



ST PETER'S SCHOOL PARENTS ASSOCIATION (ROMFORD)  
Charity Commission Reg No. 1181789  
Parentkind Association Membership No. 36830



Trustees' Annual Report

For the period

1 September 2019 – 31 August 2020

**Parentkind**  
Member Association

## Section A: Reference and Administrative Information

Charity Name:	St Peter's School Parents Association (Romford)		
Charity registration details:	A registered charity in England and Wales (1181789)		
Principal Address:	St. Peter's Primary School, Dorset Avenue, Romford, RM1 4JA		
Current Trustees/Officers:	Chairperson:	Annette Carol Bacon	
	Treasurer:	Deneice Dzifa Aba Anderson-Dow	
Other Committee Members:	Jenny Waterfield, Jenny Selby, Katie Glavin		

## Section B: Structure Governance and Management

### Governing document

St Peter's School Parents Association is an unincorporated association, Its charitable objects and administrative arrangements are set out in its constitution as adopted for the current term on 24 January 2019, we adopted the Parentkind (formerly PTA UK) constitution in full.

### Recruitment and appointment of trustees

The Group's Annual General Meeting (AGM), which is held in November each year, elects the Committee members, then the Committee elects the Officers from amongst its members.

DBS checks are carried out at commencement of voluntary service or leadership. These checks are carried out every three years in line with statutory requirements.

St Peter's School Parents Association is a member of Parentkind, formerly PTA UK, which provides Public Liability Insurance, resources, help and advice, as well as opportunities for workshops.

St Peter's School Parents Association carries out a risk assessment ahead of all activities it undertakes and keeps them on file for future reference.

## Section C: Objectives and Activities Charitable purpose

### Summary of Objectives

The Group's charitable purpose, as stated in its constitution, is to raise money to provide additional resources to support the children of the school and to help enhance their learning environment.

### Summary of Activities

In order to meet its objectives, St Peter's School Parents Association raise funds for the additional resources by providing a number of events throughout the year. These include but not limited to:

- Children's Discos
- Christmas Craft and Coffee Afternoon
- Mother's Day / Father's Day shopping events for children
- Summer Fayre
- Y6 Leavers Disco
- Treats at Christmas and Easter
- Ice Lolly stalls during the Summer Term

In addition the above we purchase a number of items for resale including but not limited to:

- Theatre tickets
- Adventure Island wristbands
- Marsh Farm Tickets

## Section D: Achievements and Performance

### Summary of main achievements

Our fundraising activities have been massively affected by the COVID-19 pandemic restrictions. However, we have managed to do some fund raising and provide substantial English resources and Science resources.

## Section E: Financial Review

### Historical Summary

Changes in Fiscal Year 2020 – We have been financially impacted by the global pandemic in so far as not being able to fundraise as much as we would normally in a year.

### Trustee's remuneration and expenses

The two officers and three other committee members did not receive any remuneration during the year.

### Reserves

The Group held unrestricted funds of £14,055.17 at the year end.

Of this sum we hold back £6,000 towards an initial outlay for items such as theatre tickets, adventure islands tickets and stock for our events, which we then see a return on that investment following the success of the event.

Approved by the trustees at the charity's AGM 11 November 2020 and signed on their behalf by:



Annette Bacon – Chairperson – Date 11 November 2020



ST PETER'S SCHOOL PARENTS ASSOCIATION (ROMFORD)  
Charity Commission Reg No. 1181789  
Parentkind Association Membership No. 36830



Income and Expenditure Account

For the period

1 September 2019 – 31 August 2020

## Income and Expenditure Account for the year ended 31<sup>st</sup> August 2020

Balance brought forward	£16,445.74	
Income from fund raising activities 01.09.2018 – 31.08.2019	£25,786.84	
Expenditure		£28,177.41
Balance carried forward		<b>£14,055.17</b>
Represented by:		
Metro Bank Community Account		£14,055.17
<b>Total Current Assets as at 31<sup>st</sup> August 2020</b>		<b>£14,055.17</b>

### Trustees statement

The statement of accounts has been prepared on a receipts and payments basis. The undersigned confirm on behalf of the St Peter's Parents Association Committee that the accounts represent a correct record for the reporting period. The accounts will be received by ordinary members attending the Annual General Meeting.



