

RIDGEWAY PRIMARY SCHOOL AND NURSERY PTA CHAIRS REPORT
ANNUAL GENERAL MEETING
21 OCTOBER 2020

Just weeks before the 2018-19 AGM on Oct 2019, the future of the PTCA was looking in doubt, as it seemed that the key roles of Chair, Vice Chair, Treasurer and Secretary would not be filled. The PTCA calendar was empty, bar a date for the annual Fireworks Display. A successful recruitment campaign by the outgoing committee filled all core roles together with a healthy number of Ordinary Committee members; over 65% of the committee was new. Huge thanks to the 2018-19 committee for the work they did and the support during handover.

In the first 3 months, the 2019-20 Committee delivered two major events. The Ridgeway Fireworks Display (1,200 tickets sold in 3 weeks) and Ridgeway Winter Wonderland, an all-day Christmas extravaganza with stalls, games, Santa's grotto and Skate Rink; both events were very well received and were very profitable. In addition, we held a multi-day, end of term tuck shops, a Bags2School collection and the Christmas Raffle.

We also reconnected with the Reps network and teachers during the autumn term, in an attempt inspire and engage the wider community.

I am incredibly proud of what the team achieved and delivered in such a short period.

At the start of the new calendar year, the Committee reviewed and refocused PTCA Strategy; core to this was ensuring that the Ridgeway Community was at the heart of what we do. Our fundraising activities need to add value to the community and provide a first-class event experience. We also want to inspire volunteers, participants and donors with inspirational projects which support our children's academic, social and physical development. Transparency and positive communication are key to supporting this.

We then developed an events calendar for the remainder of the academic year which reflected our strategy. This included:

- Reviving and rebranding the mothers and Father's Day events; Tea Together and Breakfast Bash
- New children's movie night event
- New, highly anticipated, Science Fair
- Summer Festival, a reimagined summer fete
- We also started work on the nursery and reception events, together with the traditional school discos and parent/teacher quiz.

In March, this abruptly came to a halt as we were forced to cancel all planned activity due to Covid-19 and the associated lockdown. This was a difficult and uncertain time.

Despite this, the PTCA committee achieved so much in a very short period. £16,000 profit in the first 4 months, meant we were on track to exceed the previous fundraising record of £30K raised in 18-19 while also delivering a new activity. The Committee went into hibernation over the summer and has only recently reformed. They are now focused on moving forward in the new Covid world.

Charitable Giving:

The money donated by the school community to the PTCA has been put to good use. During 2019-20, the PTCA donated £30,650 to fund a range of projects across the school. From restocking class libraries and refurbishing the school halls, to funding the mile a day track and KS1 play area.

We are currently c. £42K in credit. Approximately £20,000 has been earmarked for projects identified by the school in 2020-21. £5,000 should remain in the account to ensure that the PTCA is financially viable

and able to cover costs in advance of income being generated. The remaining £15K is earmarked for the school's medium-term capital improvement project / new learning facilities. In light of Covid, and the anticipated negative impact on income generation, we have requested clarity from the HST around need moving forward so we can formulate a robust plan to secure the required funds or redirect money currently earmarked to new projects. Full financial details can be found in the Treasurers Report.

Looking forward to 2020-21:

2020-21 looks set to be a challenging year. With the impacts of Covid-19 squeezing school finances the need for funds has never been so great. Ensuring that we operate safely in the new Covid world will force us to create new ways of working and delivering activity. Covid-19 has also dramatically impacted our community, with many families struggling with the psychological and financial impacts of Covid.

It is important that we recognise all of this when developing activity. We must be focused, nimble, creative and above all empathic. We must remain focused on what is best for our community and our children.

More than ever, supporting our community must be our primary concern, that's why in 2020-21 we will be deepening engagement to include asking our community about projects they would like us to fund.

I am confident that the team will remain focused on producing interesting and inspiring activity and that even with reduced funds the money raised via the PTCA have a positive impact on the children of Ridgeway.

And finally...

Without the support of the reps and volunteers we would have failed to deliver the events and fallen short in fundraising. Thank you to all those who volunteered and continue to do so, we appreciate every minute of your time.

A massive thanks to the committee for all their hard work over the last year. It has been a steep learning curve, but we have become a solid and effective team. I would also like to personally thank the committee members who stayed on from 2018-19. Their ongoing support, advice and collective historical knowledge was vital during the transition period and continues to be so.

