

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ST HUGH'S PARENT TEACHER ASSOCIATION – CHARITY NUMBER - 1045500**

I report on the accounts of the Trust for the year ended 31st August 2021, which are set out in pages numbered 1 to 3.

**Respective responsibilities of trustees and examiner**

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 43(2) of the Charities Act 2011 and that an independent examination is needed.

**It is my responsibility to:**

- Examine the accounts (under section 43 of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7) of the Act); and to state whether 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. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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
  - (a) to keep accounting records in accordance with s41 of the Act: and
  - (b) to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met: or
- (2) To which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached

John Wood - Chartered Accountant.

8<sup>th</sup> November 2023





# ST HUGH'S PARENT TEACHER ASSOCIATION

CHARITY NO. 1045500

TRUSTEES REPORT 2020-2021

STATEMENT AND FINANCIAL HEADLINES

## HEADLINES

- **Covid-19 Pandemic impacted fundraising activities, but costs were controlled**  
The Covid-19 pandemic was the underlying issue throughout the financial year.  
With pupils not in school for significant periods of time, and the School and PTA unable to organise any public events, the Charities fundraising was limited to a Christmas Market and Plant Sale
- **Total income of over £31k during the year**  
With no income from Christmas Fair, Summer Fair and the School Discos, overall income reduced by £9k from the previous year (22% reduction)  
However, Income was bolstered by online Uniform Sales throughout the period (26% increase year on year), with a surge around finally returning to the classroom as the restrictions lifted.
- **Other income (£3k) boosted by Paypal Giving Fund**  
The PTA continues to look to engage with suitable partners who can provide additional funding  
Paypal's new Giving Fund donated a total of just over £1000 in the year, and with Co-op Community Funding (£1,200), Amazon Smile (£400) and a generous donation from a family (£300), other income was up by 67% on the previous year
- **Related fundraising costs of just under £24k for the same period**  
A decrease of 7% on previous year (which was already heavily reduced due to Covid-19)  
Uniform Shop costs increased significantly as previous stocks had diminished and purchasing had stopped in prior year during pandemic
- **Operating Costs (Website, Card Handling, Audit etc) of around £1,200**  
No significant change on the previous year.  
Card Handling Charge Rates were stable, year on year resulting in similar costs to 2019/20 accounts  
£25.5 k of Cash handled through Stripe & Paypal during the year (£24k prior year)
- **Resulting in net c.£7.4k surplus for the year before Disbursements**  
A decrease on the previous year of c.£7.1k (49% decrease)
- **Pandemic and School Closure resulted in minimal disbursements during the year**  
Again due to Covid-19 pandemic, uncertainty over future events and cashflow forecasting for uniform store  
A very small amount of funding was released in relation to the upgrade of the IT Suite  
Total Disbursements of just under £8.5k during the year.
- **Over £32k of funds on the balance sheet**  
A similar position to the closing accounts for the previous year.

## KEY NOTES

- **Estimated impact of pandemic - c. £21k net funds since Spring 2019**  
Unable to run two Summer Fairs, a Christmas Fair, a Fireworks Night and Discos across the age groups resulted in an estimated revenue gap of c. £26k for this fiscal year alone, which should have generated approx. £15k of net funds for the charity. Coupled with the lost Summer Fair from the previous fiscal year, the charity has been impacted to the level of £21k of net funding foregone.
- **Return to 'normality' should allow PTA to provide of full programme of events in 2021/22**  
Whilst there are still (Sep 21) restrictions around gatherings within the school buildings, we remain confident that we can schedule a Fireworks evening, Christmas and Summer Fair and return to scheduling Discos for all year groups



