



# Trustees' Annual Report for the period

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

## Section A

## Reference and administration details

Charity name

Sacred Heart School PTA

Other names charity is known by

Registered charity number (if any) 294677

Charity's principal address

St Marks Road

Teddington

Middlesex

Postcode

TW11 9DD

### 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	Bernadette Smith	President		
2	Jenny Roohan	Chair		
3	Amanda Scammell	Chair		
4	Rika Pfaff	Treasurer	Oct 2016 – Feb 2017	
5	Melanie Nyman	Secretary		
6	Ann Ryalls	Interim Treasurer	Mar 2017 – Oct 2017	
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)**

--

## 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)

Association

Trustee selection methods  
(eg. appointed by, elected by)

Elected at PTA 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**

To advance the education of pupils in the school by developing effective relationships between staff, parents and others and providing facilities and/or equipment to support the school and its 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)**

The main fundraising events held were:

Summer Fete  
Christmas Fair  
Fun Run  
Quiz Night

Fireworks night  
Recycling  
School Discos

**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**

The association invested in vital school equipment to support all areas of the curriculum again this year including:

Class equipment  
Library

This year the association has again spent money on reinvesting in vital equipment to help with fundraising events including

A new Muga Court at the rear of the school  
IT Equipment

All of our annual commitments were also met including to name a few:

School Mini Bus

From year end going forward in to the next financial year we have sufficient funds to meet all our commitments

## Section E

## Financial review

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

We always endeavour to carry a minimum of £8'000.00 going forward into the next financial year.

This year we have successfully achieved this carrying forward £15,266.27

### 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)

Amanda Scammell

Ann Ryalls

Full name(s)

AMANDA SCAMMELL

ANN RYALLS

Position (eg Secretary, Chair, etc)

CHAIR (UP TO SEPT 2017)

INTERIM TREASURER

Date

2/7/2018



## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

**Sacred Heart Primary School Parent Teacher Association**

On accounts for the year  
ended

**31 August 2017**

Charity no  
(if any)

**294677**

Set out on pages

(remember to include the page numbers of additional sheets)

**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 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 matter has come to my attention (other than that disclosed below \*)

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.

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

Signed:

*Lee*

Date:

14/7/18

Name:

*Lee* *Counsell*

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

*MBA*

Address:

*25 ELMERS DRIVE*  
*TRODDINGTOWN*  
*TW11 9JB*

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

CC16a	A1 Receipts		A1 Receipts	Restricted	Endowment	Total funds
A1 Receipts	Income	Adjs	Unrestricted Funds	funds	funds	
Misc	0.00		0.00			0.00
Curriculum Budgets	0.00		0.00			0.00
Donations	0.00		0.00			0.00
Recycling	304.00		304.00			304.00
Fun Run	2,130.60		2,130.60			2,130.60
Mufti Days	0.00		0.00			0.00
Fireworks Admissions	0.00					0.00
Fireworks Night	4,621.45	4,621.45	4,621.45			4,621.45
Fireworks Next Yr Adv	0.00					0.00
Hats & Bags	270.00		270.00			270.00
Summer Fete Last Yr	0.00		0.00			0.00
Summer Fete	8,050.91		8,050.91			8,050.91
Film Night	1,297.50		1,297.50			1,297.50
Christmas DVD's	0.00		0.00			0.00
Newsletter Adverts	0.00		0.00			0.00
Northbrook	0.00		0.00			0.00
Christmas Trees	0.00		0.00			0.00
Christmas Fair	5,545.40		5,545.40			5,545.40
100 Club	1,190.00		1,190.00			1,190.00
Yellow Moon	0.00		0.00			0.00
Search Engines	48.50		48.50			48.50
Summer Party Last Yr	0.00		0.00			0.00
Summer Party	0.00		0.00			0.00
Quiz Night	1,871.29		1,871.29			1,871.29
Art Auction	0.00		0.00			0.00
Sponsored Silence	0.00		0.00			0.00
School Disco's	680.00		680.00			680.00
Playground Sales	526.13		526.13			526.13
Coffee/Cake Sales	645.12		645.12			645.12
Subscriptions/Licenses	0.00		0.00			0.00
Calendars	1,631.90		1,631.90			1,631.90
Christmas Parties	0.00		0.00			0.00
Year 6 Presents	500.00		500.00			500.00
Year 6 Disco	0.00		0.00			0.00
Year 6 Trip	0.00		0.00			0.00
Zumba Night	0.00		0.00			0.00
Raffles	0.00		0.00			0.00
Car Boot Sale	0.00		0.00			0.00
	0.00					
Fundraising	29,312.80		29,312.80			29,312.80
PTA Equipment Hire 12-13	0.00		0.00			0.00
PTA Equipment/Hire	0.00		0.00			0.00
Class Allowances	0.00		0.00			0.00
School Building	0.00		0.00			0.00
School Equipment Etc	0.00		0.00			0.00
Computer Hardware	0.00		0.00			0.00
Minibus Hire	0.00		0.00			0.00
Other Receipts			0.00			0.00
A1 Receipt Sub Total		A1 Receipts Total	29,312.80			29,312.80
A2 Asset & Investment sales			0.00			0.00



