

HOLY TRINITY CE PRIMARY SCHOOL PTA

**UNAUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

CONTENTS

	Pages
Information	1
Report of the Trustees	2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 - 9

HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Amelia Hayden	Co-Chair
Jennifer Plenty	Co-Chair
Caroline Dawes	Deputy Co-Chair
Seonad Wells	Deputy Co-Chair
Ailsa Body	Treasurer
Laura Dillon	Secretary

General Committee

Ailsa Body	Laura Henger
Nicola Brewerton	Nikki Mortimer
Caroline Dawes	Jennifer Plenty
Laura Dillon	Sarah Raison
Karen Ford	Elin Richardson
Susan Hall	Lindsay Smith
Amelia Hayden	Seonad Wells
Paulina Hechenleitner-Whalley	

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Martin Winstone FCA
14 Queen Alexandra Avenue
Hove
East Sussex
BN3 6XH

BANKERS

Barclays Bank Plc
The Old Bank, High Street, Lewes BN7 2JP

HOLY TRINITY CE PRIMARY SCHOOL PTA

**REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2019**

The Board of Trustees present their report and the financial statements for the year ended 31 August 2019

OBJECTIVES AND ACTIVITIES

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2019 £33,851 (2018: £25,560) of income was raised of which £39,915 (2018: £20,594) was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were year group contributions, outdoor and classroom equipment and grounds maintenance.

As at the year ended 31 August 2019 the Charity had a healthy cash balance of £18,127 (2018: £24,191) in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget.

FINANCIAL REVIEW

The Charity's financial statements are set out in pages 4 to 9.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales. The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008. The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Name of charity trustees at the date of approval of this report, and charity trustees who served in the reporting period:

Ailsa Body	Laura Henger
Nicola Brewerton	Nikki Mortimer
Caroline Dawes	Jennifer Plenty
Laura Dillon	Sarah Raison
Karen Ford	Elin Richardson
Susan Hall	Zoe Richings
Amelia Hayden	Lindsay Smith
Paulina Hechenleitner-Whalley	Seonad Wells

Approved by the Council Members and signed on their behalf by:

 Co-Chair

Dated: 23/01/2020

HOLY TRINITY CE PRIMARY SCHOOL PTA

Independent Examiner's Report on the Financial Statements

I report on the accounts of the Holy Trinity CE (A) Primary School Parent Teacher Association for the year ended 31st August 2019 which comprises the Statement of Financial Activities, Balance Sheet and related notes.

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 :

- examine the accounts under section 145 of the 2011 act;
- 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
- to state whether 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 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 the seeking of any explanations from you as 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:

(1) Which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 effective date of 1 January 2015)

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.

Signed



Date 23 January 2020

Martin Winstone FCA
14 Queen Alexandra Avenue
Hove
East Sussex
BN3 6XH

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
INCOMING RESOURCES					
From Generated Funds	4	20,074	1,804	21,878	22,808
From Charitable Activities	4	11,575	394	11,969	2,752
From Financial Income	4	-	4	4	-
		<u>31,649</u>	<u>2,202</u>	<u>33,851</u>	<u>25,560</u>
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Events held	5	7,214	-	7,214	8,683
PTA Funding	5	29,693	2,816	32,509	11,736
Administration costs	4	192	-	192	175
		<u>37,099</u>	<u>2,816</u>	<u>39,915</u>	<u>20,594</u>
Net Incoming/(Outgoing) Resources before transfers		(5,450)	(614)	(6,064)	4,966
Transfers between funds		1,914	(1,914)	-	-
Funds brought forward 1 September 2018		11,523	12,668	24,191	19,225
Funds carried forward 31 August 2019		<u>7,987</u>	<u>10,140</u>	<u>18,127</u>	<u>24,191</u>

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2019

	Note	2019 £	2018 £
CURRENT ASSETS			
Debtors and prepayments		-	-
Cash at bank and in hand	6	18,127	24,191
		<u>18,127</u>	<u>24,191</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year		-	-
		<u>18,127</u>	<u>24,191</u>
NET ASSETS		<u>18,127</u>	<u>24,191</u>
FUNDS OF THE CHARITY			
Unrestricted Funds		7,987	11,523
Restricted Funds	7	10,140	12,668
		<u>18,127</u>	<u>24,191</u>

Approved by the Board of Trustees on
and signed on its behalf by:

 Co-Chair

23/01/2020

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2019

1. STATUTORY INFORMATION

Holy Trinity CE (A) Primary School is a charity registered in England and Wales, limited by guarantee. The Charity's registered number and address can be found on the Information page.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with the provisions of the Charities SORP (FRS 102) (effective date January 2015) in so far as they apply to small entities.

3. ACCOUNTING POLICIES

Accounting basis and standards

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities (Accounts and Reports) Regulations 2008 and Statement of Recommended Practice "Accounting and Reporting by Charities" 2005 and the Charities Act 2011 and the Charities SORP (FRS 102)

Recognition of incoming resources

These are included in the Statement of Financial Activities when the Charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and Donations are only included in the Statement of Financial Activities when the Charity has unconditional entitlement to the resources.