# ST HUGH'S PARENT TEACHER ASSOCIATION

CHARITY NO. 1045500

## TREASURY REPORT 2020-2021

### INCOME & EXPENDITURE

#### INCOME & EXPENDITURE STATEMENT

	2020-2021				2019-2020		
	Income £	Expenditure £	Surplus £	+/- Prior Year £	Inc £	Exp £	Surplus £
<b>SUMMARY</b>							
Fundraising Events	2,949	(2,655)	294	(6,028)	18,795	(12,473)	6,322
Uniform Shop	23,150	(19,231)	3,919	(6,298)	18,298	(8,081)	10,217
Lottery (Bonus Ball)	2,207	(1,089)	1,118	347	1,466	(695)	771
Other Funding	2,848		2,848	1,961	887		887
Operating Costs		(1,203)	(1,203)	90		(1,293)	(1,293)
Other Expenses	315	152	467	2,924	1,006	(3,463)	(2,457)
Disbursements		(8,500)	(8,500)	(4,121)		(4,379)	(4,379)
<b>TOTALS</b>	<b>31,469</b>	<b>(32,527)</b>	<b>(1,058)</b>	<b>(11,126)</b>	<b>40,452</b>	<b>(30,384)</b>	<b>10,068</b>
<b>Main Events</b>							
Fireworks				(2,614)	6,942	(4,328)	2,614
Christmas Fair				(3,187)	6,760	(3,573)	3,187
Summer Fair				750		(750)	(750)
Summer Ball				0			
Quiz Night				0			
Christmas Market	1,164	(80)	1,085	620	1,062	(597)	465
Plant Sale	118		118	118			
<b>Uniform Store</b>							
Uniform	23,150	(19,231)	3,919	(6,298)	18,298	(8,081)	10,217
<b>Discos</b>							
Reception				(450)	450		450
Year 1				(335)	335		335
Year 2				(400)	400		400
Year 3				(460)	460		460
Year 4				(422)	422		422
Year 5				0			
Disco Costs				507		(507)	(507)
<b>Year 6 Parties</b>							
Christmas Party				(300)	380	(80)	300
Leavers Party	1,667	(2,576)	(909)	145	1,584	(2,638)	(1,054)
<b>Other Events / Fundraisers</b>							
Wine Tasting				0			
Afternoon Tea				0			
Tea Towels				0			
<b>Other Business Income &amp; Expenditure</b>							
Lottery (Bonus Ball Scheme)	2,207	(1,089)	1,118	347	1,466	(695)	771
<b>Operating Costs</b>							
ParentKind Membership & Insurance		(123)	(123)	(1)		(122)	(122)
Website Running Costs (wix.com and domain)		(387)	(387)	(4)		(383)	(383)
Payment Card Handling Fees		(513)	(513)	75		(588)	(588)
QFlow (Ticketing System)				20		(20)	(20)
Audit Fees		(180)	(180)	0		(180)	(180)
<b>Funding</b>							
Co-op Community	1,205		1,205	626	579		579
Amazon Smile	417		417	262	155		155
Paypal Giving Fund	1,164		1,164	1,164			
Easy Fundraising	62		62	(91)	153		153
Antz in Your Pantz				0			
<b>Other</b>							
Other Income	315	152	467	(539)	1,006		1,006
General Expenses				3,463		(3,463)	(3,463)
Summer Ball 2021 (deposit)				0			
<b>Disbursements / Investments</b>							
IT Suite		(8,500)	(8,500)	(8,500)			
Previous Years' Disbursements				4,379		(4,379)	(4,379)



# ST HUGH'S PARENT TEACHER ASSOCIATION

CHARITY NO. 1045500

## TREASURY REPORT 2020-2021

### BALANCE SHEET

### FUNDING / BANK / DEBTORS

	Barclays	Lottery	Stripe	Paypal	Debtors	Creditors	Petty Cash	TOTAL FUNDS
<b>Opening Balance</b>	25,761	1,479	231	5,740	1,297	(1,066)		33,442
<b>Stripe</b>								
Paid In	14,406		14,743					29,148
Fees			(307)					(307)
Paid Out			(14,426)					(14,426)
<b>Paypal</b>								
Paid In	10,000			10,716				20,716
Fees				(206)				(206)
Withdrawn/Paid Out				(10,106)				(10,106)
<b>Bonus Ball</b>								
Paid In		2,207						2,207
Paid Out		(1,089)						(1,089)
Withdrawn								
<b>Cash</b>								
Paid In	3,997							3,997
Transferred								
Debtors (Prior Year)					(297)			(297)
Debtors								
Creditors (Prior Year)						450		450
Creditors						(567)		(567)
Paid Out	(30,577)							(30,577)
<b>Closing Balance</b>	23,586	2,597	240	6,144	1,000	(1,184)	-	32,384
Bank Statements	23,586	2,597	240	6,144	1,000	(1,184)	-	32,384
Difference	-	-	0	-	-	-	-	0
Cash Movement	(2,174)	1,118	10	404	(297)	(118)	-	(1,058)
								from Income & Expenditure (Surplus) (1,058)
								Reconciliation Difference -

**Closing Debtors / Creditors being**

Stripe Bank Settlement (settled between 1st - 3rd Sept 2021)	240	
Fireworks - Deposit (prepayment) for 2020	1,000	c/fwd to 2021 display
Summer Ball 2021 - Bowdon Rugby Club Deposit	(250)	expensed 2018/19 - held as Creditor
Accountants Report / Audit	(180)	expensed - accounts late so not billed
Operating Costs - Wix Website Premium Annual Fee (Nov 19 - Nov 20)	(150)	c/fwd expensed in 2019-20 - settled in next f
Operating Costs - Wix Website Premium Annual Fee (Nov 20 - Nov 21)	(187)	
Operating Costs - Wix Tickets Monthly Costs (Oct 19 - Aug 20)	(183)	c/fwd expensed in 2019-20 - settled in next f
Operating Costs - Wix Tickets Monthly Costs (Sep 20 - Aug 21)	(200)	
Operating Costs - sthughspta.org Web Domain Renewal	(33)	c/fwd expensed in 2019-20 - settled in next f