



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

St James School Parent Teacher Association

**On accounts for the year  
ended**

31 August 2018

**Charity no  
(if any)**

1057497

**Set out on pages**

1 and 2 (CC16A)

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2018.

**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").

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.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention 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.

**Signed:**

*Laura Caldwell*

**Date:**

14/06/2019

**Name:**

Laura Caldwell

**Relevant professional  
qualification or body:**

FCA ICAEW

**Address:**

6 Acacia Close

Petts Wood, Orpington

BR5 1LL

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,

N/a



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St James School Parent Teacher Association

1057497

## Receipts and payments accounts

CC16a

For the period  
from

01-Sep-17

To

31-Aug-18


### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising Events	34,421			34,421	31,140
Matched Funding	4,745			4,745	1,000
Bank Compensation	150			150	-
Bank Interest	6			6	10
<b>Sub total (Gross income for AR)</b>	<b>39,322</b>	<b>-</b>	<b>-</b>	<b>39,322</b>	<b>32,150</b>
<b>A2 Asset and investment sales, (see table).</b>					
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>39,322</b>	<b>-</b>	<b>-</b>	<b>39,322</b>	<b>32,150</b>
<b>A3 Payments</b>					
Fundraising Events	15,081			15,081	13,043
Gifts for School children	800			800	914
Subscription to PTA UK	105			105	101
School projects	36,688			36,688	11,660
<b>Sub total</b>	<b>52,674</b>	<b>-</b>	<b>-</b>	<b>52,674</b>	<b>25,718</b>
<b>A4 Asset and investment purchases. (see table)</b>					
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>52,674</b>	<b>-</b>	<b>-</b>	<b>52,674</b>	<b>25,718</b>
<b>Net of receipts/(payments)</b>	<b>- 13,352</b>	<b>-</b>	<b>-</b>	<b>- 13,352</b>	<b>6,432</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,375</b>	<b>-</b>	<b>-</b>	<b>34,375</b>	<b>27,943</b>
<b>Cash funds this year end</b>	<b>21,023</b>	<b>-</b>	<b>-</b>	<b>21,023</b>	<b>34,375</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Lloyds Current A/c	14,416	-	-
	Lloyds Savings A/c	6,607	-	-
		-	-	-
	<b>Total cash funds</b>	<b>21,023</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		K Evans	23/6/19



# Trustees' Annual Report for the period

Period start date  
 From 1 September 2017 To 31 August 2018  
 Period end date

## Section A Reference and administration details

Charity name St James School Parent Teacher Association

Other names charity is known by

Registered charity number (if any) 1057497

17 Great Thrift

Petts Wood

Orpington

Postcode

BR5 1NE

### 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	Katie Evans	Chair		
2	Shirley Archer	Treasurer		
3				
4				
5				
6				
7				
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9				
10				
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12				
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16				
17				
18				
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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	Constitution
How the charity is constituted	Association
Trustee selection methods	By election at the 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

The charity exists to raise money for the wellbeing, education and benefit of the pupils of St James' RC Primary School in Petts Wood, Kent. Specifically, the objects of the charity 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 education authority) and in furtherance of this object may: (a) foster more extended relationships between the staff, parents and others associated with the school, and (b) engage in activities which support the school and advance the education of the pupils attending it.

**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)**

During the year the charity carried out various fundraising activities such as a bingo night £613, Christmas fair £5,364, family disco £722, theatre trips £2,123, quiz night £459, and a summer fair £4,544 (all numbers are profit amounts for each event), to raise funds to support the school in its education of the pupils. In addition to the amounts received from raising activities, a total of £4,745 was received through matched funding programmes of parents' workplaces.

During the year the charity awarded grants for theatre trips, additional sports coaching, and classroom allowances for the teachers. In addition, the charity gave £1,869 for the creation of a garden in which the pupils support the ongoing maintenance and the provision of new computers for the IT suite £23,177. Together these will extend the childrens' understanding of nature and ensure that the pupils are up to date with current learning methods.

When making these decisions on awarding grants the trustees and the committee confirm that they have had complied with their duty to have regard to the guidance on public benefit published by the Charity Commission for England and Wales in exercising their powers and duties.

**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 main achievements of the charity during the year was provide funds to start a school gardening project, offer additional funding towards the external sports coach to increase the number of sports classes for the children and to provide the children with new computers in the IT suite.

## Section E

## Financial review

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

The charity operates on a receipts and payments basis without reference to a balance sheet. The association does not have any liabilities or financial commitments at the end of the year and so there is no requirement for reserves to be held.

### Details of any funds materially in deficit

None

### 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)

K Evans

Full name(s)

KATE EVANS

Position (eg Secretary, Chair, etc)

CHAIR

Date

23 | 6 | 19