



Trustees' Annual Report for the period

Period start date
From 17 09 2017 To 16 09 2018
Period end date

Section A Reference and administration details

Charity name ST NICHOLAS FIRST SCHOOL PARENTS
TEACHERS AND FRIENDS ASSOCIATION

Other names charity is known by

Registered charity number (if any) 1166283

Charity's principal address St Nicholas First School, Belvide Gardens
Codsall
South Staffordshire
Postcode WV8 1AJ

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	Louisa Griffiths	Chair		
2	Nicola Read	Treasurer		
3	Jodie Parker			
4	Kirsty Oswald			
5	Amy Rhodes			
6				
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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
Accountant	M L Roberts	

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)

Unincorporated association

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

Elected by members annually at the 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

Our objective is to raise funds to further advance the education of St Nicholas pupils by providing additional resources and experiences.

The committee has organised and ran a calendar of fundraising events including a black-tie ball, fireworks evening, summer fair and discos. Whilst planning these events the committee took into account the charity commission guidance on public benefit and ensured that all profits raised were put back into St Nicholas First School to fund equipment and experiences that would enhance the education of 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)

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.

We are grateful to all our volunteers, who have made it possible for us to hold so many fundraising events. In addition to the committee, regular PTFA meetings involve approximately 8 regular volunteers who assist in planning and decision making. A majority agreement from the committee must be made before any funding for items is granted. Funding requests above £1,000 are taken to full PTFA meetings to ensure that all members are in agreement before monies are released. This also applies when purchasing large items to be owned by the PTFA, for example, storage shed.

Summary of the main achievements of the charity during the year

The PTFA have ensured that every child in our school is able to participate in a school trip by funding a coach for every year group. School trips are planned by school staff to enhance subject knowledge and the PTFA wish to support this integral part of pupil's school experience. Our black-tie ball was held to raise funds to improve the pupils access to our outdoor space. Funds raised at this event have been set aside to contribute to the replacement of the schools 'Trim Trail', combined with money raised in 2018/19 this project will be completed in October 2019. The PTFA are please to be assisting the school in utilising the outdoor space and acknowledge the importance of our pupils taking part in physical outdoor play.

In addition to the above sufficient funds were raised to purchase ipads for use in lessons. We recognise that up to date IT is an unavoidable cost to the school and the committee is committed to helping when possible as the PTFA wish to support staff in giving pupils the IT skills they will need for the working world.

Section E Financial review

Brief statement of the charity's policy on reserves

We keep a minimum of £3000 to cover the costs of our most expensive, regular fundraising event, in case of unforeseen cancellation.

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.


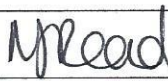
The PTFA is completely funded through our own fundraising events with occasional funds from funding applications.
The PTFA only funds items and experiences that will enhance the education and overall school experience of the St Nicholas First School pupils.
All profits are used within school and the PTFA has no outside investments.

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)	Louisa Griffiths	Nicola Read
Position (eg Secretary, Chair, etc)	Chair	
Date	01/10/2018	

PTFA Accounts Year End 2017 - 2018 up to 16 September 2018

Summary

Opening Balance 16 sept 2017			£10,113.11
Credits to account	£33,446.08		
Matched funding / Charity contributions			
TOTAL CREDITS		£33,446.08	
Debits to accounts	-£24,868.94		
Direct debits	£0.00		
TOTAL Debits		-£24,868.94	
Bank balance 16th sept 2018			£18,690.25

Breakdown		Income	Expenses	Floats	Profits
Events	Note 1	£31,916.54	-£18,254.10	£0.00	£13,662.44
Cancelled Events	Note 2	£0.00	-£21.00	£0.00	-£21.00
Commision raised	Note 3	£1,000.00	£0.00	£0.00	£1,000.00
Charitable donations	Note 4	£0.00	£0.00	£0.00	£0.00
Donations to school	Note 5	£171.15	-£5,542.96	£0.00	-£5,371.81
Other activities	Note 6	£0.00	£0.00	£0.00	£0.00
Misc expenses of PTFA	Note 7	£358.39	-£1,050.88	£0.00	-£692.49
Total		£33,446.08	-£24,868.94	£0.00	£8,577.14

