



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

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

**From 1 September 2021 to 31 August 2022**

**Charity name:** St James School Parent Teacher Association

**Charity registration number:** 1057497

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity exists to raise money for the wellbeing, education and benefit of the pupils of St James' RC Primary School in Petts Wood, Kent. Specifically, the objects of the charity are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object may: (a) foster more extended relationships between the staff, parents and others associated with the school, and (b) engage in activities which support the school and advance the education of the pupils attending it.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	This year we were able to return to more in person events. Our big events were a Christmas Fair which raised £6,801, Summer Fair which raised £7,399 and two Balls which raised £2,200 and £2,911 each. (The numbers are all profit figures). In addition to the amounts received from raising activities, a total of £3,617 was received through matched funding programmes of parents' workplaces. During the year the charity awarded grants for additional sports coaching and classroom allowances for the teachers. In addition, the charity gave £1,722 for new playground equipment and spent £3,835 to repair the gazebo.
Statement confirming whether the trustees have had regard to the guidance issued by the	Para 1.18	When making these decisions on awarding grants the trustees and the committee confirm that they have had complied with their duty to have

Charity Commission on public benefit		regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The main achievements of the charity during the year were to provide funds to improve the outdoor play equipment and gazebo and offer additional funding towards the external sports coach to increase the number of sports classes for the children.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the year the charity held £34,366 in cash and no financial commitments.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity operates on a receipts and payments basis without reference to a balance sheet. The association does not have any liabilities or financial commitments at the end of the year and so there is no requirement for reserves to be held.
Amount of reserves held	Para 1.22	The charity held £34,366 in cash and reserves at the year end.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We have no concerns

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	By election at the annual general meeting

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

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## Reference and Administrative details

Charity name	St James School Parent Teacher Association
Other name the charity uses	None
Registered charity number	1057497
Charity's principal address	16 West Way Petts Wood BR5 1LW

## 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	Omolola Adebajji	Treasurer		
2	Paul Colonesse	Chair		
3				
4				
5				
6				
7				
8				
9				
10				

Corporate trustees - names of the directors at the date the report was approved

Director name		


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### **Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

### **Additional information (optional)**

#### **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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## **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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## **Other optional information**

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**Declarations**

**The trustees declare that they have approved the trustees’ report above.**

**Signed on behalf of the charity’s trustees**

**Signature(s)**

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**Full name(s)**

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**Position (eg  
Secretary, Chair, etc)**

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**Date**

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

St James School Parent Teacher Association

1057497

## Receipts and payments accounts

For the period from	9/1/2021	To	8/31/2022
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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 £
<b>A1 Receipts</b>				
Fundraising Events	41,249	-	-	41,249
Matched Funding	3,617	-	-	3,617
Donations	943	-	-	943
Bank Interest	0	-	-	0
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	45,810	-	-	45,810
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	45,810	-	-	45,810
<b>A3 Payments</b>				
Fundraising Events	18,718	-	-	18,718
Gifts for School children	65	-	-	65
Subscription to PTA UK	116	-	-	116
School projects	17,529	-	-	17,529
Independent examiner	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	36,429	-	-	36,429
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	36,429	-	-	36,429
<b>Net of receipts/(payments)</b>	9,381	-	-	9,381
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	24,985	-	-	24,985
<b>Cash funds this year end</b>	34,366	-	-	34,366

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Lloyds Current A/c	30,756	-
	Lloyds Savings A/c	3,610	-
		-	-
	<b>Total cash funds</b>	<b>34,366</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>			-
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>			-
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	

## CC16a

Last year

to the nearest £

19,627
1,858
336
-
-
-
-
21,821

-
-

21,821
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4,018
-
131
20,707
120
-
-
-
-
24,976

-
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24,976
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-
-
28,140
24,985



**Endowment  
funds**  
to nearest £

-
-
-
-

OK

**Endowment  
funds**  
to nearest £

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval


## **Independent examiner's report to the trustees of St James School Parent Teacher Association**

I report on the accounts of St James School Parent Teacher Association for the year ended 31 August 2022, charity number 1057497.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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; and
- to 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. 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 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:

(1) 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 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; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Laura Caldwell

Relevant professional qualification or body: FCA ICAEW

Address: 6 Acacia Close, Petts Wood, Orpington, Kent, BR5 1LL

Date: 19 May 2023