



Trustees' Annual Report for the period

From: 31 August 2022 - Period start date

To: 31 August 2023 - Period end date

Charity name: **Barnards Heath School Parent Teacher Association**

Charity registration number: **1020025**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To fundraise for Barnards Heath Infant and Nursery School
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The PTA annually delivers fundraising events including but not limited to: 1. Christmas fair 2. Cake sale 3. Second hand uniform sale 4. Mother & father's day events 5. Movie night events 6. Summer Ball 7. Summer Picnic 8. And as & when events to both raise funds for the school and also organise activities that enrich the pupil's school life.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have read the guidance on the public benefit and remain committed to providing the school with additional funds to enhance pupil's experiences. The PTA seeks advice and opinions from both the school and parents on what the funds raised should be spent on.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a

Contribution made by volunteers	Para 1.38	The PTA are dependent on all those that give their time, energy and money to raise much needed funds to support our school.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	With budgets to school funding tight due to overall higher bills/costs, the PTA funds are able to benefit the lives of the pupils and the teachers by enhancing their learning environment. Current examples of where these funds have been used are as follows:
		BHIS - Math Rekenrek (Cheque written 22 September) ↓ (£431.00)
		BHIS - Books (Cheque written 3 Oct) ↓ (£65.00)
		Funds to Bernards Heath Infant School: 24.00 books, 64.00 books, 180.00 year 1 visit, 54.48 Books, 1,700.00 ELS, 180 FS1 visit, 249 twinkle 5xsubs (29 Nov cheque written) ↓ (£2,451.48)
		From PTA to BHIS - Santa Gifts for all the children in all the classes (have asked Jess for copy of invoice) (cheque written 15 March) ↓ (£300.42)
		From PTA to BHIS - Nursery visit to the Cathedral (Cheque written 15 March) ↓ (£120.00)
		From PTA to BHIS - Oxford Books (cheque written 28 March) ↓ (£272.38)
		BHIS - Trunk Theatre (cheque 18 April) ↓ (£450.00)
		BHIS - Books 62.31, Volunteer Cooking Material 150.00, FS2 Visit 180 ↓ (£392.31)
		BHIS COACH For Hire - towards Rye Mead's Year 2 trip (cheque written) ↓ (£180.00)
		BHIS BOOKS (cheque written 13 June 2023) ↓ (£100.00)
		to BHIS seeds & plants (cheque written 3 July) not sure if it's come out! Amount 100.00

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	n/a
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During the year 22/23, the charity made approx. £32.7k profit. We donated £4k to the school for various activities/items. This means that we closed the year with a very healthy £44k. The higher cash value was due to costs, £4k, from the Summer Ball being carried into the next financial year 23/24 to be settled.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The PTA hold reserves for any outstanding costs or funds that are required to be settled. For this period, reserves were kept to pay the Summer Ball venue costs of £4k and also funds for the events that were split with the Junior PTA (Panto, Summer Camp and others). The costs for the Summer Ball venue were settled in September 2024 but the funds for the Junior school is pending at the request of the Junior's school co-chair Nisha. Currently the Junior's PTA are preparing a consolidated list of costs and profits for the events and will settle the difference with the Infant School PTA once accounted for.
Amount of reserves held	Para 1.22	Acc. Balance as of August 2023 £44k
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	The PTA only spends /donates what it has made.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	n/a
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	n/a
		n/a

Other		
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	A small charities constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The PTA is a voluntary (unincorporated) association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The PTA ask parents of the school/community to volunteer via WhatsApp messages and email communications for roles on the committee, these are confirmed at the annual AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	n/a
The charity's organisational structure and any wider network with which the charity works	Para 1.51	n/a
Relationship with any related parties	Para 1.51	n/a
Other		n/a

Reference and Administrative details

Charity name	Bernards Heath School Parent Teacher Association
Other name the charity uses	Barnards Heath Infant and Nursery School PTA
Registered charity number	1020025

