

October 2018

2017-2018

# St James' PTA Annual Chair's Report

# Chair's Report

Year 3 in the Chair and I am delighted to present my report for 2017/2018

## Summary of successes

- Junior play equipment installed
- Ipads for the infants
- 4 out of 9 SMART boards installed in the infants
- Money available for 3 out of 8 SMART boards for the Juniors
- New PTA Equipment :
  - New PTA shed releases space in the garage for the Junior Forest School and will provide a better space to prepare for each event.
  - 3 new event tents to provide shade during the summer months and for event use
  - Ice Cream sales have proved a great success despite some freezer failures. Fortunately our insurance paid out and we have been able to buy a new Ice Cream freezer to make set up simpler.
- Online ticket sales continue to prove efficient and have replaced 95% of all sales taken

We were pleased with the parent support for our events and fundraising activities during the year in terms of attendance at the events, and the feedback we have received has been positive. One area we continue to find challenging is having sufficient helpers for some of the bigger events especially the Christmas and Summer Fairs which has lead to some finer details being missed on the day (signage, gazebo for St James Ambulance and adequate supervision of inflatable activities)

We would like to welcome Michelle Wilson who has taken on the role of Vice Chair which will help spread the task of organising events, however we still need to find a way to ensure volunteers take full responsibility for the set up, clear up and management of their stalls so as not to stretch this very small resource. We have sent out a questionnaire to Parents to encourage more helpers, gather fresh ideas and raise awareness of our efforts

Looking to our events for the year ahead, as a relatively small committee, we will focus on events primarily for the children. For example: Discos, Ice Cream Fridays, an Easter, Christmas and Summer Event.

## Events 2017/2018 Outline for Winter & Autumn Terms.

The table below sets out the events and the forecast of funds we hope to raise. These funds will enable us to complete our target to install SMART board in all classrooms by the end of 2018.

	Sept			Oct			Nov		Dec		
2018/2019 Events	Ice Creams	Uniform Sale	Junior Disco's	Sponsored Bounce	Infant Disco	Bags2School	Chocolate Challenge	Xmas Cards	Junior Xmas Disco's	Infant Xmas Disco	Xmas Raffle & Secret Presents
Dates	Fridays										
Manager		Lesley Darcy	Jo Smith					Katie G	Jo Smith		
Price			£3.50	Sponsors	£3.50				£10	£10	£1 £3.50
Own Clothes Day				Y		Y					Y
Time	3pm	3pm	Evening	9.30am - 3pm	Evening	11am-1pm 9am			Evening	Evening	9.30-3pm During School Day
Supplies	Magnums Nobbly Bobbly Rockets Fabs Cornetto £50 Float x2	Uniforms Clothes Rail £50 float	Crisps Assorted Litre Bottles Fizzy/Cups Juice Lolly Pops Tokens Glo Bands	Mini Trampolines or Bouncy Castles? 1 minute bounce	Juice Biscuits Lollies Glo Bands			Card Packs	Popcorn Juice/Fizz Disco & Games Photobooth Santa Gift Side Stalls & Prizes		Gifts £3.50 Raffle £1 Hampers + Big PTA Raffle option with bigger prizes ie. Car
no. Volunteers	4 each school		3	8	4	2	2		10	10	20
Forecast Profit	£ 2,000.00	£ 300.00	£ 400.00	£ 8,000.00	£ 400.00	£ 350.00	£ 200.00	£ 650.00	£ 10,000.00		
2017-2018	£ 1,700.00	£ 250.00	£ 400.00	£ 4,400.00	£ 400.00	£ 352.00		£ 664.00	£ 7,800.00		
Match Funding											
Parent Spend		£ 120.00	£ 400.00	£ 3,000.00	£ -	£ -	£ -		£ 1,400.00	£ 1,000.00	£ 3,000.00
Deb -£1000											£ 1,000.00
Pandora £1000											
Ryan											£ 2,000.00
Paul				£ 2,000.00						£ 2,000.00	
Bridget Radley - One											
Phil Booker -BP				£ 3,000.00							

In conclusion, I would like to thank every member of the committee and the class reps for their support and considerable time and effort they put into organising the events we run. Finally, I would like to take the opportunity to thank the school for their continued support of the work of the PTA.

