

**ST BERNADETTE'S PARENT-TEACHER ASSOCIATION**

**FINANCIAL STATEMENTS  
REGISTERED CHARITY NO: 279966**

**YEAR ENDING 30<sup>TH</sup> SEPTEMBER 2016**

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# **ST BERNADETTE'S PARENT-TEACHER ASSOCIATION**

**Charity Number: 279966**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

**Registered Charity number:** 279966

**Registered Office and Operation Address:**

St Bernadette's Parent Teachers Association  
c/o St Bernadette's Catholic Primary School  
Preston Road  
Brighton  
BN1 6UT

**Trustees:**

Annemarie Waters, Chair (resigned 6<sup>th</sup> October 2016)  
Sally Polanski (Treasurer)  
Heloise de Menezes (Chair) (appointed 15th October 2015)  
Rebecca Vonderscher (appointed 6th October 2016)  
Bernadette Marizani-Clarke (appointed 15th October 2015)  
Claire Oke  
Grainne Heneghan  
Greg Miles  
Karina Rodriguez  
Lau Vlaar (appointed 15th October 2015)  
Paul Schatzel (appointed 6th October 2016)  
Tara Toma (appointed 6th October 2016)  
Marie Kelly Secretary (resigned 15th October 2015)  
Leanne Amicucci-Brown (resigned 15th October 2015)  
Jay French  
Rebecca Vonderscher  
Clare Hill (resigned 15th October 2015)  
Elaine Clarke (resigned 15th October 2015)  
Claire Harding (resigned 15th October 2015)  
Cathy Bailey (resigned 15th October 2015)  
Gilly Jakeway (resigned 15th October 2015)  
David D'Souza (resigned 15th October 2015)

**Secretary:**

Marie Kelly Secretary (resigned 15th October 2015)  
Heloise de Menezes (elected 15th October 2015, resigned 6<sup>th</sup> October 2016)  
Rebecca Vonderscher (elected 6th October 2016)

**Independent examiner:**

Clare Osbond  
Voluntary Sector Services  
12 Silverdale Road  
Hove  
BN3 6FE

# **ST BERNADETTE'S PARENT-TEACHER ASSOCIATION**

**Charity Number: 279966**

## **REPORT OF THE TRUSTEES**

### **St Bernadette's Parent Teachers Association Trustees' Report**

The Trustees of St Bernadette's Parent Teachers Association are pleased to present their report and financial statements for the year ended 30<sup>th</sup> September 2016.

#### **Structure, governance and management**

St Bernadette's Parent Teachers Association is an unincorporated association registered as a charity, established under a constitution which describes the objects and powers of the charity. The charity is governed under its Constitution. Under the Constitution, the Trustees are elected from the PTA membership at the Annual General Meeting. All members of the Trustee Committee give their time voluntarily and received no benefits from the charity.

The Committee meets at least four times a year to discuss and review activities, planning, development and financial matters. Day-to-day management of the charity is delegated to the Chair. Where appropriate and necessary, sub-committees or working groups are established, with delegated authority from the Committee to undertake work and to report back findings and recommendations. During 2015/6 a Summer Fair Sub-Committee was in operation.

The Committee has established procedures for recruiting and supporting trustees.

- Trustees are recruited from the membership through an election process and ratified by the Members at the Annual General Meeting
- Trustees are elected/co-opted with a view to ensuring St Bernadette's Parent Teachers Association has a wide variety of skills, knowledge and experience

#### **Risk statement**

- Trustees are aware of their responsibility to ensure that the significant risks to which the charity is exposed are identified and to establish systems to manage those risks.
- All events are risk assessed and mitigating actions put in place to help manage risks.
- The Trustees believe all the risks to the charity have been identified and appropriate monitoring procedures are in place.

#### **Objects**

The charitable objects for which St Bernadette's Parent Teachers Association was established are set out in its Constitution. They 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 Authority) and as an ancillary thereto and in furtherance of this object the Association may:

- Foster more extended relationships between staff, parents and others associated with the School, and
- Engage in activities which support the School and advance the education of the pupils attending it

#### **Ensuring the charity delivers on its objects and public benefit**

St Bernadette's Parent Teachers Association reviews its aims, objectives and activities each year. This review looks at activities delivered, the outcomes of this and the impact on children and families in the school.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit. All St Bernadette's Parent Teachers Association's charitable activities focus on raising funds to improve facilities relating to education of the children at St Bernadette's Catholic Primary School,



## **ST BERNADETTE'S PARENT-TEACHER ASSOCIATION**

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### **REPORT OF THE TRUSTEES - continued**

Brighton. These activities are undertaken to further our charitable purpose for the public benefit. Opportunity to benefit is not restricted, as St Bernadette's Parent Teachers Association proactively includes all children and their families in our activities and particularly those from under-represented groups.

#### **Involvement of volunteers**

St Bernadette's Parent Teachers Association greatly benefits from the involvement, support and help of its member parents and teachers, and a large number of volunteers who contribute to delivering a number of our services and activities.

#### **Achievements and impact in 2015/16**

- We successfully delivered a range of fun, stimulating and entertaining events and activities for the benefit of children and families in St Bernadette's Catholic Primary School. We introduced new activities such as support for the healthy eating school tuck shop and a summer disco
- We raised over £27,000 income from our events and activities which was allocated to children from all year groups to benefit from additional educational opportunities
- We donated funds to other charitable causes identified as priorities, eg the Martletts and Macmillan Cancer Relief
- We maintained the operations of St Bernadette's Parent Teachers Association, to ensure the organisation is effectively managed and governed. We undertook development tasks as necessary, eg we funded work to upgrade the electricity supply to the school field, which trustees considered essential for Summer Fair success.

