



# Trustees' Annual Report for the period

	Period start date	Period end date
<b>From</b>	1 Sept 2021	31 August 2022
	<b>To</b>	

## Section A Reference and administration details

**Charity name** Shiplake School Parent Teacher and Friends Association

**Other names charity is known by** Shiplake PTFA

**Registered charity number (if any)** 1009978

**Charity's principal address**

Shiplake CE Primary School  
 Memorial Avenue, Shiplake  
 Henley-Upon- Thames, Oxon  
**Postcode** RG9 4DN.

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Belinda Douglas	Chair	Resigned 04/10/2023	
2	Sally Howland	Secretary		
3	Steve Palmer	Treasurer	Resigned 04/10/2023	
4	Nicola Dyer	Chair	Elected 04/10/2023	
5	Graham Gold	Treasurer	Elected 04/10/2023	

## Section B Structure, governance and management

### Description of the charity's trusts

<b>Type of governing document</b> <small>(eg. trust deed, constitution)</small>	Constitution
<b>How the charity is constituted</b> <small>(eg. trust, association, company)</small>	Unincorporated Charity
<b>Trustee selection methods</b> <small>(eg. appointed by, elected by)</small>	Elected at the Annual General Meeting Annually

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objectives of the Association are to advance the education of pupils in the school in particular by:

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

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To meet its objectives, the PTFA has continued to organise a range of events for the pupils, staff, parents and others associated with the school, designed to raise funds for the school (see section D). In addition, the PTFA raises money for the school through receiving voluntary donations, most of which are given on a monthly basis by parents of current pupils in the school.

During the year, the association raised £30,328.22 (net) via various forms of fundraising. This was a very significant increase from the £3033.41 raised during the 2020-21 academic year. The difference was largely due to the increase in possible fundraising activities after Covid-related restrictions were lifted.

The individual fundraising event which raised the most money was the Alumni Fundraiser, which raised £9126.02, an event which had not run in previous years. Other successful events in raising significant funds were the Summer Fayre and the Christmas Fayre, both of which raised over £2000 (net), as well as the barbecue and the rowing event, both of which raised over £800.

An event which had previously raised significant funds is the Promise Auction. This event was run again during 2021-22, but under the auspices of the school rather than as a PTFA event, so the funds did not pass into the PTFA account.

Along with the individual fundraising events, the amount raised through voluntary donations increased from £930 in 2020-21 to £11,066, due to a significant push from the school. It is planned to claim Gift Aid on these voluntary donations where possible.

As a result of the funds raised, £18,500 was donated to Shiplake C of E Primary School during the time period for this report. At year end the PTFA had reserves of more than £14,000, meaning that a further £11,500 was donated to the school after the end of the period for this report (in September 2022).

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

During the year, the association raised £33,277 via various forms of fundraising. This was a very significant increase from the £3144 raised during the 2020-21 academic year. The difference was largely due to the increase in possible fundraising activities after Covid-related restrictions were lifted.

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**Section E Financial review**

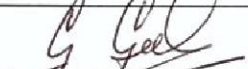
**Brief statement of the charity's policy on reserves**

The Association only holds money sufficient to finance the costs of the next couple of events

**Section F Declaration**

The trustees declare that they have approved the trustees' report above.

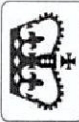
Signed on behalf of the charity's trustees

Signature(s) 

Full name(s) GRAHAM GOLD

Position (eg Secretary, Chair, etc)

Date 13/06/2023



## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2021		31/08/2022

### Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
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#### A1 Receipts

Donations	11,066	-	-	11,066	930
Fundraising events	22,211	-	-	22,211	2,214
<b>Sub total (Gross income for AR)</b>	<b>33,277</b>	<b>-</b>	<b>-</b>	<b>33,277</b>	<b>3,144</b>

#### A2 Asset and investment sales, (see table).

None	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>33,277</b>	<b>-</b>	<b>-</b>	<b>33,277</b>	<b>3,144</b>

#### A3 Payments

Cost of fundraising events	2,833	-	-	2,833	-
Insurance	116	-	-	116	111
Grants and donations	18,500	-	-	18,500	7,418
<b>Sub total</b>	<b>21,449</b>	<b>-</b>	<b>-</b>	<b>21,449</b>	<b>7,529</b>

#### A4 Asset and investment purchases, (see table)


None	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,449</b>	<b>-</b>	<b>-</b>	<b>21,449</b>	<b>7,529</b>

<b>Net of receipts/(payments)</b>	11,828	-	11,828	-	4,385
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	2,346	-	2,346	6,731	-
<b>Cash funds this year end</b>	14,174	-	14,174	2,346	-

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £															
<b>B1 Cash funds</b>	<table border="1" style="width: 100%;"> <tr> <td>Current account balance</td> <td style="text-align: right;">14,158</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cash in hand</td> <td style="text-align: right;">16</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total cash funds</b></td> <td style="text-align: right;"><b>14,174</b></td> <td></td> <td></td> <td></td> </tr> </table> <p style="font-size: small;">(agree balances with receipts and payments account(s))</p>	Current account balance	14,158				Cash in hand	16				<b>Total cash funds</b>	<b>14,174</b>				<input type="text" value="OK"/>	<input type="text" value="OK"/>	<input type="text" value="OK"/>
Current account balance	14,158																		
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<b>Total cash funds</b>	<b>14,174</b>																		
<b>B2 Other monetary assets</b>	<table border="1" style="width: 100%;"> <tr> <td>Details</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>None</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> </tr> </table>	Details					None	-				<input type="text" value="OK"/>	<input type="text" value="OK"/>	<input type="text" value="OK"/>					
Details																			
None	-																		
<b>B3 Investment assets</b>	<table border="1" style="width: 100%;"> <tr> <td>Details</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>None</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> </tr> </table>	Details					None	-				<input type="text" value="OK"/>	<input type="text" value="OK"/>	<input type="text" value="OK"/>					
Details																			
None	-																		
<b>B4 Assets retained for the charity's own use</b>	<table border="1" style="width: 100%;"> <tr> <td>Details</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>None</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> </tr> </table>	Details					None	-				<input type="text" value="OK"/>	<input type="text" value="OK"/>	<input type="text" value="OK"/>					
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<b>B5 Liabilities</b>	<table border="1" style="width: 100%;"> <tr> <td>Details</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>None</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> </tr> </table>	Details					None	-				<input type="text" value="OK"/>	<input type="text" value="OK"/>	<input type="text" value="OK"/>					
Details																			
None	-																		

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	GRAHAM GOLD	13/6/23

I report to the trustees on my examination of the accounts of the Shiplake School Parent Teacher and Friends Association (the Association) for the year ended 31 August 2022.

**Responsibilities and basis of report**

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Will Johnson

Relevant professional qualification or membership of professional bodies: ICAEW  
Chartered Accountant

Address: Garden Cottage, Gillotts Lane, RG9 4AY

Date: 26/6/2023