Charity's principal address	154 Sandridge Road, St Albans AL1 4AP

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	Paula Mallon	Chair	19 July 2022	
2	Deonna Michel	Treasurer	19 July 2022	
3	Karin Kovalsky	Trustee	01 July 2021	
4	Helen Peterkin	Trustee	01 September 2016	
5	Amoreena Joy Campbell	Trustee	22 April 2024	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

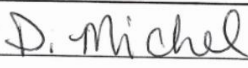
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Declarations

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Deonna Michel	Amoreena Joy Campbell
Position (eg Secretary, Chair, etc)	Treasurer & Co-Trustee	Treasurer & Co-Trustee
Date	11/09/2024	

Trustees' Annual Accounts for the period

From: 31 August 2022 - Period start date

To: 31 August 2023 - Period end date

Charity name: Bernards Heath School Parent Teacher Association

Charity registration number: 1020025

Bernards Heath Infant School PTA - Ledger for 2022/23										
Date	Ref	Description	Inflow bank account	Cash & Cheques in hand	Allocation	Adjustment	Bank account tally	Cash in hand tally	Total assets	
31 August 2022		Starting balance	£5,691.43	£452.21			£6,143.64	£452.21	£6,595.85	1
10 August 2022		Amazon Europe Core	£34.13		Amazon Smile		£34.13		£6,629.98	2
10 September 2022		Cash to hand	£289.95	£289.95	Cash & cheques banked		£289.95	£289.95	£6,919.93	3
09 September 2022		Second Hand Uniform Sale	£0.00	£44.20	Second Hand Uniform Sale		£44.20	£44.20	£6,964.13	4
09 September 2022	833	rent	£0.00		Year 2 Leaver's Party		£0.00		£6,964.13	5
23 September 2022		Interest into account	£4.34		Interest payment		£4.34		£6,968.47	6
01 October 2022		Paula Mallon	£20.00		Parsonage - Jack & Bean Dec 2022		£20.00		£6,988.47	7
01 October 2022		Second Hand Uniform Sale	£0.00	£27.00	Second Hand Uniform Sale		£27.00	£27.00	£7,015.47	8
01 October 2022		Second Hand Uniform Sale	£0.00	£80.00	Second Hand Uniform Sale		£80.00	£80.00	£7,095.47	9
13 October 2022		Parsonage - Dioc	£1,084.00		Dioc		£1,084.00		£8,179.47	10
14 October 2022		Dioc - paid in to the office		£3.00	Dioc		£3.00	£3.00	£8,182.47	11
14 October 2022		Dioc - Expenses to be paid back to Gemma who organised the Dioc		£176.25	Dioc		£176.25	£176.25	£8,358.72	12
18 October 2022	633	Jack Lillier x 2 pants (cheque written 22 September)	£143.00		Year 2 Leaver's Party		£143.00		£8,501.72	13
18 October 2022	634	89-95 - Math Haines (Cheque written 22 September)	£471.00		PTA donations to Bernards Heath Infant School		£471.00		£8,972.72	14
18 October 2022	635	89-95 - Dioc (cheque written 21 September)	£174.00		Dioc		£174.00		£9,146.72	15
18 October 2022	636	89-95 - Dioc (cheque written 21 Sept)	£155.00		PTA donations to Bernards Heath Infant School		£155.00		£9,301.72	16
24 October 2022	637	Mrs De Vries - Leaver's (House) (Dor cheque written)	£176.50		Year 2 Leaver's Party		£176.50		£9,478.22	17
01 November 2022		Parsonage - Dioc	£56.00		Dioc		£56.00		£9,534.22	18
07 November 2022		Amr Knight - Paris Tiding	£54.00		Parsonage - Jack & Bean Dec 2022		£54.00		£9,588.22	19
07 November 2022		Deanna Michel - Paris Tiding	£50.00		Parsonage - Jack & Bean Dec 2022		£50.00		£9,638.22	20
11 November 2022		Cake Sale	£38.66	£38.66	Cake sale (November)		£38.66	£38.66	£9,676.88	21
11 November 2022		Amazon Europe Core	£36.62		Amazon Smile		£36.62		£9,713.50	22
