



Trustees' Annual Report for the period

Period start date: Day 01, Month August, Year 2018
 Period end date: Day 31, Month July, Year 2019
From 01 August 2018 **To** 31 July 2019

Section A 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	Paul Sebry	Chairperson		
2	Vinay Kabra	Deputy Chairperson		
3	Karen Chilton	Secretary		
4	Laura West	Treasurer		
5	Shirley Adamthwaite			
6	Bianca Haupt-Erasmus			
7	Lisa Tucker			
8	Rachel Bosshard			

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Chi Lam	22 The Brackens
		Orpington
		Kent
		BR6 6JH

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

Joanne Waterman (Deputy Head Teacher)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	Association
Trustee selection methods	Elected by Trustees (Proposer and Seconder)

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.

Warren Road School Parent Teacher Association ('the PTA') is a member of PTA-UK (membership number 21156). PTA-UK provides advice and best practice on managing a school PTA and provides ideas for fundraising activities. They also provide the PTA insurance cover.

The PTA complies with the Charity Commission rules and regulations and submits an annual Charity Commission Return, as required.

PTA members consist of all parents, guardians or carers of any pupil attending the school as well as teaching and non-teaching staff employed by the school. All members are encouraged to join the working group of members from which the trustees ("the Committee") are elected. The Committee seeks to have fundraising sub-groups made up of both experienced and new members to ensure effective succession planning and sharing of new ideas.

The Committee hold regular meetings to discuss forthcoming events, share successes and improvements from recent events, and agree on both short-term and long-term donations to the school. At these meetings the Head Teacher (also the PTA's President), or appointed staff representative, provides a report discussing wider school issues, successes and useful dates.

In turn the Committee provide feedback to the Head Teacher on matters arising/voiced by parents/children (e.g. school meals, health & safety matters etc).

Health & Safety assessments are undertaken prior to all events to ensure the safety of all parties. The assessments are updated after each event and held in the school office for future events.

Section C Objectives and activities

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

The objective of the PTA is to advance the education of the pupils in the school in particular by i) developing effective relationships between the staff, parents and others associated with the school ii) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

When planning activities for the year, the PTA has considered the Charity Commission's guidance on public benefit.

The PTA regularly contributes funds towards the school swimming pool, the 'Listening Ear' counselling service in the school and provides a fixed amount to each class teacher to enhance the education of all pupils.

The PTA arrange, on average, 6 events per annum in order to raise funds. The main events are a Fireworks display as well as a Christmas Fair and Summer Fete.

The PTA consults with the Head Teacher and Governing Body to help identify longer-term projects it considers appropriate to support.

All feedback/concerns raised by parents and local neighbours are fed back to the Head Teacher to enable such matters to be addressed (e.g. risks associated with parking outside school gates, other health and safety related matters, school dinners etc).

Additional details of objectives and activities (Optional information)

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The PTA had a successful start to its fundraising activities at the beginning of the year, raising £15,000 in the Christmas term.

The arrival of the COVID-19 pandemic was a huge set back to the fundraising abilities of the PTA. The closure of schools and banning of large events meant that a lot of the regular activities had to be put on hold. Sadly, the Easter and Holi events had to be cancelled at extremely short notice. As the restrictions continued the Summer Fair was unable to go ahead. The fair usually brings in a profit of just under £10,000. The PTA were also unable to sell ice lollies in the playground after school during the summer term. This activity has historically made a notable contribution to PTA funds. By the end of the academic year the PTA had agreed to start asking for donations. This brought in over £3,000 for the financial year.

Despite these adversities the PTA were still able to help the school fund the repairs to their swimming pool.

The regular contribution of £3,000 for the Listening Ear counselling service continued. This service is available to all children from Year 1 upwards.

The PTA were once again very fortunate to receive a donation from the employer of one of the school's parents (Buchanan and Yang Wang). The amount totalled £3,000. These funds were committed to be used on resources to sustain the school's high quality teaching and learning. This donation supported subscriptions to the Rising Stars and EasiMaths online programmes for all children, the application for the History and Science Quality marks, French Story packs and two active benches.