Annette Bacon – Chairperson  
Date – 01 September 2020



Deneice Dzifa Aba Anderson-Dow  
Date – 01 September 2020

	Sum of Amount
<b>Admin</b>	<b>-£2,153.69</b>
Bank Charges	-£0.50
Oct	-£0.50
Cash Withdrawal	-£0.50
Insurance	-£110.00
Mar	-£110.00
Parentkind	-£110.00
PA Meetings	-£18.00
Sep	-£18.00
Christine Scott	-£18.00
PA Storage	-£1,875.00
Mar	-£1,596.00
Upminster Containers	-£1,596.00
Oct	-£279.00
Homebase	-£279.00
PA Sundries	-£33.82
Jan	-£2.70
Post Office Counter Romford	-£2.70
Apr	-£11.92
Amazon	-£11.92
Jul	-£10.50
Ikea Lakeside	-£10.50
Sep	-£8.70
Timpson Ltd	-£6.00
Wilko Retail Limited	-£2.70
Refreshements for Parent's Meetings	-£96.37
Oct	-£96.37
Asda Stores	-£96.37
Small Lotteries Licence	-£20.00
Feb	-£20.00
London Borough of Havering	-£20.00
<b>Donations</b>	<b>-£681.28</b>
Donation to Church	-£170.24
Jan	-£32.00
J Wilson	-£32.00
Sep	-£58.20
A Bacon	-£10.00
Expect Amazing	-£48.20
Oct	-£56.25
J Wilson	-£56.25
Nov	-£23.79
J Wilson	-£23.79
Donation to Crisis	-£348.00
Dec	-£348.00
Crisis UK	-£348.00
Donation to Food Bank	-£18.00
Feb	-£18.00
J Selby	-£18.00

<b>Donation to Meyhew Family</b>	<b>-£30.00</b>
Sep	-£30.00
A Brown	£800.00
J P Meyhew	-£830.00
<b>Golden Club Lunch</b>	<b>-£133.04</b>
Dec	-£133.04
Claire Clist	-£15.00
J Wilson	-£118.04
<b>Mrs Fenando Leaving Collection</b>	<b>£18.00</b>
Feb	£18.00
Cash Withdrawal	-£370.00
J Selby	£388.00
<b>Donations to School</b>	<b>-£8,021.18</b>
<b>Christmas Treat</b>	<b>-£66.56</b>
Nov	-£30.59
Lidl	-£30.59
Dec	-£35.97
Aldi	-£35.97
<b>Cooking Equipment (Children's Kitchen)</b>	<b>-£85.52</b>
Feb	-£85.52
Aid Cleaning	-£7.58
Chefline Ebay	-£77.94
<b>English Resources</b>	<b>-£2,238.00</b>
Jan	-£1,061.00
Pandora Books	-£1,061.00
Sep	-£855.00
Haven Books Limited	-£855.00
Oct	-£232.00
Haven Books Limited	-£232.00
Nov	-£90.00
Haven Books Limited	-£90.00
<b>EYFS Resources</b>	<b>-£566.70</b>
Nov	-£482.82
St Peter's School	-£482.82
Dec	-£83.88
St Peter's School	-£83.88
<b>Gift from PA to Children</b>	<b>-£105.00</b>
Jun	-£105.00
The Edge Systems	-£105.00
<b>Music Resources</b>	<b>-£92.99</b>
Sep	-£92.99
St Peter's School	-£92.99
<b>PE Resources</b>	<b>-£188.88</b>
Jan	-£175.00
St Peter's School	-£175.00
Nov	-£13.88
Amazon	-£13.88
<b>Playtime Resources</b>	<b>-£324.74</b>
Nov	-£324.74
L M Griffin	-£324.74

