



## Trustees' Annual Report for the period

From 1/9/2019 To 31/08/2020

Charity name: Cleves School PTA

Charity registration number: 1031777

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide funds in support of educational facilities for the pupils of Cleves 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	Fund raising activities to raise funds for children and the school - this includes events such as fireworks displays, Xmas Fairs as well as disco's and other sponsorship events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have paid attention to the charity commission guidance on public benefit during the year

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
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	The main achievements during the year included generating net income of £22,355 from major events such as Fireworks display, discos and a Xmas fair. £1,450 was raised in sponsorship of events from a local estate agent. The funds raised supported the purchase of equipment for an outdoor learning area, IT equipment, Sports equipment, Music equipment and a virtual choir project during lockdown.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	After financing school projects the Charity held £39.095 in cash as at 31st Aug-20
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Funds are held at this level on average in order to pay up front expenses relating to the annual fireworks display.
Amount of reserves held	Para 1.22	£39.095
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	Fireworks, Xmas Fairs, Discos and sponsorship
Investment policy and objectives including any social investment policy adopted	Para 1.46	Funding of school resources are discussed at regular PTA meetings where all funding requests are discussed and approved
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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	Elected by Parents

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Cleves School PTA
Other name the charity uses	
Registered charity number	1031777
Charity's principal address	Cleves School Oatlands Avenue Weybridge KT13 9TS

**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	Susanna Price	Chair		
2	Bernhard Jongejan	Vice Chair		
3	Susana Fernandes	Treasurer	Sept 2019-Oct 2019	
4	Keri James	Treasurer	Oct 2019 onwards	
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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	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

#### **Additional information (optional)**

##### **Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

##### **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

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Susanna Price	
Position (eg Secretary, Chair, etc)	Chair	
Date	22/4/21	

**Cleves School Parent Teachers Association**  
**Income statement for the year ended 31 August 2020**

	Income	Expenses	Profit	2018/19
<b>Events</b>				
Fireworks	£35,297	-£26,096	£9,200	£20,073
2nd Hand Uniform	£317		£317	£351
Shopping Evening				£0
Discos: Oct 19, Mar 20	£4,095	-£284	£3,811	£5,555
Christmas Fair	£6,095	-£1,246	£4,849	£4,044
Quiz night	£363	-£46	£317	
Fete in the field				£1,605
Summer Sundowner				£0
Summer Ball				
Y6 Leavers Disco				-£882
Mile for Cleves	£2,003		£2,003	
<b>Funds raised net of costs</b>	<b>£48,169</b>	<b>-£27,673</b>	<b>£20,497</b>	<b>£30,747</b>
<b>Other Income</b>				
Gift Aid	£320		£320	£660
Charities Trust & HMRC Charities				
Easyfundraising	£105		£105	£64
Elmbridge Lottery	£166		£166	
Amazon Smile	£14		£14	
General & Misc	£200		£200	
Interest	£56		£56	£122
Curchods Sponsorship	£1,450		£1,450	£2,500
<b>Other Income sub-total</b>	<b>£2,311</b>		<b>£2,311</b>	<b>£3,347</b>
<b>Other Expenses</b>				
General & Misc		-£331	-£331	-£1,141
PTA UK Insurance		-£122	-£122	-£117
Parents events				£0
<b>Other Expenses sub-total</b>		<b>-£453</b>	<b>-£453</b>	<b>-£1,258</b>
<b>Net Income</b>			<b>£22,355</b>	<b>£32,835</b>
<b>Funds applied for benefit of school</b>		<b>-£28,295</b>	<b>-£28,295</b>	<b>-£52,510</b>
<b>Excess of Income over expenditure</b>			<b>-£5,940</b>	<b>-£19,675</b>
Surplus funds brought forward			£45,036	£64,201
<b>Funds carried forward</b>			<b>£39,095</b>	<b>£44,526</b>
<b>Represented By:</b>				
<b>Bank Balances:</b>				
	02703173	Current A/C	£100	£100
	02703181	Sweep and Reserve alc	£29,194	£39,556
	37332023	Reserve alc	£5,338	£5,330
		PayPal	£100	£50
<b>Adjustments:</b>				
Unpresented Cheques				-£510
Outstanding Invoices			£4,198	
Cash to be banked			£166	
<b>Funds carried forward</b>			<b>£39,095</b>	<b>£44,526</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Cleves School Parent Teacher Association

**On accounts for the year  
ended**

31/8/2020

**Charity no  
(if any)**

1031777

**Set out on pages**

1-2

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

[Signature box]

**Date:**

10/4/2020

**Name:**

Mrs G Robinson

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

[Qualification box]

**Address:**

Kalaw

Faris Lane

Woodham Surrey KT15 3DN

Only complete if the examiner needs to highlight 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.**