And finally, our school community who have been so generous in supporting events and activity.

Nancy Smyth

Chair 2019-20

Ridgeway Primary School & Nursesey PTCA

**RIDGEWAY PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

ANNUAL REPORT

YEAR ENDED 31 JULY 2020

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Independent examiner's report on the accounts

Charity Registration No.: 1016108



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 08	Year 2019		Day 31	Month 07	Year 2020

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	NANCY SMYTH	CHAIRPERSON		GENERAL BODY OF MEMBERS
2	ALEXIA DE LECAROS HEMMONS	TREASURER		GENERAL BODY OF MEMBERS
3	LEIGH ADAMS	SECRETARY		GENERAL BODY OF MEMBERS
4	TAMARA COLLARD-ARAWWAWALA	TRUSTEE		GENERAL BODY OF MEMBERS
5	HELOISE ALLEN	TRUSTEE		GENERAL BODY OF MEMBERS
6	WIMONSIRI CHANNING	TRUSTEE		GENERAL BODY OF MEMBERS
7	STEFAN CHANNING	TRUSTEE		GENERAL BODY OF MEMBERS
8	SUZANNE PAGE	TRUSTEE		GENERAL BODY OF MEMBERS
9				
10				
11				
12				
13				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
NONE	

Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
NONE		

Name of chief executive or names of senior staff members (Optional information)

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Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	ASSOCIATION
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERS

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

-) Policies and procedures adopted for the induction and training of trustees.
-) The charity's organisational structure and any wider network with which the charity works.
-) Relationship with any related parties.
-) Trustees' consideration of major risks and the system and procedures to manage them.

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Objectives and activities

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

PARENT TEACHER ASSOCIATION FOR RIDGEWAY PRIMARY SCHOOL

Summary of the main activities in relation to these objects

FUND RAISING EVENTS:
CHRISTMAS FAIR
FIREWORKS

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- J Policy on grantmaking
- J Policy programme related investment
- J Contribution made by Volunteers

Achievements and performance

Summary of the main achievements of the charity during the year

THE MAIN FUNDRAISING EVENTS WERE SUCCESSFUL, WITH FUNDS GIVEN FOR VARIOUS SCHOOL PROJECTS AND ACTIVITIES. DUE TO THE COVID-19 RESTRICTIONS, THE CHARITY WAS UNABLE TO HOLD THE OTHER USUAL EVENTS DURING THE YEAR.

Financial review

Brief statement of the charity's policy on reserves

THE RESERVE FUND REPRESENTS THE UNRESTRICTED FUNDS ARISING FROM PAST OPERATING RESULTS. THE TRUSTEES ARE SATISFIED THAT THE BALANCE OF THE CASH FUND (£42,958) IS SUFFICIENT TO MEET THE MEDIUM TERM DIRECT CHARITABLE EXPENDITURE. THE FUNDS ARE RETAINED TO MEET THE EXPENDITURE IN 2020/21.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

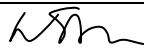
- J The charity's principal sources of funds (including any fundraising).
- J How expenditure has supported the key objectives of the charity.
- J Investment policy and objectives including any ethical investment policy adopted.

Other optional information

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)	NANCY SMYTH	
Position (eg secretary, chair, etc)	CHAIRPERSON	
Date	26 May 2021	



Charity Name RIDGEWAY PRIMARY SCHOOL PTA	No (if any) 1016108
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Receipts and payments accounts

For the period from	Period start date 01-Aug-19	To	Period end date 31-Jul-20
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Christmas Fair & Cards	14,491	-	-	14,491	7,334
Disco	-	-	-	-	565
Summer Fair	-	-	-	-	6,071
Circus	-	-	-	-	8,249
Fireworks	10,637	-	-	10,637	11,044
Quiz Night	-	-	-	-	1,563
Ice cream & sweets	1,252	-	-	1,252	6,322
Other Fund Raising Events	2,416	-	-	2,416	3,972
Other income & donations	-	-	-	-	1,472
Interest	94	-	-	94	98
Sub total	28,890	-	-	28,890	46,690
A2 Asset and investment sales, etc.		-	-	-	4,075
Total receipts	28,890	-	-	28,890	42,615
A3 Payments					
Christmas Fair & Cards	6,290	-	-	6,290	2,007
Disco	-	-	-	-	-
Summer Fair	-	-	-	-	2,288
Circus	150	-	-	150	3,725
Fireworks	4,812	-	-	4,812	3,174
Quiz Night	-	-	-	-	407
Ice cream & sweets	167	-	-	167	2,508
Other Fund Raising Events	334	-	-	334	1,042
Contribution to School	30,605	-	-	30,605	30,579
Other School Expense	-	-	-	-	500
Membership, Licence & insurance	188	-	-	188	146
Miscellaneous Support Cost	311	-	-	311	1,057
Accountancy	200	-	-	200	200
Sub total	43,056	-	-	43,056	47,632
A4 Asset and investment purchases, etc.		-	-	-	368
Total payments	43,056	-	-	43,056	47,264
Net of receipts/(payments)	- 14,167	-	-	- 14,167	- 4,650
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	57,125	-	-	57,125	61,774
Cash funds this year end	42,958	-	-	42,958	57,125

