

**THE PARENT TEACHER  
ASSOCIATION OF  
R A BUTLER ACADEMY  
INFANT AND JUNIOR  
SCHOOLS**

**TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 August 2024**

**Registered Charity No. 1059789**

# **R A BUTLER ACADEMY PARENT TEACHER ASSOCIATION**

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## **SECTION A – CHARITY INFORMATION**

**Charity Number 1059789**

### **Trustees and Committee (to year ending 31 August 2024):**

Luciana Kavanagh	Trustee and Co-Chair (Appointed 2018)
Cherry Parker	Trustee and Co-Chair (Appointed 2021)
Gemma Golab	Trustee and Treasurer (Appointed 2023)
Louise Colledge	Trustee and Committee member (Appointed 2016)
Charlotte Allen	Committee member
Kelly Downes	Committee member
Kate Dodridge	Committee member
Helen Binns	Committee member
Nicola Brown	Committee member
Gemma Seils	Committee member
Paula Curbelo	Committee member
Vicki Nelson	Committee member

### **School contacts**

Emma Vincent	Executive Headteacher
Paul Belzar	School Business Manager

Charity registered 13 December 1996

Constitution adopted 10 October 1996 and amended 28 September 2018

Registered address: R A Butler Academy Infant and Junior Schools, South Road,  
Saffron Walden, Essex CB11 3DG

Bank: Lloyds Bank, 3 King Street, Saffron Walden CB10 1 HF

Independent Examiner: Nicholas Bateson

## **SECTION B: TRUSTEES' REPORT**

### **R A BUTLER ACADEMY PARENT TEACHER ASSOCIATION TRUSTEES' REPORT FOR THE YEAR ENDED 31ST AUGUST 2024**

The Trustees, who are referred to as the Committee, present their report and financial statements for the year ended 31 August 2024.

#### **REVIEW**

We are pleased to announce another successful year of fundraising activity.

Annual gross income was £44,110.96 over the year, a solid increase on the previous 12 months. We also achieved a substantially higher surplus (profit) of £32,316.47, representing an increase of 19%.

Our most profitable event as usual was our Summer Fayre, which provided a contribution of over £7,515, followed by our Winter Fayre, from which we made over £5,055.

The creation of sub-committee lead roles have continued to help share the organisation of fundraising events. This enabled the committee to run its ever-popular annual family camp-out RAB Fest and several opportunities over the year for children to buy Presents for Parents, together with our whole-school traditional Easter egg hunt. Discos were held for all year groups, as well as a successful quiz night for parents.

The class reps, introduced in 2022-23, still continue to provide a useful network in communicating key information and event reminders to the wider parent community, alongside our continued use of social media.

The 100 Club small lottery scheme provided a regular stream of income, however, it has been agreed that, due to waning interest amongst parents and restricted committee resource, this will not continue into 2024-25.

It has been with great pleasure that the PTA has been able to donate over £25,700 to the school for much-needed extra-curricular support and resources.

During the previous year we are delighted to have donated to and/or fully supported:

- Extra-curricular year group activity including year group visits, Circus Skills and Zoolab workshops.
- Approximately £2000 direct to classes including Yoto audioplayers, classroom games, books and resources
- Almost £1000 to the 'children's funds' (referenced below) to purchase additional lunchtime play equipment, and additional donations of fancy dress and chapter books
- £866 to Anti-bullying workshops for the whole school
- Over £2500 to new library and class books and storage
- £6500 to a new field Trim Trail
- £9490 to purchase 30 new ipads, cases and trolley storage
- Y5 poetry books
- Y6 Leavers' autograph books and leavers' framed photo

We were delighted to continue the Teachers' Fund (established 2022-23), worth £300 a year for each year group (or can be combined per year group). This enabled teaching and support staff to purchase what was most needed for their individual classes/year groups. This allocated budget was fully utilised and will be continued into 2024-25.

Influenced by the school achieving the UNICEF Gold Award – we supported every child's right '*to express their opinions and be heard*' by enabling each child/class to vote on what they'd choose to spend money on. With the support of Katie Brown (Assistant Head) a whole school survey was conducted. As a result, we have been able to purchase large outdoor playground games, additional fun sports equipment to be used at play times and are in discussions with the local ASU unit at Saffron Walden County High School to potentially fund animal-based workshops. We also successfully replenished fancy dress items, small play toys and chapter books from a donations drive.

The committee also continued to support a range of Year 6 end-of-school activities including autograph books and a framed year-group photo from the residential - which enriched our school leavers' experience and memories of their years at primary school.

Despite these successes, the committee is still running with a very small handful of members in spite of the size of the parent body. Luciana Kavanagh has now departed the school as a parent, having led the committee since 2018. As a result, we are actively seeking new committee members to help us sustain

our fundraising work in coming years to support RA Butler Academy to advance the education of learning of pupils.

However, we do continue to benefit from the ad hoc support of over 50 volunteers from the wider parent community during the year, for which we are tremendously grateful.

Our bank balance currently stands at £30,133.

We would like to thank everyone in the RA Butler school community who has supported our fundraising efforts over the year.

## **ORGANISATION**

The RAB PTA is a Charitable Organisation made up of a small group of parents and guardians who volunteer and work hand in hand with R A Butler Academy. This includes the involvement of Paul Belzar, School Business Manager.

The Committee, which is elected by the members annually at the AGM, manages the PTA. This Committee organises events, with the help of the main body of members, to raise funds. These funds are then distributed by Committee decision.

There have been no material changes in either the objectives or policies since the last Annual General Meeting.

