

PALM BAY PRIMARY SCHOOL PTFA
CHARITY INFORMATION
YEAR ENDED 31 JULY 2020

Chair

Kathryn Harper

Vice Chair

Adrian Lloyd

Treasurer

Linda Bryers

Co-Sec

Amy Leaning

Committee Members

Jen Brammer, Rachel Sims, Natalie Gavet, Daniel Golding, Natalie Glover, Joanne Ganderton-Smith, Kate Gillespie, Marc Horsted, Georgina Fox, Heather March, Ann Lloyd, Kathie Golding, Nic Page, Chris Walker, Gary Burgess, Sam Pritchard, Dorothy Bevan, Steve Hatt, Paddy Westwick.

Charity Address

Palm Bay Primary School

Palm Bay Avenue

Cliftonville

Margate

Kent CT9 3PP

Registered Charity Number

1055296

Independent Examiner

Mr G Beeching FMAAT

Principle Bankers

HSBC Bank PLC

1 High Street

Ramsgate Kent CT11 9AD

Legal Advisors

None appointed

PALM BAY PRIMARY SCHOOL PTFA

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 JULY 2020

The Trustees present their report along with the financial statements of the Association for the year ended 31 July 2020. The financial statements have been prepared on the accounting policies set out in note 1 to the financial statements and comply with the Association's constitution.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Association was formed on 27th September 1995 and is governed by constitution adopted on that date. The Association was registered with the Charity Commission on the 13th May 1996, Registered Charity No. 1055296.

The object of the Association is to advance the education of the pupils in the school. The Association aims to provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.

The Constitution provides for a Committee consisting of the following Officers:-

Chairperson, Honorary Secretary, Honorary Treasurer, together with nineteen other members. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting. Five members of the Committee will constitute a quorum and the Committee have the power to co-opt a maximum of two additional members. When new members are elected to the Committee they are given an introduction to the work of the Association and provided with the information they need to fulfil their roles, which includes information about the role of Trustee's and Charity Law.

ACHIEVEMENT AND PERFORMANCE

During the year, we have continued to hold various fund raising events and the total raised by the Association is in excess of £21,000 gross in the last two years alone.

As with previous years we have continued to successfully run school disco's the Christmas fair, cake stall and, of course, the boot fairs. The boot fairs continue to be the major source of fund raising. We have also started Ice-cream Fridays and Hot

Chocolate days which are very popular however this year due to Coronavirus many events have had to be cancelled.

This year our donations have enabled the school to provide:-

- 1 New Sound System**
- 2 School trips**
- 3 School equipment**
- 4 Running costs for Minibus**
- 5 Water cooler maintenance**
- 6 Donation for science days and history workshops**
- 7 Donation to SENCO**

Our sincere thanks goes to all those who have given their time and efforts to help with our fund raising, this support is vital and needs to continue so that we can assist the school with its medium to longer term plans.

We look forward to another successful year with your support.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:-

- 1** Select suitable accounting policies and then apply them consistently.
- 2** Make judgements and estimates that are reasonable and prudent.
- 3** State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and,
- 4** Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PLAN FOR THE FUTURE PERIOD

The Charity will continue to work with the School to advance the education and training facilities for the pupils.

INDEPENDENT EXAMINER

The Trustees have appointed Mr G Beeching FMAAT of SAF Accounting to undertake the independent examination of the Associations financial affairs for the year ended 31st July 2020.

Signed on behalf of the trustees

Mrs K Harper (Chairperson) -----

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF PALM BAY PRIMARY SCHOOL PTFA

YEAR ENDED 31st JULY 2020

I report on the accounts of the Charity for the year ended 31st July 2020 which are set out on pages 7 to 11.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- 1 Examine the accounts under section 145 of the 2011 Act.
- 2 To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5) (b) of the 2011 Act and,
- 3 To state whether particular matters have come to my attention.

BASIS OF THE INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the 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 you 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 EXAMINERS STATEMENT

In connection with my examination no matter has come to my attention,

1 Which gives me reasonable cause to believe that in any material respect the requirement

To keep accounting records in accordance with Section 130 of the 2011 Act and

To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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 reached.