#### **Overview**

During the year ending 30<sup>th</sup> September 2016 net payments less receipts was £1,335, all of which was unrestricted. After transfers, unrestricted reserves now stand at £21,261. By comparison, the year ended 30<sup>th</sup> September 2015 with net receipts less payments of £7,446 of which all was unrestricted with unrestricted reserves standing at £22,596. Total receipts for 2015/16 amounted to £27,776 (2014/15: £30,279) and total payments for 2015/16 amounted to £29,111 (2014/15: £22,833).

#### **Financial outlook**

St Bernadette's Parent Teachers Association's financial position is stable and secure for 2016/17. Trustees acknowledge and appreciate the on-going support of families in the school and other donors.

#### **Reserves Policy**

St Bernadette's Parent Teachers Association is committed to using its resources in pursuit of its charitable objectives. It is also committed however to maintaining a level of reserves that is prudent to meeting on-going liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of our operations. St Bernadette's Parent Teachers Association's policy seeks to balance these priorities by holding a level of reserves which equate to between three and six months expenditure of the charity.

The reserves policy will fund:

- Any event running costs taking place during any wind-up period
- Terminating service contracts such as insurance or other licenses
- Accountancy, independent examination and other professional costs
- Contingency sum for outstanding liabilities.

# **ST BERNADETTE'S PARENT-TEACHER ASSOCIATION**

**Charity Number: 279966**

## **REPORT OF THE TRUSTEES - continued**

### **Statement of trustees' responsibilities**

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit for that period.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Comply with applicable accounting standards subject to any material departures disclosed and explained in the financial statements, and whether the financial statements have been prepared in accordance with the Charities SORP; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for:

- Keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity; and
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of Trustees on 9<sup>th</sup> July 2017 and signed on its behalf:



Sally Polanski  
Trustee

**ST BERNADETTE'S PARENT-TEACHER ASSOCIATION**

**Charity Number: 279966**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED  
30 SEPTEMBER 2016**

I report on the accounts of the charity for the year ended 30 September 2016, which are set out on pages 7 to 8.

**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(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;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 you as 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 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

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



**ST BERNADETTE'S PARENT-TEACHER ASSOCIATION**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED  
30 SEPTEMBER 2016 - CONTINUED**

Clare Osbond, FCIE  
Voluntary Sector Services  
12 Silverdale Road  
Hove  
BN3 6FE

Signature..... *C Osbond* .....

Date..... *12/07/17* .....

# ST BERNADETTE'S PARENT-TEACHER ASSOCIATION

Charity Number: 279966

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 2016

	Unrestricted £	Restricted £	Total 2016 £	Total 2015 £
<b>RECEIPTS</b>				
Summer Fair	15,008		15,008	16,973
Film shows	3,938		3,938	3,247
Xmas Made Easy	2,402		2,402	2,703
Quiz night	1,353		1,353	2,025
Sports day	188		188	233
School production	381		381	510
Xmas disco	1,563		1,563	1,706
Summer disco	802		802	0
Arts/crafts	344		344	519
Auction of promises	0		0	788
Phil the Bag	484		484	690
Easy Fundraising	354		354	379
Yellow Moon	0		0	32
Starlight	286		286	22
Macmillan coffee afternoon	146		146	71
Catholaity Fair	502		502	353
Miscellaneous	17		17	0
Bank interest	8		8	27
<b>TOTAL RECEIPTS</b>	<b>27,776</b>	<b>0</b>	<b>27,776</b>	<b>30,279</b>
<b>PAYMENTS</b>				
<u>Donations</u>				
St Bernadette's School	18,000		18,000	11,000
St Bernadette's School Tuck Shop	100		100	0
Macmillan	146		146	121
Catholaity	313		313	190
Delete Blood Cancer	0		0	50
Costelloe Family	0		0	1,500
Martletts	88		88	0
<u>Event payments</u>				
Summer Fair	4,845		4,845	5,965
Film shows	744		744	936
Xmas Made Easy	345		345	407
Quiz night	807		807	275
Sports Day	72		72	59
School production	119		119	253
Xmas disco	600		600	540
Summer disco	83		83	0
Arts/crafts	329		329	467
Xmas and Easter gifts	274		274	328
Postage	0		0	77
Event licenses	0		0	104
<u>Miscellaneous payments</u>				
PTA membership	121		121	0
Trolley	0		0	90
Football Kits	0		0	177
Electrical work for Summer Fair	1,665		1,665	0
Counting machine	110		110	0
Independent examination	350		350	0
Miscellaneous	0		0	294
<b>TOTAL PAYMENTS</b>	<b>29,111</b>	<b>0</b>	<b>29,111</b>	<b>22,833</b>
<b>Net receipts (payments) for the year</b>	<b>(1,335)</b>		<b>(1,335)</b>	<b>7,446</b>
Balance of Funds at 1st October 2015	22,596		22,596	15,150
<b>Balance of Funds at 31st September 2016</b>	<b>21,261</b>	<b>0</b>	<b>21,261</b>	<b>22,596</b>



# ST BERNADETTE'S PARENT-TEACHER ASSOCIATION

Charity Number: 279966

## STATEMENT OF ASSETS AND LIABILITIES AS AT 30TH SEPTEMBER 2016

	2016 £	2015 £
<b>Assets</b>		
Cash at Bank and in Hand	21,261	22,596
	<u>21,261</u>	<u>22,596</u>
<b>Liabilities</b>		
	-	-
	<u>21,261</u>	<u>22,596</u>
<b>Funds</b>		
General funds	21,261	22,596
	<u>21,261</u>	<u>22,596</u>

### Trustees responsibilities in relation to financial statements

Charity law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets & Liabilities.

Approved by the board of Trustees and signed on its behalf:

Signed:



Date: 09/07/2017

SALLY POLANSKI

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