

October 2019

2018-2019

St James' PTA Annual Chair's Report

Chair's Report

Welcome everyone and thank you for coming to this evening's AGM

The PTA is run by a committee elected every year at the AGM, this is the only formal meeting of the year where we also deal with the financial audit and review plans for the coming year.

Before we launch into these formalities, I would like to take a moment to acknowledge and thank the serving PTA committee without whom our amazing events would not be possible:

Kirstin Lane – In her role as secretary has been an amazing support, rallying volunteers, communications and meeting management. This year she also ran the summer fair.

Michelle Wilson – Vice Chair – Michelle kept me sane, helping to keep the shed tidy and well stocked, painting and picking up all the little jobs which make sure the PTA runs effectively.

Peter Smithson – Treasurer without whom the summer fair banking would not run as smoothly.

Through their hard work and dedication we have accomplished our goals and improved upon already fantastic achievements.

I would like to thank all our volunteers throughout the year who help us make fundraising events possible. I would like to make special mention to: DJ Mike for all the disco's, bingo's summer and Christmas events. Jo Smith for her formal 'Informal' management of the Junior disco's and the year 6 leavers parties. Karen Barradell and Karen Buckthorpe for running the Infant Disco's. Bridget Radley, Ryan Dunn and Paul Lindsay for match funding our efforts from Fidelity. Phil Booker for matching our sponsored events from BP and Pandora for matching our Raffles from Barclays. Katie Gatt for the many

years she has managed the Christmas Card activity and Rusbridge Bakery for supporting our tea rooms and BBQ's. Last but not least my Father in law, John, who has played Santa for the last 4 years.

It goes without saying, a big thank you to all of the Parents, Grand Parents, Carers, Teachers and TA's who support, sponsor, donate and contribute to our events throughout the year

And now for the formalities of the evening

After four years as chair, I look back with an overall sense of accomplishment and pride for what we have achieved. Lots of fun events raising an average of £35,000 a year totaling in the region of £140,000 enabling us to support our school in all the ways detailed in the Treasurers Report.

With that said, I have made the decision to step down and pass the baton onto Kirstin, leaving a vacancy for a secretary on the committee.

I would like to vote Kirsten in and ask for somebody to second that motion

Is there anybody who would like to come forward for the role of Secretary?

Our Treasurer, Peter Smithson has also decided to step down leaving a vacancy for a Treasurer.

Is there anybody who would like to come forward for the role of Treasurer?

Michelle has agreed to continue in the role of Vice Chair although she will have her hands full in more ways than one with the birth of her 3rd child in December.

I will now hand over to your new Chair to discuss planning for the coming year.

10 October 2019

2018-2019

St James' PTA Treasurer's Report

Includes draft accounts for the academic year 2018-2019
(from 1 September 2018 – to 31 August 2019)

Introduction

Over the last academic year, the PTA has coordinated various events to raise money for both the Infant and Junior schools. The events ranged from after-school ice-cream sales, sponsored events to the very successful Christmas Fair, and the St James' Summer Fair. This has been an exceptional year for school funding where the PTA has provided £60,305 (2018: £22,808) to the schools to allow them to buy new equipment for the children. This report provides a breakdown of the profitability of the various events together with detailing where the funds were spent throughout the year. The numbers presented show the actual bank transactions taking place between 1 September 2018 and 31 August 2019.

The results for the academic year show once again that the PTA has had another successful year, raising a total of £31,126 (2017/18: £35,286) in both event income and matched-funding. This year the matched-funding amounted to £14,340 (2017/18: £19,156), however, £7,529 (2017/18: £10,210) related to events in the prior year. Still, another very impressive amount of income to add to the successful events held in the year.

Account summary

The information in this table shows the cash movements in the PTA bank account for the year ended 31 August 2019:

	2018/19 £	2017/18 £
Event profit	16,786	16,130
Matched funding	14,340	19,156
Other income	1,473	2,004
Donations to Infant school	(27,008)	(5,261)
Donations to Junior school	(33,298)	(17,547)
Other expenditure	(388)	(1,420)
Net movement	(28,095)	13,062

All transactions recognized within the analysis above in both academic years have been accounted for on a cash basis.

Available funds as at 31 August 2019

The funds available with Metro Bank at 31 August 2019 is £3,556.18 (2018: £31,651.57).

Summary of event profitability and funds raised:

The events are listed in order of profitability for the year ended 31 August 2019. This covers the period 1 September 2018 to 31 August 2019. There are also footnotes **(X)** to provide details of where matched funding has been allocated to an event during the year.

