



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Oct	2017		30	Sep	2018

## Section A Reference and administration details

**Charity name**

Coleridge Families

**Other names charity is known by**

**Registered charity number (if any)**

1001997

**Charity's principal address**

Coleridge Primary School

Crouch End Hill

London

**Postcode**

N8 8DN

### 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	Elizabeth Mackie	Chair		Coleridge Families AGM
2	Leon Choueke	Head		Coleridge Families AGM
3	Nina Grimes	Deputy Head		Coleridge Families AGM
4	Peter Salerno	Treasurer		Coleridge Families AGM
5	Kit Bhatti	Treasurer		Coleridge Families AGM
6	Morinade Akinbobola	Treasurer		Coleridge Families AGM
7	Peter Bacon Darwin	Website Manager		Non Elected Member
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 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.

There are no significant governance issues impacting the charity currently.

- Coleridge Families has a comprehensive handbook guiding class reps and event coordinators in the way that they manage each fundraising event. The charity has taken steps to place this information on accessible folders on the web and to incorporate minutes and lessons learned into the documents.
- Sponsorship from community businesses represents <10% of incomes and the charity follows a sponsorship policy put in place by the school governing body.
- We have established a detailed set of policies and procedures guiding treasury, banking, the bank mandate, expenses, charities commissions procedures and money handling.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objective of Coleridge Families is 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 Education Authority) and as an ancillary thereto and in furtherance of this object Coleridge Families may A. encourage co-operation between the staff, parents and all others associated with the school, B. engage in activities (including fund raising activities) which support the school and advance the education of the pupils attending it and C. encourage parents to be interested in the education of their children and the activities of the school.

**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)**

2017-2018 was the second year of substantial donations from parents to the school's learning enhancement fund. The learning enhancement fund has been used to renew classroom across years 3 to 6 by providing new digital lightboards within the classrooms. Additionally the learning enhancement fund provided year 2 with learning aids for reading and year 1 with new community blocks.

Additional investment by the charity:

- Funding for one of the final elements of the build-out of the schools hall with new built in storage, sound system and blackout blinds
- Support for year 6 fundraisers which are then used for the year 6 leavers activities and materials
- Funding so that new children entering reception each receive a new book bag filled with useful information

Non-fundraising activities such as Coffee Mornings for parents and staff

Conducting the Annual General Meeting as a required governance forum and also to raise awareness and involvement in the charity's activities.

## 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.

Coleridge Families is a very inclusive PTA. Involvement in event organisation is encouraged by an allocation of 2 fundraising events to each year group. One of the events is a small-scale cake sale, the other a larger event appropriate to the year group experience. Reception classes are allocated simple events. Year 3 manage the Summer Fair (the main event of the year) and Year 6 parents are allowed a gentle exit which involves organising the Year 6 events only. This has been a successful approach with the main aim of promoting a clear turn of responsibilities with inclusiveness and avoiding large amounts of work falling on a few shoulders. In addition there is a network of class reps and parents who generate participation in events, fundraisers and help distribute information to the parents.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

2017-2018 was another successful year for Coleridge Families.

- This year's summer fair raised nearly 15,000 pounds.
- Again, parents responded extremely well to a call for donations by the school, with more than 31,000 raised considering Gift Aid.
- Dozens of parents played a role in organizing a cycle challenge which raised nearly 26,000.
- The fireworks event was sold out and raised over 7000 pounds and was greatly enjoyed by students and parents.
- The quiz night, gig, and winter bazaar took more than 10000 pounds all together.
- All of these events and more events raised a total of more than 110,000 pounds for the school!
- See additional details later within this report

This enabled numerous projects at the school including:

- Apart from the continuing halls development and digital lightboards purchased this year, the surplus funds are reserved for investment in the playground area which is now the focus of the PTA and school leadership.
- The committee is engaged in discussion regarding the future design of the playground
- As of the time of writing this trustee's report, the designs have been developed, socialized with parents and students in an inclusive manner and work will be proceeding in summer 2019.