Deborah Powell

Chair, St James' PTA

03 October 2018

2017-2018

# St James' PTA Treasurer's Report

Includes draft accounts for the academic year 2017-2018  
(from 1 September 2017 – to 31 August 2018)

## Introduction

Over the last academic year, the PTA has coordinated various events to raise money for both the Infant and Junior schools. The events ranged from after-school ice-cream sales, a comedy night to the very successful Christmas Fair, and the St James' Summer Fair. This report provides a breakdown of the profitability of the various events as well as detailing where the funds were spent throughout the year. The numbers presented show the actual bank transactions taking place between 1 September 2017 and 31 August 2018.

There were some challenges along the way this year. In December 2017, we were victims of fraudulent activity on our bank account whereby in the space of two days c£35,000 was taken from our funds. Thanks to the quick reactions of our Chair and the bank itself, I am pleased to say that every penny of the misappropriated funds were returned to us within a couple of weeks.

The results for the academic year show once again that the PTA has had another successful year, raising a total of £35,286 (2016/17: £34,427) in both event profits and matched-funding. This year the matched-funding amounted to £19,156 (2016/17: £13,325), however, £10,210 (2016/17: £2,844) related to events in the prior year. Still, a very impressive amount of income to add to the successful events held in the year.

## Account summary

The information in this table shows the cash movements in the PTA bank account for the year ended 31 August 2018:

	<b>2017/18</b> £	<b>2016/17</b> £
Event profit	<b>16,130</b>	21,102
Matched funding	<b>19,156</b>	13,325
Other income	<b>2,004</b>	2,082
Donations to Infant school	<b>(5,261)</b>	(20,262)
Donations to Junior school	<b>(17,547)</b>	(20,942)
Other expenditure	<b>(1,420)</b>	(2,733)
<b>Net movement</b>	<b>13,062</b>	<b>(7,144)</b>

All transactions recognized within the analysis above in both academic years have been accounted for on a cash basis.

## Available funds as at 31 August 2018

The funds available with Metro Bank at 31 August 2018 is £31,651.57 (2017: £18,590.04).

## Summary of event profitability and funds raised:

The events are listed in order of profitability for the year ended 31 August 2018. This covers the period 1 September 2017 to 31 August 2018. There are also footnotes **(X)** to provide details of where matched funding has been allocated to an event during the year.

*Please note that all figures are provisional and subject to verification by an Independent Examiner.*

Event	Income £	Costs (inc float) £	17/18 profit £	Profit as % of income	16/17 profit £	2017 profit rank	Profit as % of income
Summer fair (1)	23,237	(6,740)	<b>16,497</b>	71%	8,479	2	52%
Christmas fair <b>(2)</b>	12,612	(5,720)	<b>6,892</b>	55%	9,029	1	80%
Junior sponsored walk <b>(3)</b>	4,426	-	<b>4,426</b>	100%	7,511	3	100%
Infants sponsored walk <b>(4)*</b>	2,565	-	<b>2,565</b>	100%	3,150	4	100%
Comedy night <b>(5)</b>	3,240	(1,628)	<b>1,612</b>	50%	1,229	6	50%
Discos – various	955	(33)	<b>922</b>	96%	1,703	5	75%
Ice cream sales	2,194	(1,479)	<b>715</b>	33%	820	8	51%
Cauliflower cards	1,923	(1,294)	<b>628</b>	33%	618	9	33%
Easter activities	1,162	(560)	<b>602</b>	52%	1,010	7	80%
Year six leavers	956	(726)	<b>230</b>	24%	271	11	33%
Uniform sale	196	-	<b>196</b>	100%	121	12	100%
Quiz / Auction	-	-	-	-	486	10	59%
<b>Total</b>	<b>53,466</b>	<b>(18,180)</b>	<b>35,286</b>		<b>34,427</b>		

