

HOLY TRINITY CE PRIMARY SCHOOL PTA

**UNAUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Seonad Wells	Co-Chair
Caroline Dawes	Co-Chair
Lindsay Smith	Deputy Chair
Ailsa Body	Treasurer
Elin Richardson	Secretary

General Committee

Zoe Richings	Jo Roche
Jocelyn Brice	Ailsa Body
Claire Bellamy	Lindsay Smith
Nikki Mortimer	Karen Ford
Sarah Raison	Caroline Dawes
Lindsay Gayler	Seonad Wells
Nicola Brewerton	
Susan Hall	
Jen Plenty	
Elin Richardson	

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 2018

The Board of Trustees present their report and the financial statements for the year ended 31 August 2018

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 2018 £25,560 (2017: £23,927) of income was raised of which £20,594 (2017: £26,811) 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 2018 the Charity had a healthy cash balance of £24,191 (2017: £19,225) in anticipation of funding the School's IT suite refit in the following financial year.

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:

Jo Roche	Caroline Dawes
Jocelyn Brice	Elin Richardson
Claire Bellamy	Ailsa Body
Nikki Mortimer	Lindsay Smith
Sarah Raison	Karen Ford
Lindsay Gayler	Nikki Mortimer
Nicola Brewerton	Seonad Wells
Susan Hall	Zoe Richings
Jen Plenty	

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



Seonad Wells - Co-Chair

Dated: 8/2/19

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 2018 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

11/2/2019

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 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
INCOMING RESOURCES					
From Generated Funds	4	21,143	1,665	22,808	22,710
From Charitable Activities	4	2,752	-	2,752	1,217
		<u>23,895</u>	<u>1,665</u>	<u>25,560</u>	<u>23,927</u>
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Events held	5	8,683	-	8,683	6,801
PTA Funding	5	7,016	4,720	11,736	19,603
Administration costs	4	175	-	175	407
		<u>15,874</u>	<u>4,720</u>	<u>20,594</u>	<u>26,811</u>
Net Incoming/(Outgoing) Resources before transfers		8,021	(3,055)	4,966	(2,884)
Transfers between funds		(14,485)	14,485	-	-
Funds brought forward 1 September 2017		17,987	1,238	19,225	22,109
Funds carried forward 31 August 2018		<u>11,523</u>	<u>12,668</u>	<u>24,191</u>	<u>19,225</u>

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2018

	Note	2018 £	2017 £
CURRENT ASSETS			
Debtors and prepayments		-	-
Cash at bank and in hand	6	24,191	19,225
		<u>24,191</u>	<u>19,225</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year		-	-
NET ASSETS		<u>24,191</u>	<u>19,225</u>
FUNDS OF THE CHARITY			
Unrestricted Funds		11,523	17,987
Restricted Funds	7	12,668	1,238
		<u>24,191</u>	<u>19,225</u>

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

8/2/19



Seonad Wells - Co-Chair

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 2018

4 Incoming Resources	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Voluntary Income - Donations and gifts				
Easy Fundraising	615	-	615	615
Mydonate VCs	1,454	-	1,454	-
Profit Match	500	-	500	-
Donations / Small events	63	-	63	382
Bag2School	120	-	120	220
Activities for raising funds				
Mayor's procession	1,275	-	1,275	1,500
Bonfire night	2,551	-	2,551	2,289
Xmas fayre	3,380	-	3,380	2,923
Xmas shopping events	2,407	-	2,407	2,831
Mothers' Day sale	391	-	391	-
Fathers' Day sale	371	-	371	-
Disco	538	-	538	250
Cuckoo Fayre	-	-	-	137
Alternative Class Photo's	793	-	793	-
Sponsored Marathon	-	-	-	2,419
Summer Social	-	-	-	2,165
Race Night	3,300	-	3,300	-
Summer fayre	5,047	-	5,047	5,987
Cake sales	-	1,665	1,665	1,779
Welly walk	281	-	281	-
Easter Egg hunt	347	-	347	-
Ground opening event	-	-	-	190
Christmas cards	420	-	420	-
Other	42	-	42	240
	23,895	1,665	25,560	23,927

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2018

5 Resources Expended	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Mayor's procession	17	-	17	30
Bonfire night	986	-	986	782
Xmas fayre	636	-	636	200
Xmas shopping events	2,987	-	2,987	2,936
Mothers' Day sale	391	-	391	-
Fathers' Day sale	411	-	411	-
Disco	348	-	348	291
Cuckoo Fayre	-	-	-	25
Alternative Class Photo's	138	-	138	-
Sponsored Marathon	-	-	-	42
Summer Social	-	-	-	879
Race Night	1,205	-	1,205	-
Bags to School	-	-	-	55
Summer fayre	1,183	-	1,183	1,204
Welly walk	66	-	66	-
Easter Egg hunt	138	-	138	-
New Parents' Evening	20	-	20	-
Ground opening event	-	-	-	64
Other	157	-	157	293
	8,683	0	8,683	6,801

Expended on Charitable Activities

PTA Equipment costs	597	-	597	50
Year Group contributions	700	-	700	700
Cake Sale	-	1,750	1,750	-
Grounds maintenance	1,362	-	1,362	500
Power of Reading books	-	570	570	4,062
Sensory room	600	-	600	-
Panto in a day	630	-	630	850
Year 5/6 production	-	-	-	250
Notice Board	-	-	-	555
Hall Projector	-	-	-	1,289
Computer equipment	-	-	-	4,599
Photography equipment	-	-	-	496
Ear defenders	586	-	586	-
Spellcheckers	404	-	404	-
Forest School	599	-	599	1,467
Early Years' shed	354	-	354	-
Stationery / Reading & writing books	300	-	300	1,732
Digital Microscopes (KS2)	-	-	-	392
Outdoor play equipment	-	2,400	2,400	1,800
Christingle lights	305	-	305	-
Sports clothing	96	-	96	200
Furniture for PPA and office	30	-	30	-
Bulbs	69	-	69	-
Year 6 leavers party	-	-	-	200
Winning House pizza	384	-	384	461
	7,016	4,720	11,736	19,603

Governance

PTA Administration	175	-	175	407
	175	0	175	407
	15,874	4,720	20,594	26,811

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2018

6 Bank and Cash	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Bank Deposit Account	1	-	1	1
Bank Current Account	11,492	12,668	24,160	19,194
Cash in hand	30	-	30	30
	11,523	12,668	24,191	19,225

7 Restricted Funds	1 September 2017 £	Incoming £	Outgoing £	31 August 2018 £
Power of Reading	1,238	-	(570)	668
Playground Equipment	-	4,400	(2,400)	2,000
IT Equipment	-	10,000	-	10,000
Cake Sales	-	1,750	(1,750)	-
	1,238	16,150	(4,720)	12,668