<b>Prayer &amp; Worship Resources</b>	<b>-£131.31</b>
Mar	-£26.25
Homebase	-£26.25
Sep	-£17.06
Baker Ross	-£17.06
Oct	-£22.50
Curtains 4 You	-£22.50
Nov	-£65.50
Garden Living	-£43.00
Homebase	-£22.50
<b>PSHE Resources</b>	<b>-£805.00</b>
Sep	-£805.00
St Peter's School	-£805.00
<b>RE Resources</b>	<b>-£672.00</b>
Jan	-£56.10
Amazon	-£56.10
Feb	-£460.40
Marston Book Services Ltd	-£341.00
St Peter's School	-£119.40
Mar	-£155.50
St Peter's School	-£155.50
<b>School Mass Refreshments</b>	<b>-£16.56</b>
Nov	-£16.56
Christine Scott	-£16.56
<b>Science Resources</b>	<b>-£1,314.33</b>
Mar	-£750.00
St Peter's School	-£750.00
Dec	-£564.33
Amazon	-£348.05
TTS-Group	-£216.28
<b>Tuck Shop Fruit</b>	<b>-£154.98</b>
Feb	-£66.10
Asda Groceries Online	-£44.10
Vikki Smith	-£22.00
Mar	-£88.88
Tesco Stores	-£88.88
<b>Year 6 Leavers</b>	<b>-£711.61</b>
Jun	-£418.50
D Costin	-£418.50
Jul	-£293.11
A Bacon	-£100.00
Amazon	-£16.99
Booker Limited Dagenaham	-£13.76
Cash Withdrawal	-£80.00
J Selby	-£28.89
Party Delights	-£28.92
Sainsbury's	-£4.55
The Range Romford	-£20.00
<b>Christmas Panto</b>	<b>-£547.00</b>
Dec	-£547.00
Chaplins Entertainment Ltd	-£547.00



<b>Fundraising</b>	<b>£6,821.08</b>
<b>100 Club</b>	<b>£970.00</b>
Feb	£100.00
Cash Deposit	£100.00
Sep	£460.00
A Bacon	£20.00
A Brown	£20.00
Agnieszka Danielak	£20.00
C Maynard	£20.00
D Major	£20.00
E Kelly	£20.00
G Bush	£20.00
J Selby	£40.00
J Wilson	£20.00
Jones	£20.00
K Murphy	£20.00
K Piotrowska	£20.00
K Staley	£20.00
L Peggram	£40.00
N Gillard	£20.00
R Barbera	£20.00
S Callendar	£20.00
T Esau	£40.00
T Gardener	£40.00
Oct	£600.00
A Bacon	£20.00
Cash Deposit	£500.00
E Chime	£60.00
F Gilley	£20.00
Nov	£60.00
Cash Deposit	£40.00
Cheque Deposit	£20.00
Dec	-£250.00
Deniece Anderson Dow	-£250.00
<b>Adventure Island/Sealife</b>	<b>-£2,642.00</b>
Jan	-£5,150.00
Adventure Island	-£5,150.00
Feb	£403.00
J Selby	£403.00
Jul	£813.00
AD Fealty	£34.00
J Selby	£732.00
S Willacy	£47.00
Aug	£989.00
A Bacon	£51.00
C Maynard	£51.00
Denise Schroeyers	£442.00
J Selby	£47.00
Jones	£34.00
M Johnston	£62.00
M Les	£68.00

M Prior	£119.00
S Willacy	£47.00
V Wells	£68.00
Oct	£53.00
J Selby	£53.00
Dec	£250.00
J Wilson	£250.00
<b>Bingo</b>	<b>£764.40</b>
Oct	£439.50
A Serantes	£15.00
C Turnau	£25.00
Cash Deposit	£219.50
D Costin	£30.00
E Kelly	£30.00
J Hayes	£30.00
J Selby	£30.00
L Peggram	£30.00
M Reilly	£30.00
Nov	£324.90
A Bacon	£15.00
Aldi	-£13.94
Amazon	-£12.00
B Hetchin	£15.00
Cash Deposit	£195.00
Cheque Deposit	£30.00
J Selby	£15.00
J Wilson	-£62.45
L M Griffin	£105.00
M McCandless	£15.00
M Sanchez	£30.00
T J Morris Ltd	-£6.71
<b>Boy/Girl Raffle</b>	<b>£285.25</b>
Jan	£166.50
Cash Deposit	£166.50
Nov	-£106.25
J Wilson	-£106.25
Dec	£225.00
Cash Deposit	£225.00
<b>Children's Disco</b>	<b>£803.62</b>
Jan	-£139.49
Christine Scott	-£139.49
Feb	£943.11
Amazon	-£7.49
Cash Deposit	£955.60
Wilko Retail Limited	-£5.00

