

Lindfield Primary Academy Parent Teacher Association
Registered charity number 1008998

Accounts for the year ended 31st August 2020

Independent Examiner’s Report to the Trustees of the Lindfield Primary Academy Parent Teacher Association.

I report on the accounts of Lindfield Primary Academy Parent Teacher Association for the year ended 31st August 2020, which are set out on pages 2 to 5 of this document; “Accounts for the year ended 31st August 2020”.

Respective responsibilities of trustees and examiner.

As the charity’s trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 32(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, 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 Commissioners. 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 as trustees concerning any 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 audit opinion on the view given by the accounts.

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 41 of the Act; and 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.

| | |
|---|---|
| Name: | Amy Beecroft |
| Relevant profession, qualification or body: | FCA |
| Address: | 19 Newton Road, Lindfield West Sussex |

Date:

Signature:

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Statement of receipts and payments for the Year Ended 31st August 2020

| Fund raising activities | Receipts | Payments | Net | 2018-2019 |
|---|-------------------|-------------------|-------------------|-------------------|
| Refreshments | £0.00 | £10.35 | -£10.35 | -£12.55 |
| Corporate Sponsorship | £3,500.00 | £0.00 | £3,500.00 | £7,800.00 |
| Christmas Fair | £8,263.24 | £1,471.41 | £6,791.83 | £6,498.42 |
| Village Night | £279.11 | £25.48 | £253.63 | £320.69 |
| New Parents Evening / Open Day | £278.11 | £262.70 | £15.41 | -£90.47 |
| Quiz Nights | £5,873.35 | £2,791.59 | £3,081.76 | £3,288.03 |
| Golf Days | £210.00 | £30.00 | £180.00 | £692.00 |
| 2nd Hand Uniform Sales | £1,119.62 | £197.89 | £921.73 | £1,156.09 |
| Xmas Card Design | £238.50 | £0.00 | £238.50 | £321.50 |
| T shirts | £0.00 | £0.00 | £0.00 | £230.00 |
| Village Day | £0.00 | £0.00 | £0.00 | £260.01 |
| Discos | £1,571.90 | £504.77 | £1,067.13 | £1,807.59 |
| Football Tournament | £0.00 | £0.00 | £0.00 | £435.95 |
| Summer Fair | £0.00 | £0.00 | £0.00 | £6,746.92 |
| Choir | £3,195.00 | £1,945.00 | £1,250.00 | £1,150.00 |
| Band Night | £0.00 | £0.00 | £0.00 | £97.21 |
| Icecream Sales | £0.00 | £0.00 | £0.00 | £610.88 |
| Wreath Making | £0.00 | £0.00 | £0.00 | £364.50 |
| Sports Day Refreshments | £0.00 | £0.00 | £0.00 | £686.27 |
| Club Night | £1,747.32 | £754.60 | £992.72 | £2,616.54 |
| Film Night | £0.00 | £0.00 | £0.00 | £523.87 |
| Merchandise | £0.00 | £0.00 | £0.00 | -£772.00 |
| Happy Bags | £0.00 | £0.00 | £0.00 | £494.40 |
| Talent Show | £183.00 | £0.00 | £183.00 | £369.52 |
| Maths Workshop | £0.00 | £0.00 | £0.00 | £28.00 |
| Summer Ball | £5,830.00 | £4,080.00 | £1,750.00 | £1,435.03 |
| Year 6 Production | £0.00 | £0.00 | £0.00 | £0.00 |
| Fun Run | £15.00 | £0.00 | £15.00 | £3,017.42 |
| Toad Masters | £640.00 | £22.69 | £617.31 | £0.00 |
| Swish | £534.00 | £74.00 | £460.00 | £0.00 |
| PTA Donations | £3,135.99 | £0.00 | £3,135.99 | £0.00 |
| Table Top Sale / Car Boot | £30.00 | £0.00 | £30.00 | £0.00 |
| Total receipts and payments | £36,644.14 | £12,170.48 | £24,473.66 | £40,075.82 |
| Bank and building society interest | | | £0.00 | £0.00 |
| | | | £24,473.66 | £40,075.82 |
| General expenses paid | | | | |
| Audit | | | £0.00 | £0.00 |
| NCPTA Subscription & Insurance | | | £122.00 | £117.00 |
| Lotteries & Amusements Act | | | £20.00 | £20.00 |
| Capital Purchases | | | £0.00 | £256.73 |
| Other | | | £68.79 | £28.10 |
| | | | £210.79 | £421.83 |
| Net Receipts for the year | | | £24,262.87 | £39,653.99 |

