



Sutton-at-Hone CE Primary School PTA

Annual Report and Accounts

For Year Ending 31 July 2019

Table of Contents

	Pages
Key Information	1-2
Annual Report of the Committee	3-5
Independent Examiner's Report	6
Income & Expenditure	7-8

Key Information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

The Charity's principal office is:

c/o Sutton-at-Hone CE Primary School
Church Road
Sutton-at-Hone
Dartford
Kent
DA4 9EX

The Charity is registered with the Charity Commission (Reg. charity no. 1085024)

Our activities are governed by the Constitution adopted 19th October 2000 and amended 24th October 2002.

The Committee are appointed annually at the Annual General Meeting by the rules set out in the constitution.

The following have served as Committee members/Trustees of the charity during financial year 18/19:

Emma Downie (Chair)
Sophie Stubbs (Vice Chair)
Kirsty Whitcombe (Treasurer)
Lauren Gardiner (Vice Treasurer and Secretary)

The PTA's independent examiner for 18/19 is:

Mrs Karen Baldwin
Business Manager

The PTA banks with Natwest Bank Dartford.

Annual Report of the Committee for the year ending 31st July 2019

The committee have pleasure in submitting their report for the year. The committee members who have served during the year are listed on page 1, with the other statutory information that forms part of this formal report. This report was presented at the Annual General Meeting held at Sutton-at-Hone Primary School on 11th October 2019.

Public Benefit Statement

The Committee, as trustees of the charity, confirm that they have complied with their duty to conduct the affairs of the charity with due regard to the Charity Commission's guidance on public benefit. The public benefit of the charity is outlined below.

Objectives, Organisation and Activities

Sutton-at-Hone CE Primary School PTA was established in order to advance the education of pupils in school by developing relationships between pupils, staff and parents. Provide events and activities for pupils and to provide items for the school which are not provided from statutory funds.

Annual Reports from the Committee

Chair's Report

Following the last AGM, on 26th September 2018, the four existing PTA committee/trustees were re-elected for 18/19 for our second term.

This year we looked to introduce new initiatives to raise money for the School whilst recognising that not all parents or carers could always attend events. We wanted to allow parents to still get involved in other ways. This was following feedback through our parent survey which we discussed at the 2018 AGM.

Your School Lottery was introduced in November 2018, following approval by Governors, and has raised over £1,100 with just 40 supporters currently signed up. Just imagine the income if we could encourage more parents, carers and extended family to join in.

This year we also bid for Community Funds from Aviva and Co-op to help fund improvements for the School. We were unsuccessful in the final rounds of the Aviva Community Fund Bid, although received £500 to go towards our projects, and to date have raised £2696.78 with the Co-op Community Fund (£1043.02 showing in 18/19 accounts, second instalment to be received after October 2019).

As a PTA we had previously donated towards the new climbing frame, which was installed during the summer holidays in 2018, and IT equipment for classrooms. At the beginning of this year, the PTA met with the School to look at the funding priorities for 18/19. Our community fund applications centred around the introduction of a golden mile track and these funds are ring fenced for this work.

Unfortunately, this year did not go as per our original plans and we had to postpone a number of events, due to unforeseen circumstances. We recognise that compared to last year our level of activities had diminished and that this has caused a level of upset and frustration for which we apologise.

However, we are proud of the fact that for the second year running we have increased our income levels from £17.4k to £18.7k - an increase of approximately 66% from 15/16. We have also continued with the improved compliance in reporting our annual accounts to the Charity Commission in a timely manner to bring this down from 12 months to approximately 2 months, recognising the need for improved governance as a registered charity.

From a personal point of view, as I am standing down as Chair of the PTA/Charity Trustee, I'd like to thank Sophie, Lauren and Kirsty who have made the previous two years on the PTA a very enjoyable, as well as rewarding, experience. We have all worked really hard to try and improve the PTA and we should be proud of the achievements we have made.

I'd like to wish you all the very best for the future and I know you will warmly welcome new members to the group with the common goal of improving the School for all of our children.

Emma Downie
Chair

Treasurer's Report

Our financial year began on 01/08/2018 with an opening balance of £3480.25.

The past year has seen our first Christmas Fair as well as the Smarties Challenge, Christmas cards, Disco, Panto, Film Night, Mother's Day and Father's Day.

We have had several schemes running in the background, which have also been raising funds, such as the Co-op Local Community Fund, Aviva Fund, Easyfundraising, Amazon Smile and Matched Funding. Promoting all the extra fundraising that all members can take part in will be a priority in the coming year.

