Trustees' Annual Report

St Michaels CofE primary school Parent Teacher Association (PTA)
For the year ended 31/03/25

---

1. Reference and Administrative Details

- **Charity Name**: St Michaels Parent Teacher Association
- **Charity Number**: 1152475
  HMRC Reference Number: Awaiting updated HMRC reference following submission of CHV1
- **School Address**: St Michael's CE Primary School, Brigadier Hill, Enfield, Middlesex, EN2 0NB
  Correspondence Address: Same as above
  Trustees (Committee Members):
  - Chair: Phil Wren
  - Vice Chair: Carly Taylor
  - Treasurer: Craig Scott
  - Secretary: Rachel Nicholls
  - Other committee members: David Russell; Kate Olive; Sarah Tsermulas; Sarah Hayes

---

2. Structure, Governance and Management

The PTA is an unincorporated charity governed by a constitution adopted on 12 June 2013. Trustees (committee members) are elected annually at the Annual General Meeting (AGM) and are responsible for the management and operation of the PTA. The trustees review the key risks faced by the PTA and ensure appropriate controls are in place to mitigate them.

---

3. Objectives and Activities

The PTA's aim is to advance the education of pupils in the school by:

- Developing effective relationships between staff, parents, and others associated with the school.
- Engaging in activities or providing facilities/equipment to support the school and enhance pupil experience.

In line with these objectives, the PTA raises funds and organises events throughout the school year.

---

4. Public Benefit Statement

> The trustees confirm that they have complied with their duty under section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit. The PTA's activities provide public benefit by supporting the education and well-being of pupils at the school.

---

5. Achievements and Performance

During the year, the PTA organised a number of successful events, including:

- Festive week, which raised £5,126
- Summer Fayre, which raised £9,550
- Summer Disco, which raised £1,912

Funds raised were used to support the school through:

- Purchasing IT equipment.
- Hall repairs and AV equipment.
- Year 6 leavers' bibles.
- Other support provided included funding a SAT breakfast for Year 6.

We are grateful for the ongoing support from parents, staff, and the local community.

---

6. Financial Review

Gross income for the year was £39,158, and total expenditure was £43,265. At the year-end, the PTA held a balance of £3,636. The accounts have been independently

examined in accordance with Section 145 of the Charities Act 2011. The accounts were independently examined by Andrew Brown, a qualified accountant and parent volunteer. The accounts are maintained by the Treasurer and available on request.

The PTA aims to keep a small reserve of no less than £3,000 to fund upcoming projects and to provide financial stability.

---

7. Plans for the Future

We plan to continue supporting the school community through fundraising events and activities such as:

- Summer Fayre.
- Firework event.
- Family Colour Run.
- Talent Show.
- Cake Sales.
- The PTA will continue to raise funds and organise events throughout the school year with the aim of supporting the school and enhancing the pupil experience.

---

8. Statement of Trustees' Responsibilities

The trustees are responsible for:

- Ensuring the PTA operates in accordance with its constitution.
- Keeping proper financial records.
- Submitting necessary returns to the Charity Commission and/or HMRC where applicable.

Approved by the Trustees on 04/03/2026 and signed on their behalf by:

Signature: 

Name: Craig Scott
Position: Treasurer
Date: 04/03/26

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees

Charity Name
St Michaels CofE Primary School Parent Teacher Association (PTA)

On accounts for the year ended	31 March 2025	**Charity no (if any)**	1152475

Set out on pages

3-4
(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 **31/03/2025**.

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 which gives me cause to believe that in, any material respect:

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

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.

Signed:		**Date:**	16/10/2026

Name: Andrew Brown

Relevant professional qualification(s) or body (if any): FCA, MAAT

Address:

28 Gordon Hill
Enfield
EN2 0QP

Section B	Disclosure
	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.	No material concerns identified

CHARITY COMMISSION FOR ENGLAND AND WALES

St Michaels CofE Primary School Parent Teacher Association (PTA)	No: 1152475

Receipts and payments accounts

CC16a

For the period from	01/04/2024	To	31/03/2025

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					
Event income	36,201	-	-	36,201	36,345
Donations received	926	-	-	926	3,340
Sponsorship received	2,000	-	-	2,000	1,750
Bank interest received	31	-	-	31	26
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	39,158	-	-	39,158	41,461
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	39,158	-	-	39,158	41,461
A3 Payments					
Events expenditure	13,329	-	-	13,329	12,540
Grants paid	29,622	-	-	29,622	22,073
Fundraising costs	183	-	-	183	221
Bank charges	131	-	-	131	60
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	43,265	-	-	43,265	34,894
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
2023/24 asset purchases	-	-	-	-	1,552
Sub total	-	-	-	-	1,552
Total payments	43,265	-	-	43,265	36,446
Net of receipts/(payments)	- 4,107	-	-	- 4,107	5,015
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,743	-	-	7,743	2,728
Cash funds this year end	3,636	-	-	3,636	7,743

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	CAF Bank account	3,636	-	-
		-	-	-
		-	-	-
	Total cash funds	3,636	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Candyfloss machine	Unrestricted	414	-
	Gazebos (4)	Unrestricted	1,032	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Craig Scott	16/10/26