

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

CHALFONT ST PETER C OF E
ACADEMY PTA

On accounts for the year
ended

31ST AUGUST 2017

Charity no
(if any)

1035642

Set out on pages

1 - 3

(Donor/Donor's name/charity name/charity address)

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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

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 statement

My examination was carried out in accordance with 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 material matters have come to my attention (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

* Please delete the words in the brackets if they do not apply.

Signed: Karen Little

Date: 15/02/2018

Name: KAREN LITTLE

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

ACCA

Address:

33A LANSDOWN ROAD

CHALFONT ST PETER

BUCKINGHAMSHIRE SL9 9SP

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY PTA

ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2017

Sue Cheshire
Treasurer

Dated

Dated

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2017

INCOME AND EXPENDITURE ACCOUNT

		2017	2016
	Note		
INCOME			
Sponsorship		£0.00	£0.00
Donation		£300.00	£365.00
Interest		£0.07	£0.84
Fund Raising	1	£38,711.81	£44,109.08
		£39,011.88	£44,474.92
EXPENSES			
Bank Charges		£4.00	£0.00
Fund Raising	1	£17,900.99	£23,080.36
AGM Costs		£0.00	£18.03
Licences		£40.00	£20.00
NCPTA - Insurance		£101.00	£96.00
Gratuities		£0.00	£0.00
Other		£0.00	£0.00
		£18,045.99	£23,214.39
		£20,965.89	£21,260.53
Payment to school	2	£22,099.39	£20,782.97
Surplus/Deficit		<u>-£1,133.50</u>	<u>£477.56</u>

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2017

BALANCE SHEET

Assets

		2017	2016
HSBC			
Current Account		£0.00	£26,642.79
Deposit Account		£0.00	£249.10
Barclays Account - new a/c	bank rec	<u>£25,758.39</u>	<u>£0.00</u>
		<u>£25,758.39</u>	<u>£26,891.89</u>
 Brought Forward		 £26,891.89	 £26,414.33
 Surplus/Deficit		 -£1,133.50	 £477.56
 Carried Forward		 <u>£25,758.39</u>	 <u>£26,891.89</u>

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2017

NOTE TO ACCOUNTS 1

	2017	2016
Fundraising		
Previous year expenses	£0.00	-£99.49
Miscellaneous 3	-£369.95	-£204.93
Year 3 Coffee Morning	£0.00	-£22.98
New Parents Meeting	£0.00	-£12.14
200 Club	£730.00	£880.00
Giving Machine	£20.05	£36.42
Yellow Moon	£16.86	£28.58
Beetle Drive	£0.00	£624.50
Cross Country	£0.00	-£10.05
Bingo Night x 2	£1,640.32	£692.64
Hot Lunches	£4,876.59	£3,093.30
Quiz and Curry Night	£1,451.40	£1,356.60
Northbrook Wrapping	£27.44	£97.38
Christmas Cards	£0.00	£268.47
Christmas Sale	£540.53	£530.79
Christmas Hamper Raffles	£484.20	£539.00
Christmas Production	£120.50	£175.50
Ball	£3,658.37	£5,121.31
Spring Fayre	£3,541.45	£3,551.02
Summer Fayre	£3,449.11	£3,390.73
International/Arts Evening	£816.23	£1,066.75
Sports Day	£83.23	£106.15
Helen Rayner Photography	£0.00	£60.00
New Barbeque	£0.00	-£240.83
Electric Hob	-£35.51	£0.00
Banner for Spring & Summer Fayre	-£240.00	£0.00
	<u>£20,810.82</u>	<u>£21,028.72</u>
Income	£38,711.81	£44,109.08
Expenditure	£17,900.99	£23,080.36
	<u>£20,810.82</u>	<u>£21,028.72</u>