11 November 2022		The Gearing Machine	£6.32		The Gearing Machine		£6.32		£9,719.82	23
11 November 2022	640	Cash for PTA Christmas Fair - see bank statements (23 Nov cheque)	£275.00		Christmas Fair		£275.00		£9,994.82	24
03 December 2022		Christmas Fair incoming funds	£5,596.50		Christmas Fair		£5,596.50		£15,591.32	25
06 December 2022		Christmas Fair Cash Report	£8,582.35	£8,582.35	Cash & cheques banked		£8,582.35	£8,582.35	£24,173.67	26
06 December 2022		Cheques from Christmas Fair	£28.10		Christmas Fair		£28.10		£24,201.77	27
06 December 2022		Prize Draw - Christmas	£11.00		Christmas Fair		£11.00		£24,212.77	28
10 December 2022		Raffle	£40.00		Christmas Fair		£40.00		£24,252.77	29
10 December 2022		2nd Hand Uniform Sale (Monax from office)	£20.00		Second Hand Uniform Sale		£20.00		£24,272.77	30
10 December 2022	641	Paula Mallon (after school) and cheque (LDSB book)	£0.00		Christmas Fair		£0.00		£24,272.77	31
12 December 2022	644	Deonna Michel (money balance) (2 Dec cheque written) (lost)	£0.00		Christmas Fair		£0.00		£24,272.77	32
12 December 2022		Stop Payment - Paris - Jack & Bean Sale	£8,037.75		Parsonage - Jack & Bean Dec 2022		£8,037.75		£16,235.02	33
18 December 2022	643	Adrian Sumner (Baby's 80 W x 54.46 x 7.50) (2 Dec cheque written)	£142.54		Christmas Fair		£142.54		£16,377.56	34
20 December 2022	645	Susan Fern (Gloss sticker books 48.02) (2 Dec cheque written)	£87.65		Christmas Fair		£87.65		£16,465.21	35
20 December 2022	646	Adrian Sumner for Film Night Goodies - 14.40 chocolate bars, pom bears & chocolate 52.80 (cheque written 20 Dec)	£36.60		Film Night (December)		£36.60		£16,501.81	36
20 December 2022		Parsonage - Film Night	£1,070.50		Film Night (December)		£1,070.50		£17,572.31	37
20 December 2022		Bank Interest paid	£24.47		Interest payment		£24.47		£17,596.78	38
20 December 2022		Transfer from wise - Christmas Cards (Estimate)	£565.33		Christmas Cards		£565.33		£18,162.11	39
01 January 2023		Parsonage - subscription fee	£140.00		Parsonage and other PTA costs		£140.00		£18,302.11	40
01 January 2023		Parsonage LTD - from Gates as set	£81.50		Other		£81.50		£18,383.61	41
01 January 2023		Christmas Treasery	£75.00		Christmas Treasery		£75.00		£18,458.61	42
01 January 2023	639	Funds to Bernards Heath Infant School 24.00 books, 64.00 books 100.00 pen, 24.48 books, 1,700.00 BLS, 807.51 vase, 249 henley Snoddy (29 Nov cheque written)	£2,451.48		PTA donations to Bernards Heath Infant School		£2,451.48		£20,910.09	43
01 January 2023		Parsonage LTD - from Gates as set	£34.90		Other		£34.90		£20,944.99	44
01 January 2023		The Gearing Machine	£60.87		The Gearing Machine		£60.87		£21,005.86	45
23 January 2023	646	Maria Rodriguez Vazquez (1st cheque paid 642 as she lost, 2nd henley & chocolate 52.80 (cheque written 20 Dec)	£120.28		Christmas Fair		£120.28		£21,126.14	46
23 January 2023		Amazon Europe Core	£26.95		Amazon Smile		£26.95		£21,153.09	47
01 February 2023	638	Albena (2 Nov cheque written)	£1,000.00		Parsonage - Jack & Bean Dec 2022		£1,000.00		£22,153.09	48
01 March 2023		Second Hand Uniform Sale	£0.00		Second Hand Uniform Sale		£0.00		£22,153.09	49
01 March 2023	641	Paula Mallon for Film Night Goodies: 53.50 hat drink, 95.50 chocolate and pom bears (cheque written 20 Dec)	£149.00		Film Night (Dec)		£149.00		£22,302.09	50