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Statement of cash assets
As at 31st August 2020

| | 2020 | 2019 |
|--|--------------------------|--------------------------|
| Accumulate Fund as at 1st September 2019 | £33,571.58 | £28,846.48 |
| Net receipts for the year | <u>£24,262.87</u> | <u>£39,653.99</u> |
| | £57,837.45 | £68,500.47 |
| Less donations paid to: | | |
| Lindfield Primary Academy | £28,930.36 | £34,141.36 |
| Lindfield Primary Academy - Christmas Lunch | £119.25 | £260.08 |
| Lindfield Primary Academy - Year 6 autograph books | £889.07 | £486.45 |
| Lindfield Primary Academy – Give back prizes | | £41.00 |
| | <u>£29,938.68</u> | <u>£34,928.89</u> |
| Accumulated Fund as at 31st August 2020 | <u><u>£27,895.77</u></u> | <u><u>£33,571.58</u></u> |
| Represented by: | | |
| Prepayments (costs for next year's events) | | |
| Cash in hand | | |
| Late payments / credits | | |
| Lloyds TSB Current Account at 31st August 2020 | £27,895.77 | £33,571.58 |
| Total Cash Assets at 31st August 2020 | <u><u>£27,895.77</u></u> | <u><u>£33,571.58</u></u> |

Anna Ashley (Joint Chair)

Steve Hall (Treasurer)

Rebecca Downie (Joint Chair)

Report of the Auditor

The attached accounts have been prepared in accordance with the books and records of the Lindfield Primary Academy Parent Teacher Association and from information and explanations supplied to me.

Lindfield Primary Academy Parent Teacher Association

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Notes to the accounts

1. Constitution

The Lindfield Primary Academy Parent Teacher Association ("the PTA") is registered with the Charity Commissioners (1008998) and governed by its Constitution on 4th October 1991.

The Objective of the PTA is to raise funds for the academy to advance the education of pupils. Despite the pandemic curtailing the majority of fundraising in the summer term, this year the PTA raised a net amount of £24,262.87 (2018/19: £39,653.99) and donated a total of £29,938.68 (2018/19: £34,928.3689) to the academy. Donations included £4,500 to fund booster sessions. £20,822 towards the year 1 outside classroom and trim trail. £1,308 for books. £740 contribution for online subscriptions, which was used extensively during homelearning.

All parents and teachers of Lindfield Primary Academy are members of the PTA which is administered by a Committee of elected members. The Committee meets regularly to plan fund raising events. The Committee for the year ended 31st August 2019 comprised:

Officers: Anna Ashley (Joint Chair); Rebecca Downie (Joint Chair), Carrie Faraday (Joint Vice Chair), Julia Barham (Joint Vice Chair), Lynne Roberjot (Secretary), Steve Hall

Teachers: Marcus Still (Principal); Rachel Anscombe

Parents: 1) Curtis Schwartz, 2) Mike Steer/Andi Frost 3) Laura Bartlett 4) Asa Griffiths, 5) Amanda Walton 6) Claire Walter 7) Tasmin Broadstock 8) Rebecca Batney 9) Helen Curtis 10) Kirsty Parker 11) Ali Bourne 12) Steve Warlow 13) Susan Nicholson 14) Ali Lainchbury 15) Anna Shears 16) Hannah de Ville

The PTA maintains a current bank account at Lloyds Bank plc, 99-101 South Road, Haywards Heath, RH16 4ND. This account is registered to receive interest free of tax reflecting the PTA's status as a charity. However, in the current financial climate no interest is paid.

The PTA receives the services of Amy Beecroft of 19 Newton Road, Lindfield, as Independent Examiner. Amy Beecroft makes no charge for her services.

2. Voluntary assistance and donations.

The PTA benefits from the voluntary assistance of the Committee and its members who give their time in pursuit of its fund-raising activities. A number of parents have also made cash donations during the year which are included in the particular fund-raising events to which they relate. Other donations include £3,250 from Lloyds Bank Staff Matched Giving Scheme.

The PTA also receives donations of gifts which are used as raffle prizes and items for sale on stalls at events such as Christmas and Summer Fairs. These are from private sources and from many local traders in Lindfield and the surrounding area.

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We are grateful to all individuals and organisations who provide assistance in such ways without which the PTA would not be able to achieve the levels of fund-raising receipts it achieves.

3. Accounting policies

- (i) Receipts and payments are included in the accounts only when cash is actually received or paid.
- (ii) The accounts present only the cash transactions and assets of the PTA. In addition to the cash amounts in the accounts the PTA is the beneficial owner of a range of items which it has received or purchased over the years. These include a freezer, marquees, a Bar-B-Q, popcorn machine, candy floss machine. Small quantities of consumable items, T shirts, craft materials were also held for resale at the year-end. No value has been placed on these items in the accounts; in the opinion of the Officers of the Committee, these do not have a value greater than £500.

4. Five Year history

| | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> |
|----------------------|-------------|-------------|-------------|-------------|-------------|
| Surplus for the year | £24,263 | £39,654 | £32,282 | £27,795 | £21,623 |
| Charitable payments | £29,939 | £34,929 | £24,271 | £19,737 | £28,380 |