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2017

PAYMENTS TO SCHOOL

NOTES TO ACCOUNTS 2

	2017	2016
Home School diaries		£861.00
Audio Equipment (50% contribution)		£350.85
Pergola decking & school logo marking		£3,138.72
Contribution to playground improvement		£3,986.21
Clevertouch Screens - contribution lease pay.		£10,000.00
Barriers for playground (part of playground improvements)		£716.40
S&K Audio-Mapex Horizon 22" drum kit		460.83
Defibrillator and wall mount		£456.07
T-shirts for inter-house events		£624.00
Sports Leader caps		£136.50
Flags for International evening x 10		£52.39
Tray units for Y3 and Y5	£1,897.53	
Y5 furniture - 54 x tables, 57 x chairs,	£3,570.51	
Contribution towards Clevertouch leasing costs	£10,000.00	
Y5 furniture - additional 43 chairs	£673.81	
Curriculum Resources - History artefacts set - Vikings	£95.39	
Curriculum Resources - History artefacts set - Mayans and Aztecs	£150.00	
Curriculum Resources - History artefacts set - Romans and Vikings	£614.23	
Curriculum Resources - French - Le Grand Mystère Français	£150.00	
Kinderbox - Year 3 library area	£119.00	
Catering Urn	£62.00	
Curriculum Resources - French -Early Start	£286.25	
Modular seating - Year 3 library area	£546.00	
5 x Griffin survivor cases for children's iPads	£120.70	
Mobile paint-dryers for Y3, Y4 and Y5	£296.97	
5 x Griffin survivor cases for children's iPads	£133.25	
30 x School Atlases	£293.40	
P Bones and Trumpets for yr 5	£1,600.45	
2016 - 2017 School Diaies	£865.00	
Twink Annual Subscription	£624.90	
	£22,099.39	£20,782.97

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2017

BANK RECONCILIATION AS AT 31ST AUGUST 2017

Balance as per bank statement dated 31/8/17	£25,788.39
Unpresented cheque as at 31/8/17: Chq no. 100004 dated 13/7/17 - V Brindley 200 Club	-£30.00
Barclays balance as per year ended 31/8/17	£25,758.39

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2017

MISCELLANEOUS EXPENSES

NOTES TO ACCOUNTS 3

Christmas Production gifts	£131.50
Storage box for cutlery	£7.00
Changing date on new banner	£18.00
Gifts for Mrs Underwood from PTA	£88.20
Gift for Mr Eggleton from PTA	£125.25
Total	<u>£369.95</u>



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day	Month	Year			Day	Month	Year
		1st	Sept	2016			31st	Aug	2017

Section A Reference and administration details

Charity name

Chalfont St Peter, C of E Academy Parent Teacher Association

Other names charity is known by

Registered charity number (if any)

1035642

Charity's principal address

Penn Road,

Chalfont St Peter

Gerrards Cross, Buckinghamshire

Postcode

SL9 9SS

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	Elizabeth Underwood	President		Trust Document
2	Sue Cheshire	Treasurer		Committee at AGM
3	Jean Quaife	Secretary		Committee at AGM
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	President held by current Head Teacher – others elected at Annual General Meeting.

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.

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Section C Objectives and activities

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

To raise funds for the school to provide resources and activities which are used to fulfil its aim to deliver a high quality, challenging education for each child in a fun and stimulating way; also to develop and enhance the curriculum.

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)

We can confirm that the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Chalfont St Peter Academy PTA has continued to support the school’s aims to provide a broad and balanced curriculum, which is also stimulating and individually challenging.

In doing so, we continue to consult all interested parties including children, parents, and staff.

This year we have continued to support the school’s rolling programme of refurbishment, providing a complete set of new tables and chairs for all three Year 5 classrooms, as well as new storage units for teachers, and seating for the Year 3 reading corner.

In addition, we have supported the purchase of a range of resources for use across the whole school, including £10,000 contribution to the leasing costs of the 16 Clevertouch screens, Artifact sets to support History, digital resources for French, brass instruments for the Year 5 Wider Opportunities music project, and an updated set of School Atlases.

The PTA continues to fund the purchase of a home school booklet for every child to track and record reading and homework, as well as enabling parents to become fully involved in their child’s learning.

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.

Summary of the main achievements of the charity during the year

PTA fundraising for the academic year 2016-2017 was £20,966. The PTA has made major investment of £22,099 this year, replacing the furniture for one-year group, enhancing curriculum and classroom resources, and supporting the ongoing major ICT upgrade.

Following a focus on the school's external spaces and play areas in 2015-2016, in this academic year, the PTA instead supported improvements and refurbishments within the school, providing a complete set of new furniture for Year 5, as well as a complete set of p-bones and p-trumpets to be used in the Year 5 Wider Opportunities Brass project which takes place every year, removing the need for the school to pay for instrument hire. We were also able to provide updated resources for a number of subject areas, which will be used across the whole school.

Having funded a complete overhaul of broadband and WIFI infrastructure in 2014-2015, this year the PTA has been able to continue to support the school with a very significant contribution towards the leasing costs of the 16 Clevertouch screens which the school has installed in all classrooms and teaching areas.

Section E

Financial review

Brief statement of the charity's policy on reserves

The PTA holds reserves so that it can release funds to the school when the school requires them.

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)

Position (eg Secretary, Chair, etc)

Date