

Riverhead Infants' School Parent Teacher Association
Trustees Annual Report For The Financial Year Ending 31 August 2019
Registered Charity Number 1024375

CHARITY TRUSTEES

Karen Ives, Grace Dungan, Neil Smith, Lea Trussler, Floor Izzard, Sandra Bradley, Jackie Couch, Leah Smith, Angharad Salmon, Clare Cowland, Liz Grimshaw, Sarah Fellows, Christine Swanton, Christine Ball and Emma Hobbs.

REGISTERED ADDRESS

Worships Hill, Riverhead, Sevenoaks, Kent TN13 2AS.

OBJECTIVES AND ACTIVITIES

The objective of the Riverhead Infants' School Parent Teacher Association (the PTA) is to advance the education of the pupils in the School. The PTA may:

- Develop relationships between staff, parents and others associated with the school;
- Engage in activities which support the School and advance the education of the pupils;
- Provide and assist in the provision of facilities for education at the School, not normally provided by the Local Education authority; and
- Engage in fund raising activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PTA is governed by the Constitution adopted 5th October 2016. Membership consists of all parents, guardians and carers of any pupil attending Riverhead Infants' School (the School) and all staff (teaching and non-teaching) currently employed by the School. Management of the PTA is vested in a Committee consisting of at least one representative per class group, a minimum of one teacher and the following Officers: Chair, Vice-Chair, Treasurer, Secretary.

For the year ended 31 August 2019, the PTA Committee was headed by the Officers listed below:

CHAIR	Karen Ives (elected October 2016, October 2017, October 2018, resigned October 2019)
TREASURER	Neil Smith (elected October 2016, October 2017, October 2018, resigned October 2019)
SECRETARY	Lea Trussler (elected October 2016, October 2017, October 2018, resigned October 2019)

Approved by the Trustees on 24 February 2020 and signed on their behalf by


Tina-Jane Joyce
Chair

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STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

For the year to 31 August 2020, the Officers of the PTA Committee are as follows:

CHAIR	Danielle Joyce (elected October 2019) Karen Ives (elected October 2016, October 2017, October 2018, resigned October 2019)
VICE-CHAIRS	Hayley Hansford (elected October 2019) Emily Pegg (elected October 2019)
TREASURER	Angharad Salmon (elected October 2019) Neil Smith (elected October 2017, October 2018, resigned October 2019)
SECRETARY	Maria Holden (elected October 2019) Lea Trussler (elected October 2017, October 2018, resigned October 2019)


ACHIEVEMENTS AND PERFORMANCE

The PTA has enjoyed another successful year, raising net funds before payments for charitable activities totalling £32,608 (2018: £20,749).

As usual, the summer fair contributed a significant amount of this total, raising an impressive £12,165 (2018: £13,451). The Michaelmas Market as always was another important event, raising £3,105 (2018: £2,242). The Spring Ball, held every two years, was this year heavily bolstered by the match-funding successfully resourced by one Riverhead parent taking the total raised to £12,479. The Spring Ball did not take place in the prior financial year and therefore made no contribution. Details of the contributions from all fund raising events held during the year can be found in the attached Statement of Receipts and Payments. In the year, the PTA provided the School with funds of £34,809 (2018: £11,263). This money was primarily used to support the school in the installation of a new computing suite amongst other things. Surplus funds of £38,031 (2018: £ 38,732) were available at the financial year end. As at the end of the year it was agreed that a portion of this surplus would be used to help with the fixtures and fittings in the new hall the school was planning to construct in the Michaelmas term of 2019. None of this could have been achieved without the dedication and hard work of the Committee, or the selfless help and support of the parents and teachers of the School.

The accounts have been drawn up on the receipts and payments basis, which is consistent with the previous year.

Approved by the Trustees on 24 February 2020 and signed on their behalf by:


Danielle Joyce
Chair

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RIVERHEAD INFANTS' SCHOOL PARENT TEACHER ASSOCIATION

I report on the accounts of the Riverhead Infants School Parent Teacher Association for the year ended 31 August 2019.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this financial year under section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 1345(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

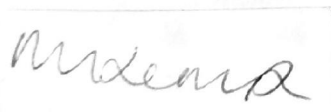
BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission under section 1345(5)(b) of the 2011 Act. 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, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit and 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 gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michelle Kemp ACMA, CGMA
6 The Old Garden,
Sevenoaks TN13 2RJ
24 February 2020

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STATEMENT OF RECEIPTS AND PAYMENTS