Funding also continued for children in KS1 & KS2 to enjoy a visit to the Life Bus (£3,200) and for children in KS2 to attend an Anti-Bullying workshop (£1,000).

The PTA again provided each class teacher with £150 to purchase special resources of their choosing.

The PTA shares the cost of a crossing patrol person with the school. The contribution for the financial year was £1,700.

The PTA continues to hold a small level of reserves accumulated over previous years which are greater than needed for ongoing activities and will discuss other projects to fund with the school.

Section E

Financial review

Brief statement of the charity's policy on reserves

The PTA aims to raise sufficient funds each year to cover annual commitments and additional requests. Any deficit will be covered by reserves.

Reserves of £10,000 will be maintained to ensure adequate working capital for fundraising events.

Any excess funds will be held towards funding of major financial projects agreed with the Head Teacher and Governing Body

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

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

The charity's principal sources of funds are from fundraising events such as the Summer Fete, Fireworks event, Christmas Fair, discos and similar events. We also run various activities such as the sale of nearly new uniform and calendars. We sometimes receive donations and match funding from employers.

The key objective of the charity is to provide Warren Road Primary School with funding to enhance the education of the children.

The main expenditure is the donation of funds to the school. Other expenditure relates to the cost of the events described above in order to raise the funds required.

Section F

Other optional information

A total of £23,235 was committed in donations to the school for the 2019/20 academic year. This was transferred to the school on the 29th July 2020.


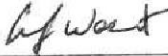
The PTA has previously accumulated reserves from prior years where funding commitments to the school were not as high as the amounts raised from PTA activity. However, during the 2019 / 20 financial year the PTA utilised some of this surplus to donate back to the school more funds than it generated from fundraising activities during the same time frame. This was due to the high value of the school's Playground Improvement Project together with lower funds raised due to the global pandemic.

Section G

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)	Paul Sebry	Laura West
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27/5/21	



Charity Name Warren Road School Parent Teacher Association	Number 1087164
---	-------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01 August 2019	To	Period end date 31 July 2020
---------------------	-------------------------------------	----	---------------------------------

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					
	0	0	0	0	0
Voluntary income	7,406	0	0	7,406	13,200
	0	0	0	0	0
Activities for generating funds	26,428	0	0	26,428	49,271
Other income		0	0	0	0
Investment income	14	0	0	14	15
	0	0	0	0	0
	0	0	0	0	0
Sub total (Gross income for AR)	33,848	0	0	33,848	62,486
A2 Asset and investment sales, (see table).					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	33,848	0	0	33,848	62,486
A3 Payments					
	0	0	0	0	0
Fundraising trading costs	11,255	0	0	11,255	16,105
	0	0	0	0	0
Charitable activities	79,266	0	0	79,266	30,900
	0	0	0	0	0
	0	0	0	0	0
Governance costs	264	0	0	264	219
	0	0	0	0	0
	0	0	0	0	0
Sub total	90,785	0	0	90,785	47,224
A4 Asset and investment purchases. (see table)					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	90,785	0	0	90,785	47,224
Net of receipts/(payments)	(56,937)	0	0	(56,937)	15,262
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	78,206	0	0	78,206	62,944
Cash funds this year end	21,269	0	0	21,269	78,206

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	Cash at bank and in hand	21,269		0
		0	0	0
		0	0	0
	Total cash funds	21,269	0	0

(agree balances with receipts and payments account(s))

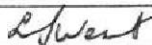

	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		0	0
		0	0
		0	0
		0	0
		0	0

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		0	
		0	
		0	
		0	

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

Signature	Print Name	Date of approval
	LAURA WEST	27/5/21
	PAUL SEBRY	27/5/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

WARREN ROAD SCHOOL PARENT TEACHER ASSOCIATION

**On accounts for the year
ended**

31ST JULY 2020

**Charity no
(if any)**

1087164

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2020.

**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:

Date:

27/05/2020

Name:

CHI LAM

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

MEMBER OF THE INSTITUTE OF CHARTERED ACCOUNTANTS OF ENGLAND & WALES

Address:

22 THE BRACKENS

ORPINGTON

BR6 6JH

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.