Mr G Beeching FMAAT -----

Licenced AAT Accountant No 1000373

2 Kent Road

Margate

Kent

CT9 3SN

PALM BAY PRIMARY SCHOOLS PTFA

ACCOUNTS

YEAR ENDED 31st JULY 2020

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Statement of Financial Activity

Year Ended 31 July 2020

		2020	2019
		Unrestricted Funds	Unrestricted Funds
INCOMING RESOURCES			
Voluntary Income	Note 1	5963	15162
Investment Income		0	0
Bank Interest		0	0
TOTAL INCOMING RESOURCES		5963	15162
RESOURCES EXPENDED			
Fund Raising Costs	Note 2	1759	4355
Direct Charitable Expenses	Note 3	6237	11963
Governance Costs	Note 4	675	150
TOTAL RESOURCES EXPENDED		8671	16468
NET INCOME/(OUTGOINGS)			
RESOURCES FOR THE YEAR		-2708	-1306
RECONCILIATION OF FUNDS			

Total Funds Brought Forward	5428	6734
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Total Funds Carried Forward	2720	5428
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Palm Bay Primary School PTFA

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Balance Sheet

Year Ended 31 July 2020

2020

2019

CURRENT ASSETS

Bank Deposit Account	101	100
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Bank Current Account	2519	5478
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Petty Cash	0	0
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Prepayments (Thanet District Council)	250	0
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	2870	5578
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CURRENT LIABILITIES

Accruals	150	150
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NET CURRENT AS-SETS	2720	5428
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TOTAL FUNDS	2720	5428
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These accounts were approved by the Trustees and authorised for issue on 1st September 2020 and are signed on their behalf by

Mrs K Harper

MRS L BRYERS

Chairperson

Treasurer

Notes to the Accounts

Year Ended 31 July 2020

Accounting Policies

Note 1

The accounts have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the requirements of the Standard of Recommended Practice, Accounting and Reporting by Charities issued in March 2005 (SORP 2005).

	2020	2019
VOLUNTARY INCOME		
Boot Fairs	1858	7500
Christmas Fair	2422	1969
Xmas cards	346	241
School Disco's	344	1055
Hot Chocolate Day	754	606
Cake Stall	239	0

Refreshments	0	0
Sports Day	0	330
Summer picnic	0	7
Donations	0	528
Charity	0	8
Community Fund (Coop)	0	2918
Donations	0	0
Quiz Night	0	0
5 p's	0	0
Sutton Seeds	0	0
Picnic Boxes	0	0
Fashion Show	0	0
Charity	0	0
Film Shoot	0	0
	5963	15162

INVESTMENT INCOME

	2020	2019
Bank Interest	0	0

FUND RAISING EXPENSES

Note 2		2020	2019
Boot Fairs	Rent of Land	50	385
Boot Fairs	Hire of Toilets	0	1000
Boot Fairs	Other	450	105
Christmas Fair Expenses		226	974
Christmas cards		0	0
School Disco Expenses		0	236
Tens licence		84	0
Sports Day Expenses		0	24
Raffle Tickets, Lottery Fee and events fee		460	20
Refreshments		0	126
Comic Relief/Remembrance Day		0	59
Hot Chocolate Day		92	268
Ambulance Corps		70	280
Frozen Friday		26	0
Repairs/maintenance		0	0
Magic Show		0	180
Thanet council admin charge		75	0
Gifts		226	235
Frozen Friday		0	166
Gazebos/Bunting		0	297
		1759	4355

DIRECT CHARITABLE EXPENSES

Note 3	2020	2019
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Donations to School Funds and Activities

Art Pro- ject	0	0
Class Trips	0	3500
Black and White Ball	0	500
Water Coolers, Minibus and Play Surface	1637	1663
Sports Equipment	0	6300
Science days/History workshops	4600	0
Pond liner	0	0
Shakespeare Theatre	0	0
School Fun Day	0	0
Playground Equipment	0	0
Party Delights, Bean Bags and Beach School	0	0
	6237	11963

GOVERNANCE COSTS

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Note 4

2020

2019

Accruals reversal 2018/19 (Accountancy fees)	-150	-150
Insurance and Subscriptions (direct debit)	110	0
Stationery	0	0
Accountancy	150	150
AGM Expenses	48	0
PTA	0	0
Staff wellbeing/entertainment	367	0
Accruals 2019/20 (Accountancy fees)	150	150
	675	150