Donations and legacies

Voluntary income includes donations and legacies, fundraising income and is included in full in the period in which it is receivable.

Tax reclaimed on donations and gifts

Incoming resources from gift aid claims are included in the Statement of Financial Activities at the same time as the income to which they relate.

Restricted and unrestricted funds

The Statement of Financial Affairs distinguishes between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Charity for expenditure or appropriation to reserves for internally designated purposes. The same basis is used for accounting for income in each of these funds.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2019

4 Incoming Resources	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Voluntary Income - Donations and gifts				
Easy Fundraising	368	-	368	615
Amazon Smile	99	-	99	-
Co-op community fund	415	-	415	-
Mydonate VCs	10,193	-	10,193	1,454
Profit Match	500	-	500	500
Donations / Small events		394	394	63
Bag2School	-	-	-	120
Activities for raising funds				
Mayor's procession	2,996	-	2,996	1,275
Bonfire night	1,897	-	1,897	2,551
Xmas fayre	3,119	-	3,119	3,380
Xmas shopping events	2,065	-	2,065	2,407
Mothers' Day sale	374	-	374	391
Fathers' Day sale	364	-	364	371
Disco	375	-	375	538
Alternative Class Photo's	-	-	-	793
Art bag sale	1,134	-	1,134	-
Race Night	-	-	-	3,300
Summer fayre	6,405	-	6,405	5,047
Cake sales	-	1,725	1,725	1,665
Welly walk	-	-	-	281
Easter Egg hunt	378	-	378	347
Cuckfield Christmas Street Festival	320	-	320	-
Sports' day	154	-	154	-
Christmas cards	493	-	493	420
Other	-	79	79	42
Financial income				
Interest on bank deposits	-	4	4	-
	31,649	2,202	33,851	25,560

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2019

5 Resources Expended	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Mayor's procession	8	-	8	17
Bonfire night	303	-	303	986
Xmas fayre	634	-	634	636
Xmas shopping events	2,858	-	2,858	2,987
Mothers' Day sale	374	-	374	391
Fathers' Day sale	364	-	364	411
Disco	243	-	243	348
Alternative Class Photo's	-	-	-	138
Art bag sale	650	-	650	-
Race Night	-	-	-	1,205
Bags to School	-	-	-	-
Summer fayre	1,408	-	1,408	1,183
Welly walk	-	-	-	66
Easter Egg hunt	192	-	192	138
Cuckfield Christmas Street Festival	110	-	110	-
New Parents' Evening	-	-	-	20
Other	70	-	70	157
	7,214	0	7,214	8,683

Expended on Charitable Activities

PTA Equipment costs	60	-	60	597
Year Group contributions	700	-	700	700
Cake Sale	-	1,725	1,725	1,750
Grounds maintenance	1,100	-	1,100	1,362
Pond development	2,980	394	3,374	-
Power of Reading books	-	619	619	570
Sensory room	-	-	-	600
Panto in a day	979	-	979	630
Year 5/6 production	422	-	422	-
Computer equipment	14,682	-	14,682	-
Art equipment	306	27	333	-
Maths equipment	483	-	483	-
STEM equipment	232	-	232	-
Reception/ year 1 theatre trip	1,346	-	1,346	-
Year 2/5/6 Lego experiences	1,931	-	1,931	-
Year 3 Sir Teachalot experience	420	-	420	-
Year 4 Opera Brava	1,750	-	1,750	-
Ear defenders	-	-	-	586
Spellcheckers	295	-	295	404
Forest School	234	-	234	599
Early Year's shed	-	-	-	354
Stationery / Reading & writing books	1,200	-	1,200	300
Outdoor play equipment	-	-	-	2,400
Christingle lights	-	-	-	305
Sports clothing and equipment	-	51	51	96
Furniture for PPA and office	-	-	-	30
Bulbs	-	-	-	69
Year 6 leavers contributions	573	-	573	-
Winning House treats	-	-	-	384
	29,693	2,816	32,509	11,736

Governance

PTA Administration	192	-	192	175
	192	0	192	175
	37,099	2,816	39,915	20,594

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2019

6 Bank and Cash	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Bank Deposit Account	-	6,004	6,004	1
Bank Current Account	7,957	4,136	12,093	24,160
Cash in hand	30	-	30	30
	7,987	10,140	18,127	24,191

7 Restricted Funds	1 September 2018 £	Incoming £	Outgoing £	31 August 2019 £
Power of Reading	668	2,000	(619)	2,049
Playground Equipment	2,000	-	(2,000)	-
IT Equipment	10,000	7,684	(14,682)	3,002
Long term fund	-	3,002	-	3,002
Contingency	-	1,000	-	1,000
Forest school and Grounds' projects	-	4,368	(3,401)	967
Small school projects	-	120	-	120
Cake Sales	-	1,725	(1,725)	-
	12,668	19,899	(22,427)	10,140