CC16a	A3 Payments		A3 Payments	Restricted funds	Endowment funds	Total funds
A3 Payments	Expenditure	Adjs	Total			
Misc	(693.79)		(693.79)			(693.79)
Curriculum Budgets	0.00		0.00			0.00
Donations	0.00		0.00			0.00
Recycling	0.00		0.00			0.00
Fun Run	(1,210.17)		(1,210.17)			(1,210.17)
Mufti Days	0.00		0.00			0.00
Fireworks Admissions	0.00		0.00			0.00
Fireworks Night	(2,844.98)					0.00
Fireworks Next Yr Adv	0.00	(2,844.98)	(2,844.98)			(2,844.98)
Hats & Bags	0.00		0.00			0.00
Summer Fete Last Yr	0.00		0.00			0.00
Summer Fete	(2,727.74)		(2,727.74)			(2,727.74)
Film Night	(437.60)		(437.60)			(437.60)
Christmas DVD's	0.00		0.00			0.00
Newsletter Adverts	0.00		0.00			0.00
Northbrook	0.00		0.00			0.00
Christmas Trees	0.00		0.00			0.00
Christmas Fair	(2,425.38)		(2,425.38)			(2,425.38)
100 Club	(600.00)		(600.00)			(600.00)
Yellow Moon	0.00		0.00			0.00
Search Engines	0.00		0.00			0.00
Summer Party Last Yr	0.00		0.00			0.00
Summer Party	0.00		0.00			0.00
Quiz Night	(354.01)		(354.01)			(354.01)
Art Auction	0.00		0.00			0.00
Sponsored Silence	0.00		0.00			0.00
School Disco's	(367.77)		(367.77)			(367.77)
Playground Sales	0.00		0.00			0.00
Coffee/Cake Sales	0.00		0.00			0.00
Subscriptions/Licenses	(121.00)		(121.00)			(121.00)
Calendars	(956.44)		(956.44)			(956.44)
Christmas Parties	(329.54)		(329.54)			(329.54)
Year 6 Presents	(894.71)		(894.71)			(894.71)
Year 6 Disco	(150.00)		(150.00)			(150.00)
Year 6 Trip	0.00		0.00			0.00
Zumba Night	0.00		0.00			0.00
Raffles	0.00		0.00			0.00
Car Boot Sale	0.00		0.00			0.00
<b>A3 Payment Sub Total</b>		<b>A3 Payments Total</b>	<b>(14,113.13)</b>			<b>(14,113.13)</b>
Hire of PTA Equipment 12-13	0.00		0.00			0.00
PTA Equipment	(323.06)		(323.06)			(323.06)
Class Allowances	(2,528.30)		(2,528.30)			(2,528.30)
School Building	0.00		0.00			0.00
School Equipment Etc	(10,675.46)		(10,675.46)			(10,675.46)
Computer Hardware	(4,334.83)		(4,334.83)			(4,334.83)
Minibus Hire	(1,632.43)		(1,632.43)			(1,632.43)
<b>A4 Asset &amp; Investment purchases</b>		<b>A4 Total</b>	<b>(19,494.08)</b>			<b>(19,494.08)</b>
<b>Total Payments</b>			<b>(33,607.21)</b>			<b>(33,607.21)</b>
<b>Net of receipts / (payments)</b>						<b>-4,294.41</b>

A5 Transfers between funds	0.00	0.00
----------------------------	------	------

A6 Cash funds last year end	19,560.68	0.00	0.00
Cash funds this year end	15,266.27	0.00	0.00

	Unrestricted Funds	Restricted funds	Endowment funds
B1 Cash Funds	15,266.27	0.00	0.00


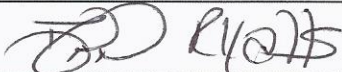
B2 Other monetary assets	0.00	0.00	0.00
--------------------------	------	------	------

B3 Investment Assets	0.00	0.00	0.00
----------------------	------	------	------

B4 Assets retained for charity's own use	0.00	0.00	0.00
--	------	------	------

B5 Liabilities	0.00	0.00	0.00
----------------	------	------	------

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

Signature	Print Name	Date of Approval
	AMANDA SCAMMON	2/7/18
	ANN RYALLS	30/6/18