Please note that all figures are provisional and subject to verification by an Independent Examiner.

Event	Income £	Costs (inc float) £	18/19 profit £	Profit as % of income	17/18 profit £	2018 profit rank	Profit as % of income
Summer fair (1)	22,593	(7,100)	15,493	66%	16,497	1	71%
Sponsored bounce (2)	7,124	-	7,124	100%	-	-	-
Christmas fair (3)	9,513	(3,528)	5,985	63%	6,892	2	55%
Discos – various	1,159	(110)	1,049	90%	922	6	96%
Easter activities	1,794	(1,024)	770	43%	602	9	52%
Ice cream sales	1,146	(416)	730	64%	715	7	33%
Cauliflower cards	1,648	(1,409)	239	15%	628	8	33%
Year six leavers	490	(754)	(264)	(205)%	230	10	24%
Junior sponsored walk (4)	-	-	-	-	4,426	3	100%
Infants sponsored walk (5)	-	-	-	-	2,565	4	100%
Comedy night (6)	-	-	-	-	1,612	5	50%
Uniform sale	-	-	-	-	196	11	100%
Total	45,467	(14,341)	31,126	-	35,285		

- (1) Includes £8,529 matched funding - £7,529 IRO 2017/18 (2017/18: £9,645 - £7,645 IRO 206/17)
- (2) Includes £3,694 matched funding (2017/18: £nil)
- (3) Includes £2,117 matched funding (2017/18: £3,000)
- (4) Includes £nil matched funding (2017/18: £2,946)
- (5) Includes £nil matched funding (2017/18: £2,565)
- (6) Includes £nil matched funding (2017/18: £1,000)

Summary of donations and money spent:

Donations to Infant school – total **£27,008** (2018: £5,261).

Description	2019 £	2018 £
SMART boards	23,057	-
TTS star stage	1,605	-
Shed and supplies	1,234	-
Books / Bibles	615	505
Forest school & outdoor equipment	442	-
Pet food	55	382
Ipads, cases and trolley	-	3,761
Reception steps	-	110
Website	-	150
Classroom supplies	-	353
Total	27,008	5,261

Donations to Junior school – total **£33,298** (2018: £17,547).

Description	2019 £	2018 £
Junior play equipment	-	17,547
SMART screens	28,678	-
Leavers expenses - hoodies	1,785	-
Forest school shed	1,705	-
Books and equipment	764	-
Reception furniture	366	-
Total	33,298	17,547

Other expenditure – total **£388** (2018: £1,405)

Description	2019 £	2018 £
Gazebos	-	484
Shed repairs	31	364
Insurance / subscriptions	159	356
Equipment	-	120
Infant treat day	-	56
Sundry	198	25
Total	388	1,405

This total excludes a current float balance of £150. It is recommended that this current float balance continues.

Details of Other income **£1,473** (2018: £2,004)

Description	2019 £	2018 £
Donations / sponsorship	1,121	1,427
Bags to school	352	-
Insurance claims	-	574
Sundry	-	3
Total	1,473	2,004

Comments and recommendations

The following comments and recommendations are suggested in order to ensure that the integrity and accountability of the PTA funds are enforced. This follows the code of conduct as laid out by PTA-UK.

1. Events should have indicative budgets that identify elements of expenditure and anticipated spend.
2. Where spend on an individual item of expenditure is anticipated to exceed £250, then a minimum of two estimates/quotes should be obtained and submitted to the PTA Committee for approval.
3. Payments to suppliers in cash should only be made for amounts less than £20 and receipts provided.
4. Suppliers should issue the PTA with receipts in all instances.
5. Due to the size of the PTA activities, the accounting records should be maintained on a cash basis.
6. The annual report will be published with the Charities Commission once they are verified by the Independent Examiner.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
St James' School PTA

On accounts for the year
ended

31 August 2019

Charity no
(if any)

1147450

Set out on pages

2

(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 / 2019**.

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:

25/7/2020

Name:

NITIN KUMAR CHHABILDAS SHAH

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

MASTERS OF SYSTEM MANAGEMENT;
DEGREE IN ELECTRICAL ENGINEERING.

Address:

FLAT 2, CARLTON LODGE, THE FERNS,
TUNBRIDGE WELLS
TN11 2JU

Section B**Disclosure**

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.

Some of invoices has been missing because of circumstances and vouching of its correctness is done by PTA Committee. No concern but recommendation to improve situation for future.