 144 of the Charities Act 2011 and that an independent examination is sufficient.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the Charities Act
- To state whether particular matters have come to my attention

### Basis of independent examiner's statement:

My examination was carried out in accordance with the general directions from the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts. Explanations concerning such matters were sought from the trustees.

The procedures undertaken do not provide all the evidence that would be required in an audit. Consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement:

In connection with my examination, no matter has come to my attention which either;

1. Gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the Charities Act and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met
2. Or, in my opinion, that attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:

Date:

14.03.20

Name: Dorna Granmeyer

Relevant professional qualification:

Address:

Finnere Albany Rd  
Hersham KT12 5QF  
Surrey

CIMA Accountant