

# Trustees' Annual Report for the period

		Period start date			Period end date:		
From	Day	Month:	Year:	To	Day	Month	Year
	01st	Sept	2020		31st	August	2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Tanya Charlie Kadambari	Chair		
2 Donna Mentesh	Deputy Chair		
3 Nora Kehoe	Treasurer		
4 Becky Woolterton	Secretary		
6			
7			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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The parents, guardians or carers of any pupil currently attending the school as well as teaching and non-teaching staff currently employed by the school are all members of the PTA (Association). Committee Members are selected from this group and are the Trustees of the Charity.

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 1 May 1969 and amended on 11 January 2016 to reflect the PTA-UK model constitution (November 2011)
How the charity is constituted (eg. trust, association, company)	The Association is a parent teacher association which consists of a minimum of 2 committee members/trustees
Trustee selection methods (eg. appointed by, elected by)	Committee members (the trustees) shall be elected at the AGM and shall hold office until the next AGM

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objectives of the Association are to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school; and
- Engaging in activities of providing facilities or equipment which support the school and advance the education of the pupils

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year we kept in mind the Charity Commissions guidance on public benefit at our trustee meetings. The focus of our activities remains the enhancement of facilities for the St Mary's children through fundraising activities.

We cover the full age range and look to have an even spend on year groups where possible. Most items cover the whole school and therefore all children are able to benefit from the contributions.

We hold a mixture of events for children and parents throughout the year. These are a combination of social and fundraising activities.

We aim to provide additional facilities that are not included within the school budget that will enrich the children's learning experience; as well as organising social events for children and their families.

**Additional details of objectives and activities (Optional information)**



You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The success of this PTA would not be possible without the many hours the Trustees and ordinary members spend organising and assisting with our PTA events. A big thanks to them and those who continually support our events by attending.

## Section D

## Achievements and performance

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**Summary of the main achievements of the charity during the year**

Due to the COVID pandemic we were unable to hold our normal autumn activities and launched our fundraising with a 'Dare to be Different' event in school before we launched our Christmas activities

We were able to run our annual Christmas Card fundraiser where parents can buy Christmas Cards, gift wrap and tags that were personalised by their children through an online company.

The Christmas Fair, our biggest fundraiser in our school calendar had to be moved to online, as we couldn't hold it indoors. We carried on the tradition of the different year groups producing different goods to sell, only difference being they could only sell online. Thankfully we were also able to hold our main raffle where we distributed the tickets in school bags and they were returned with the monies into a dedicated PTA mailbox that we put up outside the school gates. We were also able to produce our annual school calendar for parents which we sold on a preorder basis through parentpay. Although we weren't as successful as previous years with our Fair, we were still able to raise £4,305. That coupled with the raffle and calendar we managed to raise £8,866, which surpassed all our expectations!

With the pandemic still in place, we launched a Christmas jaunt, which was a sponsored walk for all the school families to walk a distance of their choice wearing a Christmas jumper.

We finally ended the year with an online panto – a treat we gifted to the school for the children to watch during the day at school in their classes.

In the Spring Term, we ran a smarties challenge – where each child was given a tub of smarties before the holidays, which they were able to enjoy before returning them filled with loose change. This proved to be very popular and lucrative fundraiser.

Finally for the end of that term they also took part in another dress down day – wacky clothes day.

Covid has affected our ability to fundraise on a huge scale and what would have been our next biggest fundraiser, our summer fair, was put on hold but we launched a historical trail around Beckenham to see us through to the start of the new year. This we opened up to the residents of Beckenham to also join in and learn about where they lived.

As we move forward and away from the restrictions set upon us, we are hopeful that we will be able to run with the events we had wanted to previously and look forward to the coming year being a little more fruitful for our charity.

An amazing year of fundraising despite restrictions put upon us from a world-wide pandemic, where we still managed to gift **£18,815** to the school. This money was used for the following items:

- Class budgets & Clubs: **£4,500**. Each class receives £250 for the teacher to spend on items to enhance the learning environment and experience of the children. This donation also includes £500 towards two lunchtime clubs.
- Funding towards the Lollipop Lady: **£3,215**
- Minibus Expenses: **£1,000**
- Reception Playground Phase One - **£10,000**: this covered a donation towards the resurfacing of the Reception playground.
- Online Theatre Performance **£100**: As the children missed out on the annual Pantomime performance due to COVID, we paid for an online streaming performance for them.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We do not have any recurring expenditure commitments that require us to accumulate reserves for unforeseen events. We raise funds to spend on projects and facilities for the benefit of the children at St Mary's Catholic Primary School. We only make expenditure commitments when we have the cash to do so.