<b>Christmas Craft Afternoon</b>	<b>£246.99</b>
Oct	-£2.49
K Matthews	£10.00
Laura Street	£10.00
Rachel McMillan	-£22.49
Nov	-£286.52
Bestway Wholesale	-£47.03
Christine Scott	-£77.54
Deniece Anderson Dow	-£100.00
J Wilson	-£61.95
Dec	£536.00
Cash Deposit	£519.00
J Selby	£17.00
<b>Christmas Jumper Day</b>	<b>£160.00</b>
Dec	£160.00
Cash Deposit	£160.00
<b>Christmas Shows (Nativity/Carol Service)</b>	<b>£132.31</b>
Dec	£132.31
Cash Deposit	£457.40
Christine Scott	-£125.09
Deniece Anderson Dow	-£200.00
<b>Class Fundraising</b>	<b>£311.18</b>
Feb	-£1,030.97
Class Fundraising Ltd	-£1,030.97
Oct	£259.00
Cash Deposit	£180.25
Denise Schroeeyers	£17.00
E Kelly	£56.75
F Gilley	£5.00
Nov	£1,083.15
Cash Deposit	£768.15
Cheque Deposit	£270.00
D Costin	£22.50
J Selby	£22.50
<b>Coffee Afternoon</b>	<b>£213.95</b>
Oct	£213.95
Cash Deposit	£213.95
<b>Decorate a Stick</b>	<b>£280.00</b>
Dec	£280.00
Cash Deposit	£176.00
J Selby	£104.00
<b>EasyFundraising</b>	<b>£322.53</b>
Feb	£99.88
Easy Fundraising	£99.88
May	£71.04
Easy Fundraising	£71.04
Aug	£29.06
Easy Fundraising	£29.06
Sep	£19.52
Easy Fundraising	£19.52
Oct	£29.38

Easy Fundraising	£29.38
Nov	£73.65
Easy Fundraising	£73.65
<b>Family Hamper Raffle</b>	<b>£139.70</b>
Jan	£39.70
Cash Deposit	£39.70
Dec	£100.00
Cash Deposit	£100.00
<b>Father's Day Gifts</b>	<b>-£82.63</b>
Jan	-£82.63
J Wilson	-£82.63
<b>Flip Out Tickets</b>	<b>-£325.50</b>
Jan	-£425.00
FlipOut Leisure Ltd	-£500.00
J Selby	£75.00
Feb	£55.00
FlipOut Leisure Ltd	-£650.00
J Selby	£705.00
Mar	£44.50
FlipOut Leisure Ltd	-£325.00
J Selby	£369.50
<b>Mother's Day Gifts</b>	<b>-£25.61</b>
Jan	-£70.64
Card Factory	-£15.63
Superdrug Stores	-£9.35
T J Morris Ltd	-£14.16
Wilko Retail Limited	-£31.50
Feb	-£47.60
L Peggram	-£47.60
Mar	£111.97
Ikea Lakeside	-£219.25
J Selby	£336.00
R McMillan	£9.00
T J Morris Ltd	-£13.78
Apr	£30.00
A Bacon	£30.00
Oct	-£39.35
J Wilson	-£39.35
Nov	-£9.99
J Wilson	-£9.99
<b>Nativity Photos</b>	<b>£565.00</b>
Dec	£565.00
Cash Deposit	£565.00
<b>Pamper Evening</b>	<b>-£30.00</b>
Sep	£0.00
Joanne Renvoize	£0.00
P Lawrence	£15.00
P R Lawrence	-£15.00
Oct	-£30.00
Lucy Dempsey	-£15.00
Veerpal Sandu	-£15.00