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 £
B1 Cash funds	Deposit Accounts	34,706	-	-
	Current Account	6,971	-	-
	Cash Float	1,281	-	-
	Total cash funds	42,958	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

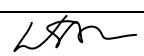
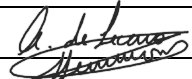
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors & Receivables	150	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Other creditors & advance receipts	800	-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Nancy Smyth	26/05/2021
	Alexia de Lecaros Hemmons	26/05/2021



Independent examiner's report on the accounts

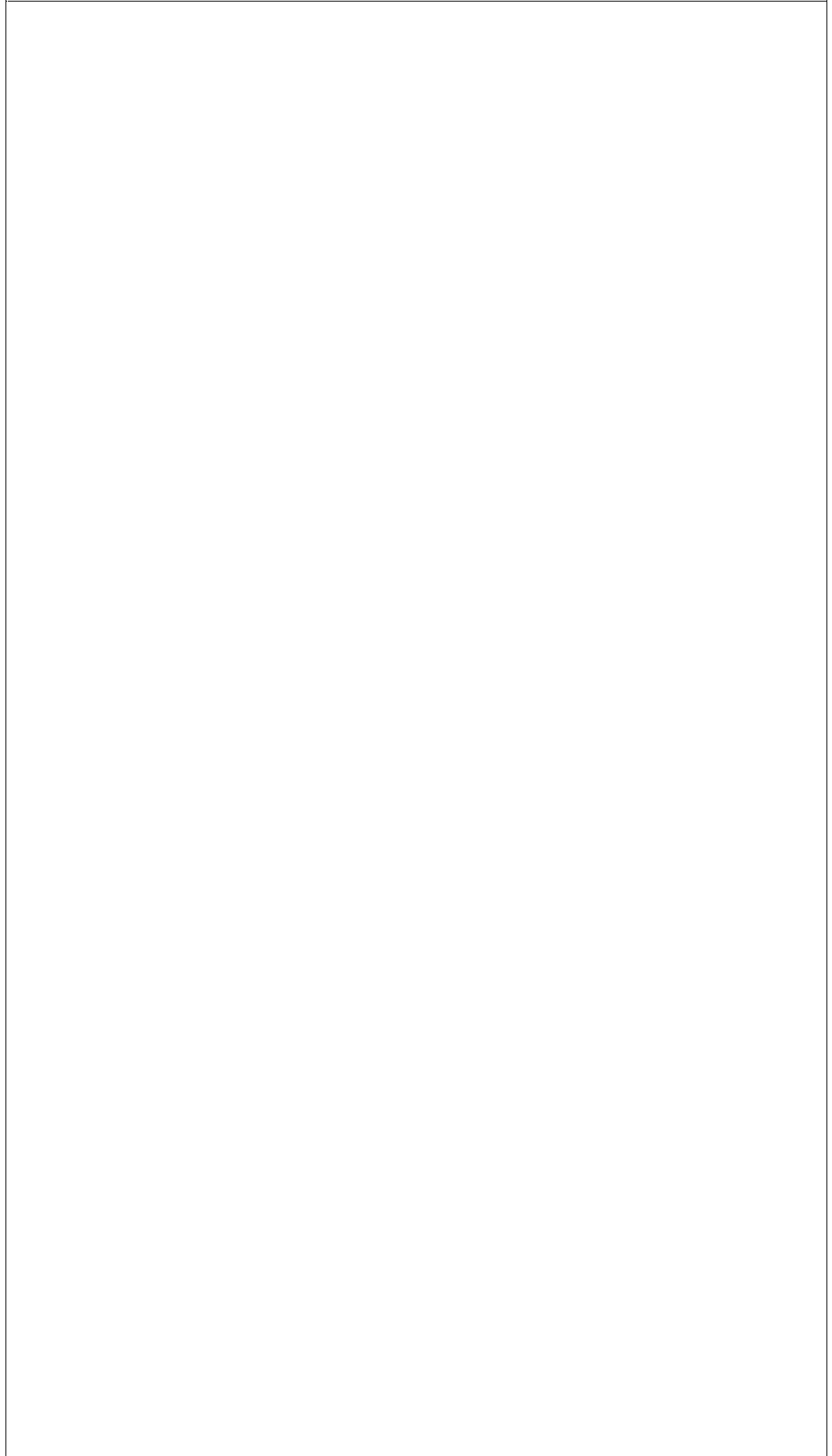
Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name RIDGEWAY PRIMARY SCHOOL PTA		
On accounts for the year ended	31 JULY 2020	Charity no (if any)	1016108
Set out on pages	Receipts & Payment Accounts- Pages 1 & 2 <small>(remember to include the page numbers of additional sheets)</small>		
Respective responsibilities of trustees and examiner	<p>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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none">) examine the accounts under section 145 of the Charities Act,) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and) to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with 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 seeking explanations from the 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.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below *)</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in, any material respect, the requirements: <ul style="list-style-type: none">) to keep accounting records in accordance with section 130 of the Charities Act; and) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act <p>have not been met; or</p> 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed:	<input type="text"/>	Date:	<input type="text" value="26 May 2021"/>
Name:	<input type="text" value="Mani Chacko & Co. Ltd"/>		
Relevant professional qualification(s) or body (if any):	<input type="text" value="ACCA
Association of Chartered Certified Accountants"/>		
Address:	<input type="text" value="3 Ballards Rise"/>		
	<input type="text" value="South Croydon, Surrey. CR2 7JT"/>		
	<input type="text"/>		