## Section E Financial review

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

Coleridge Families keeps a minimum of £8k in the bank to deal with unexpected costs and cash flow. Large expenditure plans are discussed at the AGM with on going expenditure discussed in open committee meetings

### Details of any funds materially in deficit

Not applicable

### 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)	PETER SALERNO	ELIZABETH MACKIE
Position (eg Secretary, Chair, etc)	Treasurer	CHAIR
Date		

# Coleridge Families Accounts – 30-Sep-18

## Summary of Coleridge Families Accounts

#	Item	Amount	Comment
1	Opening 1-Oct-17	£49,715.86	Total bank balances
2	Fund Raising	£110,968.15	Includes pending expenditures
3	Expenditures	-£72,984.93	includes pending expenditures
4	Balance	£87,699.08	Projected Balance
5	Bank Balance	£91,409.20	Actual Bank Balance
6	Variance	-£3,710.12	See Detailed Section
7	Capital Reserve	-£8,000.00	Coleridge Families have agreed to keep an £8K reserve
8	Available - Planned	-£8,000.00	Muga Carpet Replacement Fund
9	Available - Donations	-£1,070.00	Money Raised for Learning Enhancement Fund
10	Remaining Available To Spend	£70,629.08	Bank Balance, less committed expenses & reserve

## Approved Major Expenditures

#	Description	Amount
1	<b>MUGA Carpet Replacement 2015-18 earmark</b>	<b>-8,000</b>
2		
3		
4		
5		
6		
7	<b>Grand Total</b>	<b>-8,000</b>

## Explanation of Variances

#	Description	Amount
1	2018-19 Fireworks	-£2,960
2	2018-19 Donations	£1,070
3	2018-19 Sponsorship	£5,500
4	Unrepresented Cheques	£100
5	<b>Grand Total</b>	<b>3,710</b>

- 2018-19 income and charges will be carried forward into the 2018-2019 accounts

# 2017-2018 CF Accounts – Income/Expense Detail

## Income from Fund Raising Activities

Row Labels	2016-2017	2017-2018
Donations and Gift Aid	16,370	31,896
Summer Fair	16,869	14,757
Cycle Challenge and Gift Aid		25,929
Fireworks	5,281	7,596
Quiz Night	5,089	5,334
Sponsorship	4,500	5,500
Year 6 School Play	3,128	3,392
Year 6 Gig Night	2,959	2,380
Winter Bazaar	2,240	2,687
Silent Disco	3,002	1,131
Halloween Disco	1,314	1,485
Sponsored Bounce	1,323	1,139
T-Shirts	471	1,094
Easyfundraising	680	822
Festive Cards	539	792
Year 6 Fundraising		858
Yogathon		838
Christmas Trees	444	384
Planting Fundraiser		623
Tickets4Schools		585
Cake Sale		559
Year 6 Bobble Hats		526
Sports Day		442
Cake Sales	192	
Winter Bazaar Flash Sale		144
Costume Donations		24
Food Delivery		15
Equipment Hire Out	10	
Interest		6
Prior Year Correction	-344	32
<b>Grand Total</b>	<b>64,067</b>	<b>110,968</b>

## Expenses from Projects Undertaken

Row Labels	2016-2017	2017-2018
School Halls	24,224	10,715
2018 Learning Enhancement		25,010
2017 Learning Enhancement		23,200
Year 6 Leavers	4,090	4,292
Halls Storage		4,342
Shelving System	1,133	
Stage Supplies		916
Children's SCRAP Project	342	417
Library	707	
Reception Bookbags		660
HTH Fundraiser	625	
Playground Water Fountains		625
Christmas Party	568	
Year 1 Planting		563
Reception	470	
Christmas Parties		393
Beekeeping		390
Reception Book Bags		330
General	47	244
PTA Association	113	117
Sports Teams <u>Tshirts</u>		186
Nursery	166	
Christmas Carols Donation		159
Gazebos	156	
Coin Counter		146
Storage Fund		134
Library Books		68
Coffee Morning		58
Book Club		21
<b>Grand Total</b>	<b>32,641</b>	<b>72,985</b>

- Year 6 Leavers Activities are funded through Year 6 fund raising events such as the Gig Night and Play sales shown as income (left hand side)
- Cycle Donations include a significant amount of employee matched giving contributions that are not gift-aid eligible





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Coleridge Families

On accounts for the year  
ended

2018

Charity no  
(if any)

1001997

Set out on pages

4 - 5

**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:

Date:

Name:

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

Address:


## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.