<b>St Peter's Got Talent</b>	<b>£1,141.10</b>
Jan	-£195.87
Asda Groceries Online	-£55.90
Havering.gov	-£21.00
J Wilson	-£118.97
Feb	£1,336.97
Amazon	-£7.89
Asda Groceries Online	-£20.69
Bestway Wholesale	-£69.10
Cash Deposit	£2,403.00
Christine Scott	-£480.79
Claire Clist	-£66.99
Disco Equipment Romford	-£120.00
Iceland Romford	-£21.00
J Wilson	-£69.36
L Peggram	-£210.21
<b>Summer Fayre</b>	<b>-£19.16</b>
Jan	-£7.18
Josephine Coipel	-£7.18
Mar	-£11.98
Josephine Coipel	-£11.98
<b>Theatre Tickets</b>	<b>£3,158.50</b>
Jan	-£919.00
Charles Gardiner-Graham	£70.00
K L Brown	£70.00
RA and LM Matherson	-£233.00
St Mary's PTA	-£826.00
Feb	£1,120.00
A Bhogal	£140.00
Cash Deposit	£70.00
D Costin	£105.00
D Major	£140.00
F Sterkaj	£70.00
Jones	£175.00
L Draper	£140.00
M Hurrell	£140.00
R McMillan	£105.00
Terrelonge ZD	£35.00
Mar	-£944.00
St Mary's PTA	-£944.00
May	-£141.00
A Jones	-£175.00
D Benitez	-£140.00
D Costin	-£105.00
D Major	-£140.00
L Draper	-£140.00
M Hurrell	-£140.00
Mary Ann	-£140.00
R McMillan	-£105.00
St Mary's PTA	£944.00
Sep	£2,023.00

A Bacon	£295.00
A V Bramwell	£187.50
AJ +TV Kelly	£165.00
B Grannell	£110.00
C Isaac	£55.00
C Maynard	£187.50
D Major	£230.00
E A Allen	£165.00
F Gilley	£112.50
H Bourgeois	£37.50
J Selby	£256.50
Jane White	£75.00
Julie Maskell	£74.00
K Glavin	£222.00
K Piotrowska	£187.50
Kerry Noonan	£110.00
L Peggram	£37.50
M A Wells	£37.50
Nicholas Waterfield	£110.00
R McMillan	£222.50
Sharon Kelly	£187.50
Sue Cassetar	£258.00
The Ticket Machine Group	-£1,300.00
Oct	£800.50
C Maynard	£80.00
Cash Deposit	£370.50
Cheque Deposit	£225.00
D Costin	£87.50
K Donovan	£37.50
Nov	£389.00
A Bacon	£200.00
A Jones	£280.00
AJ +TV Kelly	£200.00
D Costin	£180.00
J Selby	£150.00
JH + JI Stev	£45.00
L Peggram	£160.00
St Mary's PTA	-£826.00
Dec	£830.00
J M Lyons	£280.00
J Selby	£120.00
KAF Consultancy Ltd	£140.00
Mark O'Grady	£150.00
Mrs A Bhogal	£140.00
Uniform Commission	£451.45
Feb	£192.52
Cheque Deposit	£192.52
Oct	£258.93
Cheque Deposit	£258.93

Grant	£1,644.50
Charitable Donation	£1,166.00
Apr	£1,166.00
Groundwork UK	£1,166.00
Match Funding	£478.50
Oct	£478.50
Benevity Charitable Giving	£478.50
<b>Grand Total</b>	<b>-£2,390.57</b>

**Independent examiner's report to the trustees of ST PETER'S SCHOOL PARENTS ASSOCIATION (ROMFORD)**

I report to the trustees on my examination of the accounts of the **ST PETER'S SCHOOL PARENTS ASSOCIATION (ROMFORD)** (the Trust) for the year ended 31<sup>st</sup> August 2020.

**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').

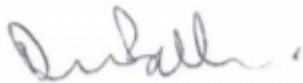
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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:

Name: D.M. Belbin FCA, DChA

Relevant professional qualification or membership of professional bodies (if any):

Address: Clemence Hoar Cummings, Chartered Accountants, Riverside House, 1-5 Como Street, Romford, Essex, RM7 7DN

Date: 04 September 2020