



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day	Month	Year			Day	Month	Year
		1st	Sept	2017			31st	Aug	2018

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	Hayley Broad	President		Trust Document
2	Gabrielle Smith	Treasurer		Committee at AGM
3	Helen Parry			Committee at AGM
4				
5				
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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.

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

This year we have continued to support the school's rolling programme of refurbishment, agreeing funding for a complete upgrade to the Da Vinci suite, including seating areas for IT work, quiet reading and small group work. This expenditure will be reflected in next year's accounts.

In addition, we have supported the purchase of a range of resources for use across the whole school, including £5,222 contribution to the leasing costs of the 16 Clevertouch screens and £2,325 for new staging in the hall allowing more opportunities for school plays, music and other concerts. We have also funded new sports and science equipment.

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.

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. The PTA agreed a reserves policy in the year of a minimum of £5,000 to be retained for advance payment for supplies/venues for the larger fundraising events or any urgent expenditure required by the school.

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)	Gabrielle Smith	
Position (eg Secretary, Chair, etc)	Treasurer	30 April 2019

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY PTA

ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2018

CHARITY NUMBER: 1035642

Signed: -----

Gabrielle Smith
Treasurer

Dated

Signed -----

Dated

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2018

INCOME AND EXPENDITURE ACCOUNT

		2018	2017
	Note		
INCOME			
Sponsorship		£0.00	£0.00
Donation		£0.00	£300.00
Interest		£0.00	£0.07
Fundraising	1	<u>£33,979.35</u>	<u>£38,711.81</u>
		£33,979.35	£39,011.88
EXPENSES			
Bank Charges		£0.00	£4.00
Fundraising	1	£18,008.84	£17,900.99
Licences		£20.00	£40.00
NCPTA - Insurance		£105.00	£101.00
Gratuities		£0.00	£0.00
Other		<u>£62.96</u>	<u>£0.00</u>
		£18,196.80	£18,045.99
		£15,782.55	£20,965.89
Payment to school	2	£16,251.21	£22,099.39
Surplus/Deficit		<u>-£468.66</u>	<u>-£1,133.50</u>

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2018

BALANCE SHEET

Assets

	2018	2017
HSBC		
Current Account	£0.00	£0.00
Deposit Account	£0.00	£0.00
Barclays Account - new account	<u>£25,199.73</u>	<u>£25,758.39</u>
	<u>£25,199.73</u>	<u>£25,758.39</u>
Funds Brought Forward	£25,758.39	£26,891.89
(Deficit)/Surplus	-£468.66	-£1,133.50
Carried Forward	<u>£25,289.73</u>	<u>£25,758.39</u>

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2018

BANK RECONCILIATION AS AT 31ST AUGUST 2018

Balance as per bank statement dated 31/8/18	£25,289.73
Unpresented cheques as at 31/8/18: 200 Club £30 x 3	-£90.00
Cash at bank year ended 31/8/18	£25,199.73

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2018

NOTE TO ACCOUNTS 1

	2018	2017
Fundraising		
Money received/paid from last years events	£0.00	£0.00
Miscellaneous	-£92.56	-£369.95
200 Club	£320.00	£730.00
Giving Machine	£17.79	£20.05
Yellow Moon	£0.00	£16.86
Bingo Night x 2	£1,173.31	£1,640.32
Hot Lunches	£3,417.81	£4,876.59
Quiz and Curry Night	£1,106.38	£1,451.40
Northbrook Wrapping	£0.00	£27.44
Christmas Sale	£680.37	£540.53
Christmas Hamper Raffles	£395.60	£484.20
Christmas Production	£83.88	£120.50
Ball	£2,176.22	£3,658.37
Spring Fayre	£3,272.54	£3,541.45
Summer Fayre	£3,193.89	£3,449.11
International/Arts Evening	£0.00	£816.23
Sports Day	£225.28	£83.23
Electric Hob	£0.00	-£35.51
Banner for Spring & Summer Fayre	£0.00	-£240.00
	<u>£15,970.51</u>	<u>£20,810.82</u>
Income	£33,979.35	£38,711.81
Expenditure	£18,008.84	£17,900.99
	<u>£15,970.51</u>	<u>£20,810.82</u>
Net Income		

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY SCHOOL PTA

YEAR ENDED 31st AUGUST 2018

PAYMENTS TO SCHOOL

NOTES TO ACCOUNTS 2

	2018	2017
35 iPod Touch for whole school use	£4,865.00	
Google cardboard VR viewer	£244.65	
35 iPod Touch cases	£146.65	
Change of date banner	£15.00	
New staging for hall	£2,325.34	
Feather flying banners	£184.50	
Folding football goals x 2	£883.26	
French play for whole school	£400.00	
Camera for staff use on trips/activities	£239.16	
Science resources	£857.99	
Home school diaries	£867.00	£865.00
Contribution towards Clevertouch leasing costs	£5,222.66	£10,000.00
Tray units for Y3 and Y5		£1,897.53
Y5 furniture - 54 x tables, 57 x chairs,		£3,570.51
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
Twinkl Annual Subscription		£624.90
	£16,251.21	£22,099.39



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity name

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY PTA

On accounts for the year
ended

31st AUGUST 2018

Charity no
(if any)

Set out on pages

Indicate the page numbers of addenda and appendices.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended .

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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: Karen Little.

Date: 25 March 2019

Name: KAREN LITTLE

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

ACCA Affiliate

Address:

33A LANSDOWN ROAD

CHALFONT ST PETER

BUCKS SL9 9SP

Only complete if the examiner needs to highlight 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.