(1) Includes £9,645 matched funding - £7,645 IRO 206/17 (2016/17: £2,000)

(2) Includes £3,000 matched funding (2016/17: £4,106)

(3) Includes £2,946 matched funding (2016/17: £4,375)

(4) Includes £2,565 matched funding – all IRO 2016/17 (206/17: £2,844 all IRO 2015/16)

(5) Includes £1,000 matched funding (2016/17: £nil)

## Summary of donations and money spent:

Donations to Infant school – total **£5,261** (2017: £20,262).

Description	2018 £	2017 £
Ipads, cases and trolley	3,761	-
Reception steps	110	-
Pet food	382	575
Theatre/panto trips	-	2,233
Forest school & outdoor equipment	-	8,077
Books / Bibles	505	4,335
Website	150	1,108
Listening centres	-	1,794
Classroom supplies	353	2,140
<b>Total</b>	<b>5,261</b>	<b>20,262</b>

Donations to Junior school – total **£17,547** (2016: £20,942).

Description	2018 £	2017 £
Junior play equipment	17,547	-
Empiribox science system	-	12,950
Computer equipment	-	7,992
<b>Total</b>	<b>17,547</b>	<b>20,942</b>



Other expenditure – total **£1,405** (2017: £2,733)

Description	2018 £	2017 £
Gazebos	484	607
Shed repairs	364	56
Insurance / subscriptions	356	795
Equipment	120	468
Infant treat day	56	88
Sundry	25	35
Easter egg hunt	-	417
Bank charges	-	182
Storage	-	85
<b>Total</b>	<b>1,405</b>	<b>2,733</b>

This total excludes a current float balance of £150. It is recommended that this current float balance continues.

Details of Other income **£2,004** (2017: £2,082)

Description	2018 £	2017 £
Donations / sponsorship	1,427	2,082
Insurance claims	574	-
Sundry	3	-
<b>Total</b>	<b>2,004</b>	<b>2,082</b>

## **Comments and recommendations**

The following comments and recommendations are suggested in order to ensure that the integrity and accountability of the PTA funds are enforced. This follows the code of conduct as laid out by PTA-UK.

1. Events should have indicative budgets that identify elements of expenditure and anticipated spend.
2. Where spend on an individual item of expenditure is anticipated to exceed £250, then a minimum of two estimates/quotes should be obtained and submitted to the PTA Committee for approval.
3. Payments to suppliers in cash should only be made for amounts less than £20 and receipts provided.
4. Suppliers should issue the PTA with receipts in all instances.
5. Due to the size of the PTA activities, the accounting records should be maintained on a cash basis.
6. The annual report will be published with the Charities Commission once they are verified by the Independent Examiner.



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

St. James's school PTA

On accounts for the year  
ended

31<sup>st</sup> Aug 2018

Charity no  
(if any)

1147450

Set out on pages

2/2

(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 DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

I have completed my examination. I confirm that no material matters have  
come to my attention in connection with the examination (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 no concerns and 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:

*SNK*

Date:

30/06/2019

Name:

NITIN KUMAR CHHABILDAS SHAM.

Relevant professional  
qualification(s) or body

BACHELOR OF ELECTRICAL ENGINEERING/  
MASTERS OF MANAGEMENT STUDIES

(if any):

Address:

FLAT 2, CARLTON LODGE THE FERNS  
TUNBRIDGE WELLS, KENT  
TN11 2JU

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.

Chair of charity was victimised by phishing scam on <sup>11th & 12th</sup> Dec 2017. Around £3,975 were lost by charity in those 2 days. But quick reaction from chair and support from the bank, all money was recovered by 4<sup>th</sup> Jan 2018. Learning has been put as an action to prevent such incident happening in future.