Section A

Independent Examiner's Report

Report to the trustees

Charity Name Bernards Heath School Parent Teacher Association
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On accounts for the year ended

31 August 2023	Charity no (if any)	1020025
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Set out on pages

3	<small>(remember to include the page numbers of additional sheets)</small>
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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and basis of report

As the charity's trustees, 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 Trust'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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed: 

Date: 21/08/24

Name: Rory Gibbs

Relevant professional qualification(s) or body (if any):

ICAEW

Address: 33 Marshalswick Lane, St Albans, AL1 4UR

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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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



**Bernards Heath Infant School PTA
2022/2023 PTA fundraising summary**

Start-year balance £ 16,146.70

Event	Income	Costs	Net Profit
Administration and other PTA costs	£0.00	(£140.00)	(£140.00)
Amazon Smile	£197.79	£0.00	£197.79
Cake sale (February)	£254.00	£0.00	£254.00
Cake sale (June)	£146.43	£0.00	£146.43
Cake sale (November)	£318.66	£0.00	£318.66
Christmas Cards	£565.33	£0.00	£565.33
Christmas Fair	£6,560.25	(£780.83)	£5,779.42
Christmas Treeasy	£179.00	£0.00	£179.00
Coronation Picnic	£531.01	(£77.20)	£453.81
Donations to the PTA	£5.00	£0.00	£5.00
Disco	£1,269.00	(£216.25)	£1,052.75
Easter Event	£0.00	(£86.45)	(£86.45)
Family Camp	£3,946.90	£0.00	£3,946.90
Fathers Day	£159.00	£0.00	£159.00
Film Night (June)	£0.00	(£204.22)	(£204.22)
Film Night (Dec)	£1,070.50	(£210.00)	£860.50
Ice Lolly Sale	£135.60	£0.00	£135.60
Interest payment	£142.62	£0.00	£142.62
June Marathon	£400.21	£0.00	£400.21
Leavers T-Shirts & Hoodies	£2,524.00	(£2,813.05)	(£289.05)
Match Funding	£25.60	£0.00	£25.60
Mothers Day	£88.04	(£144.54)	(£56.50)
Movie night	£0.00	£0.00	£0.00
Pantomime - Jack & Bean Dec 2022	£6,259.31	(£5,182.08)	£1,077.23
Pantomime - Snow White Dec 2021 Jan 2022	£0.00	£0.00	£0.00
Quiz Night	£2,163.11	£0.00	£2,163.11
Second Hand Uniform Sale	£311.51	£0.00	£311.51
Summer Ball	£16,737.89	(£960.00)	£15,777.89
The Giving machine	£95.84	£0.00	£95.84
Year 2 Leaver's Party	£0.00	(£931.40)	(£931.40)
Other	£398.84	£0.00	£398.84
Virgin Money Giving	£0.00	£0.00	£0.00
Total	£44,485.44	(£11,746.02)	£32,739.42

PTA donations to Bernards Heath Infant School £4,859.19

End-year balance £ 44,026.93

Summary	2021/2022	2022/2023
Start Balance	£16,154.40	£16,146.70
Total Fundraising	£27,991.26	£44,485.44
Total costs	(£14,136.72)	(£11,746.02)
Total Donations to BHIS	(£13,862.24)	(£4,859.19)
Closing Balance	£16,146.70	£44,026.93