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



RIDGEWAY PRIMARY SCHOOL PTA

(A REGISTERED CHARITY. NO. 1016108)

Ridgeway Primary School
Southcote Road
Sanderstead, Surrey
CR2 0EQ

Your Ref.: RP/302-A-6

Date: 26 May 2021

Mani Chacko & Co. Ltd,
3 Ballards Rise,
South Croydon CR2 7JT

Dear Sirs,

During the course of your examining of our financial statements for the period ending 31 July 2020, the following representations were made to you.

- 1 We acknowledge as directors/trustees our responsibilities under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework, that give a true and fair view and for making accurate representations to you as accountant.
- 2 We confirm that all accounting records have been made available to you for the purposes of your audit, in accordance with your terms of engagement, and that all transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustee's and members meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain evidence and have provided any additional information that you have requested for the purposes of your examination.
- 3 We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 4 We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
- 6 We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the applicable financial reporting framework.
- 8 We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transaction) for trustees, nor to guarantee nor provide security for such matters, except as already disclosed in the accounts.
- 9 We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
- 10 We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its business and which are central to the charity's ability to conduct its business, except as explained to you and as disclosed in the financial statements.
- 11 We acknowledge our responsibility for the design and implementation of controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the charity.
- 12 We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control of that could have a

material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former trustees, employees, regulators or others.

- 13 We confirm that, in our opinion, the charity is a going concern on the grounds that current and future sources of funding or support will be more than adequate for the charities needs. We believe that no further disclosures in respect of the charity's ability to continue as a going concern need to be made in the financial statements. We also confirm the period that we have considered covers a minimum of 12 months from the date of this letter.
- 14 We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
- 15 The effects of unadjusted misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. We confirm and agree that expenses incurred and relating to stock left for next event is treated as cash.
- 16 We confirm there is no other restatement of the comparative figures.
- 17 We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.
- 19 We confirm that there are no companies or charities associated with this charity for tax purposes
- 20 We acknowledge our legal responsibilities regarding disclosure of information to you as independent examiner and confirm that:
 - So far as each Trustee is aware, there is no relevant information of which you as independent examiner are unaware: and
 - Each Trustee has taken all the steps that they ought to have taken as a director to make themselves aware of any relevant information and to establish that you are aware of that information.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy us that we can properly make each of the above representations to you.

As minuted by the Board of Trustees at its meeting:



Trustee (Chairperson)
Nancy Smyth



Trustee (Treasurer)
Alexia de Lecoros Hemmons

Date: 26 May 2021