The majority of funds raised in the year are spent during the year or held for the following year where a major or heritage project is planned.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

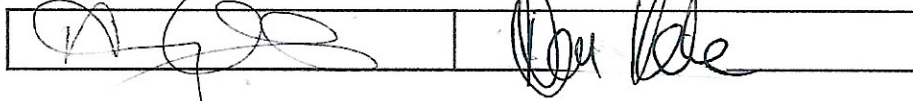
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Tanya Charlie Kadambari

Nora Kehoe

Position (eg Secretary, Chair, etc)	Chair	Treasurer
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Date 30/6/22





## Receipts and payments accounts

For the period from		To	
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
PTA Overheads	545	-	-	545	430
AUTM - Family Fun Day		-	-	-	6,060
AUTM - Kids Disco				-	1,477
AUTM - 5p Challenge		-	-	-	1,559
AUTM - Dare To Be Different Day	568			568	
XMAS - Tea Towels & Coasters				-	2,356
XMAS Cards	752	-	-	752	2,521
XMAS - Calendar / Programme	3,721	-	-	3,721	2,915
XMAS - Panto				-	6,467
XMAS - Fair (Including Raffle)	6,743			6,743	15,007
XMAS - Christmas Jumper Jaunt	333			333	
SPNG - Quiz				-	2,209
SPNG - Readathon				-	3,000
SPNG - 3rd Party Gin Event: Cloakroom proceeds				-	62
SUMR - Family Run				-	250
SUMR - Smarties Challenge	2,770			2,770	
SUMR - Wacky Day	425			425	
SUMR - Treasure Trial	261			261	
MISC - Macmillan Cancer Research Collection				-	257
Candles	856			856	220
100 Club 2019/20				-	2,041
100 Club 2020/21	2,453			2,453	414
GIFT - Donation	263			263	440
GIFT - Path of Friends				-	60
FUND - Stickins Labels	74			74	60
FUND - Bags to School	743			743	340
FUND: Easy Fundraising	184			184	329
FUND - £4£	2,877			2,877	1,850
FUND - 2nd Hand Uniform Sales	1,209			1,209	1,115
FUND - Amazon Smile	362			362	22
FUND - Path of Friends	62			62	
MISC: Transfer between bank accounts				-	1,149
<b>Sub total(Gross income for AR)</b>	<b>25,201</b>	<b>-</b>	<b>-</b>	<b>25,201</b>	<b>52,609</b>



**A2 Asset and investment sales, (see table).**

	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	<b>25,201</b>	-	-	<b>25,201</b>	<b>52,609</b>

**A3 Payments**

Paid to the school	18,815	-	-	18,815	20,854
PTA Overheads	1,560	-	-	1,560	618
AUTM 1 - Family Fun Day		-	-	-	2,577
AUTM - 5p Challenge				-	150
XMAS - Tea Towels & Coasters				-	1,185
AUTM - Kids Disco				-	537
XMAS Cards				-	1,937
XMAS - Calendar / Programme	1,209			1,209	948
XMAS - Panto				-	5,412
XMAS - Fair (including Raffle)	389			389	3,472
XMAS - Christmas Jumper Jaunt	34			34	
SPNG - Quiz				-	1,004
SPNG - Readathon				-	150
SUMR - First Holy Communion	131			131	
SUMR - Smarties Challenge	86			86	
SUMR - Treasure Trial	7			7	
100 Club Winner Payments	1,108			1,108	813
MISC- Donation to Macmillan Cancer Research				-	257
Candles	465			465	122
FUND - Path of Friends	100			100	295
MISC - YE 2020/21 Banked/ Paid in 2019/20				-	132
MISC - Deposit for future year events				-	84
MISC - Transfer between bank accounts				-	1,149
<b>Sub total</b>	<b>23,904</b>	-	-	<b>23,904</b>	<b>40,548</b>

**A4 Asset and investment purchases, (see table)**

Replacement Storage Container	2,500	-	-	2,500	
	-	-	-	-	
<b>Sub total</b>	<b>2,500</b>	-	-	<b>2,500.00</b>	-

<b>Total payments</b>	<b>26,404</b>	-	-	<b>26,404</b>	<b>40,548</b>
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<b>Net of receipts/(payments)</b>	<b>- 1,203</b>	-	-	<b>- 1,203</b>	<b>12,061</b>
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**A5 Transfers between funds**

		-	-	-	-
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<b>A6 Cash funds last year end</b>	<b>22,339</b>	-	-	<b>22,339</b>	<b>16,294</b>
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<b>Cash funds this year end</b>	<b>21,136</b>	-	-	<b>21,136</b>	<b>28,355</b>
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**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
CCXX R2 accounts (SS)	2	to nearest £	to nearest £	to nearest £

# B1 Cash funds

Cash at Bank HSBC (as of 31-Aug-20)	20,262	-	-
Cash at Bank Lloyds (as of 31-Aug-20)	2,077	-	-
	-	-	-
<b>Total cash funds</b>	<b>22,339</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Unrestricted funds

Restricted funds

Endowment funds  
to nearest £

Details

to nearest £

to nearest £

to nearest £

# B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

# B3 Investment assets

		-	-
		-	-
		-	-
		-	-
		-	-

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

# B4 Assets retained for the charity's own use

Storage Container		-	-
Cooler on wheels		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details

Fund to which liability relates

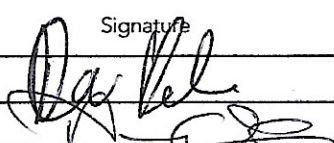
Amount due (optional)

When due (optional)

# B5 Liabilities

Cheque not yet cashed	100 Club	28	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Nora Kehoe	30/6/22
	Tanya Charlie Kadambari	1/7/22





**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**

The St Mary Parent and Teacher Association

**On accounts for the  
year ended**

31 August 2021

**Charity  
no (if  
any)**

312476

**Set out on pages**

1 - 7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2021**

**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 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.

**Signed:**

**Date:** 29<sup>th</sup> June 2022

**Name:** RONALD JAMES HUGGETT

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

**Address:** 19 Sanderstead Hill  
South Croydon, Surrey  
CR2 0HD

## 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.**