This year the PTA has used funds raised to provide the following to the school:

£73.00 for 2018 new reception class bears from Build a Bear workshop

£1563.51 for a Science Boffins Workshop day with rocket launch

£1200 donation to be used to create a Sensory Garden in the school grounds

We ended the financial year on 31/07/2019 with a balance of £10,021.79 with our accounts being independently examined by Karen Baldwin.

Looking ahead to 19/20 we have already applied for the Co-op Local Community fund, this time to raise funds for new benches with hooks for the swimming pool changing rooms and will look at other alternative sources of community funding. We will find out if we have been successful again later this year.

We will be discussing with the School what the fundraising priorities will be going forward and always welcome your ideas and suggestions.

There are two big events already planned over the next few months with Fireworks Night and the Christmas Fair, so we are ready for lots of sparkle, lots of fun and an even more successful year ahead!

Kirsty Whitcombe
Treasurer

Finances

The attached accounts summarise the income and expenditure for the year, and show at 31st July 2019 a Year End Balance of £10,021.79 (2018: £3480.25).

As set out in our constitution, our financial year runs from 1st August for a 12 month period.

Insurance

The committee have arranged Public Liability Insurance with Zurich Insurance, via our Parentkind (formerly PTA-UK) membership. This covers up to £10 million public liability.

Signed on behalf of the Committee



Emma Downie
Chair



Lauren Gardiner
Secretary

Sutton-at-Hone CE Primary School PTA

Independent Examiner's Report to the Trustees

I report on the accounts of the Charity for the year ending 31st July 2019, which are set out on the pages attached.

Respective responsibilities of trustees and examiners

The Charity's trustees are responsible for preparation of the accounts. The 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:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(B) of the 2011 Act;
- State whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and comparison of accounts presented with those records. It also includes consideration of any unusual items or disclosures in those accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion on the view given by the accounts, 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:

1. Which gives me reasonable cause to believe that in any material respect the requirements (a) to keep proper accounting records in accordance with section 130 of the 2011 Act, and (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Mrs Karen Baldwin
Business Manager

SUTTON-AT-HONE CE PRIMARY SCHOOL PTA

**MAIN INCOME AND EXPENDITURE ACCOUNT
2018/19**

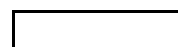
Financial Year runs 01/08-31/07

BALANCES BROUGHT FORWARD FROM 17/18	
CASH ON HAND	270.00
CHEQUES ON HAND	NIL
PAYPAL ACCOUNT	573.12
CURRENT ACCOUNT	NIL
RESERVE ACCOUNT	2,637.13
TOTAL	3,480.25

ACCOUNTS 2018/19	INCOME	EXPENDITURE	NET
BANK INTEREST	11.70		11.70
HORRIBLE HISTORIES	324.86	902.00	-577.14*
SMARTIES CHALLENGE	543.77	87.00	456.77
FIREWORKS NIGHT	2,288.04	2,437.83	-149.79
CHRISTMAS CARDS	331.00		331.00
CHRISTMAS FAIR	2,096.95	737.62	1,359.33
CHRISTMAS DISCO	1,404.74	299.49	1,105.25
PANTO DEPOSITS	5,806.37	4,350.00	1,456.37
MOTHER'S DAY	68.02	189.85	-121.83**
FATHER'S DAY	528.00	302.14	225.86
FILM NIGHT	510.00		510.00***
YOUR SCHOOL LOTTERY	1,102.10		1,102.10
EASYFUNDRAISING	237.93		237.93
STAMPTASTIC	71.00		71.00
DONATIONS IN	3,387.71		3,387.71
MISC EXPENSES		1,038.85	-1,038.85
TOTAL	18,712.19	10,344.78	8,367.41

18/19 FUNDS AVAILABLE FOR DISPERSAL	
BALANCES BROUGHT FORWARD FROM 17/18	3,480.25
NET SURPLUS FROM 18/19 ACCOUNTS	8,367.41
	11,847.66
PURCHASES FOR SCHOOL	2,822.24
18/19 FUNDS AFTER DISPERSAL	9,025.42

BALANCES CARRIED FORWARD TO 19/20	
CASH ON HAND	Nil
CHEQUES ON HAND	Nil
PAYPAL ACCOUNT	996.37
CURRENT ACCOUNT	Nil
DEPOSIT ACCOUNT	9,025.42
TOTAL BALANCE CARRIED FORWARD	10,021.79



*Horrible Histories was a profit making event, the cash in hand and Paypal balance at beginning of period are linked to this event so real profit is £145.98 (after deducting £120 deposit paid in the previous year)

**Mother's Day was a profit making event, with £362.96 of sales showing against the Paypal balance at the end of period. Profit for event was £241.13

***The Film Night, for the Sensory Garden, includes £613.89 of sales showing against the Paypal balance at the end of the period so real profit was £1123.89