

Riverhead Infants' School Parent Teacher Association
Trustees Annual Report For The Financial Year Ending 31 August 2017
Registered Charity Number 1024375

CHARITY TRUSTEES

Karen Ives, Lisa Pople, Grace Dungan, Caroline Frazer, Neil Smith, Lea Trussler, Jackie Couch, Annabel Evans, Natalia Hetherington, Joanna McLachlan, Eva Pottsova, Carol-Anne Riech, Amy Rowberry, Claire Scott, Emma Shaw, Rosalind Shaw, Sandra Bradley.

REGISTERED ADDRESS

Worships Hill, Riverhead, Sevenoaks, Kent TN13 2AS.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Riverhead Infants' School Parent Teacher Association ("the PTA") is governed by the Constitution adopted 5th October 2016. Membership consists of all parents, guardians and carers of any pupil attending Riverhead Infants' School ("the School") and all staff (teaching and non-teaching) currently employed by the School.

Management of the PTA is vested in a Committee consisting of at least one representative per class group, a minimum of one teacher and the following Officers: Chair, Vice-Chair, Treasurer, and Secretary (the Officers").

For the year ended 31 August 2017, the Officers are listed below:

CHAIRS	Joanna Mais (resigned October 2016) Karen Ives (elected October 2016) Lisa Pople (elected October 2016)
VICE-CHAIRS	Helen Loder (resigned October 2016) Grace Dungan (elected October 2016) Caroline Frazer (elected October 2016)
TREASURER	Alison Wakefield (resigned October 2016) Neil Smith (elected October 2016)
SECRETARY	Shirley Stewart (resigned October 2016) Lea Trussler (elected October 2016)

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STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

For the year ending 31 August 2018, the Officers are as follows:

CHAIRS	Grace Dungan (elected October 2017) Karen Ives (elected October 2016, October 2017) Lisa Pople (resigned October 2017)
VICE-CHAIRS	Dessa Miller (elected October 2017) Eva Pottsova (elected October 2017) Grace Dungan (resigned October 2017) Caroline Frazer (resigned October 2017)
TREASURER	Neil Smith (elected October 2016, October 2017)
SECRETARY	Lea Trussler (elected October 2016, October 2017)

OBJECTIVES AND ACTIVITIES

The objective of the PTA is to advance the education of the pupils in the School. In order to achieve this objective, the PTA may:

- Develop more extended relationships between staff, parents and others associated with the school;
- Engage in activities which support the School and thus advance the education of the pupils attending it;
- Provide and assist in the provision of facilities for education at the School, not normally provided by the Local Education authority; and
- Engage in fund raising activities.

ACHIEVEMENTS AND PERFORMANCE

The PTA has enjoyed another successful year, raising net funds before payments for charitable activities totalling £25,250 (2016: £20,132).

As usual, the summer fair contributed a significant amount of this total, raising £9,849 (2016: £10,340) as did the Michaelmas market, raising £2,591 (2016: £2,022). In addition to the usual main events, the Spring Masquerade Ball, which is usually held every two years, contributed £6,515 (2016: Nil).

Details of the contributions from all fund raising events held during the year can be found in the attached Statement of Receipts and Payments.

In the year, the PTA provided the School with funds of £21,129 (2016: £4,563). This money was primarily used to help fund new outdoor equipment, a number of educational trips and some classroom resources.

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ACHIEVEMENTS AND PERFORMANCE (continued)

Surplus funds of £27,304 (2016: £23,183) were available at the financial year end and have not been yet been committed to specific school resources.

None of this could have been achieved with the dedication and hard work of the Committee, or the selfless help and support of the parents and teachers of the School.

The accounts have been drawn up on the receipts and payments basis, which is consistent with the previous year.

Approved by the Trustees on 18 October 2017 and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'Mrs Karen Ives', written in a cursive style.

Mrs Karen Ives
Chair

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RIVERHEAD INFANTS' SCHOOL PARENT TEACHER ASSOCIATION

I report on the accounts of the Riverhead Infants School Parent Teacher Association for the year ended 31 August 2017.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this financial 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;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 1345(5)(b) of the 2011 Act; and
- 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 under section 1345(5)(b) of the 2011 Act. 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 of 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:

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



Elaine Smith ACCA
73 Wood Ride, Petts Wood
KENT BR5 1QA
18 October 2017

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STATEMENT OF RECEIPTS AND PAYMENTS

The funds are unrestricted

	2017	2016
	£	£
RECEIPTS FROM FUNDRAISING ACTIVITIES		
Beetles and Burgers	494	391
Cake Sale	0	717
Canvas Bags	731	715
Easy Fundraising	281	51
Firework Tickets	678	568
Ice lollies	400	489
Jotters	522	520
Leaver's Hoodies	1,262	1,092
Macmillan	0	727
Michaelmas Fair	4,010	2,776
Miscellaneous	20	15
Movie Night	392	294
Nativity DVD	0	199
Nearly New Uniform Sales	541	804
Other	116	360
Phil the Bag	418	239
Prosecco	0	860
Quiz Night	1,000	880
Riverhead Carnival	33	0
Sports day heptathlon	250	75
Spring Ball	25,029	0
Summer Fair	18,145	16,644
Tea Towels	852	994
Wrist bands	1,021	602
Xmas	0	124
	56,194	30,136
RECEIPTS FROM CHARITABLE ACTIVITIES		
Christmas	0	333
School Disco	874	669
Secrets Room	794	306
	1,668	1,308
INVESTMENT INCOME		
Bank Interest	5	7
TOTAL RECEIPTS	57,867	31,451

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	2017 £	2016 £
COSTS OF GENERATING FUNDS		
Beetles and Burgers	-189	-118
Canvas Bags	-460	-468
Firework Tickets	-542	-454
Ice lollies	-29	-246
Jotters	-328	-308
Leaver's Hoodies	-1,237	-1,111
Michaelmas Fair	-1,419	-754
Miscellaneous	-214	-214
Movie Night	-146	-54
Nearly New Uniform Sales	-125	0
Parent disco	0	-21
Prosecco	0	-660
Sports day	0	-92
Spring Ball	-18,514	0
Starlight Safari	-75	-65
Summer Fair	-8,297	-6,304
Tea Towels	-392	-450
Wrist bands	-550	0
	-32,516	-11,319
PAYMENTS FOR CHARITABLE ACTIVITIES		
Christmas	0	-243
Christmas Expenses	-191	-178
Macmillan	-	-727
School Disco	-330	-372
Secrets Room	-1,005	-364
<i>Resources for the School:</i>		
Classroom Resources	-1,617	0
Educational Visits and Shows	-2,850	-2,680
Outdoor Resources	-15,136	0
	-21,129	-4,563
GOVERNANCE COSTS		
Lotteries Registration	0	-20
NCPTA Membership and Insurance	-101	-96
	-101	-116
TOTAL PAYMENTS	-53,746	-15,998
NET RECEIPTS/(PAYMENTS)	4,121	15,453
CASH AT START OF YEAR	23,183	7,910
CASH AT END OF YEAR	27,304	23,183
CASH PER BANK RECONCILIATION	27,304	23,183