## **OBJECTIVES AND ACTIVITIES**

The object of the RAB PTA is to advance the education of pupils in the schools. In furtherance of this objective the Association may:

- Develop the more extended relationships between the staff, parents and others associated with the schools.
- Engage in activities which support the schools and advance the education of the pupils attending them.
- Provide and assist in the provision of such facilities or items of education at the schools (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.

- The principal activities of the Charity each year are to raise funds primarily from parental contributions and to remit these funds to R A Butler Academy as required.

## **PUBLIC BENEFIT**

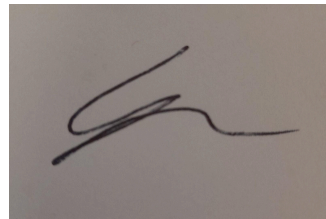
The Trustees confirm that, in determining the activities of the Charity, they have paid regard to guidance issued by the Charity Commission on public benefit.

Signed



Luciana Kavanagh

(Outgoing chair)



Louise Colledge

(Trustee)

## **R A BUTLER ACADEMY PARENT TEACHER ASSOCIATION FUTURE PLANS AND COMMITMENTS**

It is not the policy of the PTA to commit future Committees to any expenditure prior to funds being available.

## **VOLUNTARY ASSISTANCE**

We wish to thank all committee members for their extraordinary and unwavering voluntary help throughout the year, challenging as it was. The PTA and volunteers should be proud of their success in income generation as a continued demonstration of their commitment to R A Butler Academy.

## **SECTION C – STATEMENT OF FINANCIAL ACTIVITIES**

RAB PTA raised £44,110.96 from its fundraising and events throughout the year. The gross surplus for the year was £31,137. Amounts

totalling £11,794.49 were expensed in respect of fundraising activities.

In total, the PTA donated over £25,700 to the school in the year ending 31 August 2024, which the committee was delighted with.

The committee aims to hold reserves of no more than £30,000 and no less than £5,000. Total reserves as of 31 July 2024 were approximately **£30,130**.


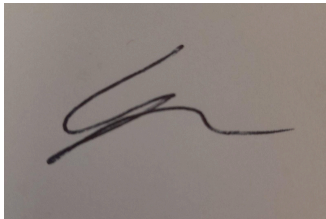
All funds held by the PTA are unrestricted.

### Annual Summary

	2024	2023	2022	2021
Takings	£44,111	£38,595	£34,018	£28,916
Expenses	£12,974	£11,532	£11,056	£5,739
Surpluses	£31,137	£27,062	£22,962	£23,177

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

**Signed on behalf of the charity's trustees**

Signature (s)		
Full name (s)	Luciana Kavanagh	Louise Colledge
Position	Chair and Trustee	Trustee
Date		

## SECTION D – NOTES TO THE ACCOUNTS

### 1.1 Basis of Accounting

The financial statements are prepared in sterling, which is the functional

currency of the Association.

The financial statements have been prepared using cash accounting rather than on an accrual basis.

### **1.2 Going Concern**

At the time of approving the financial statements, the Committee members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus, the Committee members continue to adopt the going concern basis of accounting in preparing the financial statements.

### **1.3 Charitable Funds**

Unrestricted funds are available for use at the discretion of the Committee members in furtherance of their charitable objectives unless the funds have been designated for other purposes.

### **1.4 Expenditure**

Expenditure is recognised in the period in which it is incurred.

ENDS



CHARITY COMMISSION  
FOR ENGLAND AND WALES

RAB PTA

1059789

## Receipts and payments accounts

CC16a

For the period from	01-Aug-23	To	31-Jul-24
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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 £
<b>A1 Receipts</b>					
Fundraising activities	43,374	-	-	43,374	38,595
Donations received	737	-	-	737	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>44,111</b>	<b>-</b>	<b>-</b>	<b>44,111</b>	<b>38,595</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>44,111</b>	<b>-</b>	<b>-</b>	<b>44,111</b>	<b>38,595</b>
<b>A3 Payments</b>					
Expenses in respect of fundraising activities	11,794	-	-	11,794	11,532
Donations to RAButler School	25,740	-	-	25,740	42,066
IT & Software fees	108	-	-	108	-
SumUp fees	79	-	-	79	-
Other misc costs	993	-	-	993	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>38,715</b>	<b>-</b>	<b>-</b>	<b>38,715</b>	<b>53,598</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>38,715</b>	<b>-</b>	<b>-</b>	<b>38,715</b>	<b>53,598</b>
<b>Net of receipts/(payments)</b>	<b>5,396</b>	<b>-</b>	<b>-</b>	<b>5,396</b>	<b>15,003</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,300	-	-	25,300	40,300
<b>Cash funds this year end</b>	<b>30,696</b>	<b>-</b>	<b>-</b>	<b>30,696</b>	<b>25,297</b>

## 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>	Bank balance	30,133	-	-
	Credit on account (RA Butler)	563	-	-
		-	-	-
	<b>Total cash funds</b>	<b>30,696</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

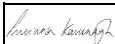

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Accounts payable		1,345	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Luciana Kavanagh	25/05/2025
	Louise Colledge	25/05/2025

## **Independent examiner's report to the trustees of RAB PTA**

I report to the trustees on my examination of the accounts of the RAB PTA for the year ended 31 July 2024.

### **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 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 Trust 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.

I have relied upon assurances that the cash receipts and payments in the bank statement and the income and expenditure in the accounts are accurate to the transactions carried out in cash during events. It is not possible to verify this to accounting records.

Signed: Nick Bateson

Name: Nick Bateson

Relevant professional qualification or membership of professional bodies (if any): ICAEW

Address: 16 West Road, Saffron Walden CB11 3DS

Date: 16 May 2025