PTFA Accounts Year End 2017 - 2018 up to 16 September 2018

Note 1 - EVENTS		Income	Expenses	Floats	Profits
Film Night		£553.90	-£32.00		£521.90
Fireworks		£5,462.87	-£2,578.31		£2,884.56
Christmas Cards		£2,275.00	-£1,587.72		£687.28
Strictly St Nics		£1,773.25	-£438.09		£1,335.16
St Nic's Ball		£13,748.14	-£10,035.65		£3,712.49
Easter		£1,060.80	-£434.18		£626.62
Slumber Party		£151.00	-£11.85		£139.15
Refreshments		£76.10			£76.10
Film Night		£942.50	-£461.20		£481.30
Teatowels		£1,198.05	-£637.56		£560.49
Gin Night		£1,162.07	-£800.22		£361.85
Disco		£766.31	-£176.09		£590.22
Summer Fair		£2,746.55	-£1,061.23		£1,685.32
Total		£31,916.54	-£18,254.10	£0.00	£13,662.44

Note 2 - CANCELLED EVENTS		Income	Expenses	Floats	Profits
Football Tournament			-£21.00		-£21.00
					£0.00
Total		£0.00	-£21.00	£0.00	-£21.00

Note 3 - COMMISSION RAISED		Income	Expenses	Floats	Profits
Groundworks		£1,000.00	£0.00	£0.00	£1,000.00
Total		£1,000.00	£0.00	£0.00	£1,000.00

Note 4 - CHARITABLE DONATIONS		Income	Expenses	Floats	Profits
Total		£0.00	£0.00	£0.00	£0.00

Note 5 - DONATIONS TO SCHOOL		Income	Expenses	Floats	Profits
Christmas Presents		£0.00	-£326.00		-£326.00
Coaches		£0.00	-£1,800.00		-£1,800.00
Ipads		£0.00	-£1,329.60		-£1,329.60
Visualizers		£0.00	-£999.50		-£999.50
Toddler Presents		£0.00	-£27.99		-£27.99
Sports Equipment		£0.00	-£112.26		-£112.26
Bibles		£171.15	-£342.30		-£171.15
Den Building Equipment		£0.00	-£135.31		-£135.31
Yr 4 Leavers Party		£0.00	-£470.00		-£470.00
		£0.00			£0.00
					£0.00

Total	£171.15	-£5,542.96	£0.00	-£5,371.81
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Note 6 - OTHER ACTIVITIES		Income	Expenses	Floats	Profits
Total		£0.00	£0.00	£0.00	£0.00

Note 7 - MISC EXPENSES		Income	Expenses	Floats	Profits
Gas and connectors		£0.00	-£118.54		-£118.54
Stationary		£0.00	-£26.45		-£26.45
Storage		£0.00	-£20.00		-£20.00
Amazon (Freezer)		£0.00	-£89.00		-£89.00
PTA UK		£0.00	-£105.00		-£105.00
Ian Present		£0.00	-£29.99		-£29.99
Equipment		£23.57	-£220.47		-£196.90
Costco Membership		£0.00	-£84.00		-£84.00
Card Machine		£0.00	-£22.61		-£22.61
Birches Error		£334.82	-£334.82		£0.00
		£0.00			£0.00
Total		£358.39	-£1,050.88	£0.00	-£692.49

**To the Trustees of St Nicholas Church of England First School
Parents Association**

**Income and Expenditure Account 17 September 2017 to 16
September 2018**

I have examined the Income and expenditure account for the above organisation for the period above and have the following comments to make

- 1) All records of income and expenditure are complete and easily traceable
- 2) These records agree to the bank statements for the above period
- 3) The income and expenditure account agrees with the bank statements for the above period

I therefore have no matters of concern regarding the above statements


M L Roberts

5th July 2019