The funds are unrestricted

RECEIPTS FROM FUNDRAISING ACTIVITIES

	2019 £	2018 £
Beetles and Burgers	400	0
Cake Sale	0	91
Canvas Bags	555	572
Clothes Swish Event	0	0
Easy Fundraising	165	173
Firework Tickets	363	395
Ice lollies	357	235
Jotters	645	809
Leaver's Hoodies	1,424	992
Michaelmas Fair	3,671	3,735
Miscellaneous	0	310
Movie Night	528	468
Nearly New Uniform Sales	1,071	921
Other	0	341
Quiz Night	1,287	1,184
Riverhead Carnival	0	0
Silent Disco	0	960
Sports day heptathlon	180	0
Spring Ball	39,048	0
Starlight Safari	0	0
Stripe fees	0	0
Summer Fair	15,076	19,307
Tea Towels	821	450
Wrist bands	794	472
	66,383	31,414

RECEIPTS FROM CHARITABLE ACTIVITIES

Christmas	0	0
School Disco	768	824
Secrets Room	732	1,118
	1,500	1,942

INVESTMENT INCOME

Bank Interest	63	13
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TOTAL RECEIPTS

67,946	33,370
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EXPENDITURE

Local Registration	0	-30
NCJ TA Membership and Insurance	0	-100
	0	-130

TOTAL PAYMENTS

30,447	21,341
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NET RECEIPTS(PAYMENTS)

37,499	12,029
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CASH AT START OF YEAR

38,732	27,304
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CASH AT END OF YEAR

76,231	39,333
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CASH PER BANK RECONCILIATION

76,231	39,333
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	2019 £	2018 £
COSTS OF GENERATING FUNDS		
Beetles and Burgers	0	0
Cake Sale	0	0
Canvas Bags	-290	-305
Clothes Swish Event	0	0
Easy Fundraising	0	0
Firework Tickets	-290	-207
Ice lollies	-11	0
Jotters	-305	-363
Leaver's Hoodies	-1,274	-1,255
Michaelmas Fair	-565	-1,494
Miscellaneous	0	-241
Movie Night	-44	-30
Nearly New Uniform Sales	0	-25
Other		
Quiz Night	0	0
Riverhead Carnival	0	-63
Silent Disco		
Sports day	0	-11
Spring Ball	-26,569	0
Starlight Safari	0	0
Stripe fees	-961	-201
Summer Fair	-2,911	-5,856
Tea Towels	-353	-400
Wrist bands	-263	-105
	-33,838	-10,554
PAYMENTS FOR CHARITABLE ACTIVITIES		
Christmas	0	-60
School Disco	-240	-381
Secrets Room	-301	-609
<i>Resources for the School:</i>		
Classroom Resources	-31,750	-4,370
Educational Visits and Shows	-2,518	-2,150
Outdoor Resources	0	-3,694
	-34,809	-11,263
GOVERNANCE COSTS		
Lotteries Registration	0	-20
NCPTA Membership and Insurance	0	-105
	0	-125
TOTAL PAYMENTS	-68,647	-21,941
NET RECEIPTS/(PAYMENTS)	-702	11,428
CASH AT START OF YEAR	38,732	27,304
CASH AT END OF YEAR	38,031	38,732
CASH PER BANK RECONCILIATION	38,031	38,732

NET INCOME FROM CHARITABLE ACTIVITIES	2019	2018	YOY Movement
	£	£	£
NET INCOME FROM FUNDRAISING ACTIVITIES			
Beetles and Burgers	400	0	400
Cake Sale	0	91	-91
Canvas Bags	265	267	-3
Clothes Swish Event	0	0	0
Easy Fundraising	165	173	-8
Firework Tickets	73	188	-116
Ice lollies	346	28	319
Jotters	340	446	-105
Leaver's Hoodies	150	-263	413
Michaelmas Fair	3,105	2,242	864
Miscellaneous	0	69	-69
Movie Night	484	438	46
Nearly New Uniform Sales	1,071	896	175
Other	0	341	-341
Quiz Night	1,287	1,184	103
Riverhead Carnival	0	-63	63
Silent Disco	0	960	-960
Sports day	180	-11	191
Spring Ball	12,479	0	12,479
Starlight Safari	0	0	0
Stripe fees	-961	-201	-761
Summer Fair	12,165	13,451	-1,286
Tea Towels	467	50	417
Wrist bands	531	367	163
	32,545	20,654	11,891
INVESTMENT INCOME			
Bank Interest	63	13	49
GOVERNANCE COSTS			
Lotteries Registration	0	-20	20
NCPTA Membership and Insurance	0	-105	105
	0	-125	125
TOTAL NET FUNDS RAISED	32,608	20,543	12,065