



Section A

Independent Examiner's Report

Report to the trustees: RICKMANSWORTH SCHOOL PTA

On accounts for the year ended: 31<sup>ST</sup> MARCH 2024 Charity no (if any): 311074

Set out on pages: [ ]

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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: [Signature: Z Harley] Date: 15/10/24

Name: ZOE HARLEY

Relevant professional qualification(s) or body (if any): CHARTERED ACCOUNTANT ICAS

Address: 132 Baldwins Lane, Croxley Green  
Rickmansworth  
WD3 3LJ

The Trustees present their report and accounts for the year ending 31st March 2024.

#### Trustees

The Trustees have served on the committee throughout the year. Appointment of Trustees is governed by the Constitution. The Board of Trustees is authorised to appoint new Trustees to fill vacancies arising through resignation or death of an existing trustee.

#### Investment powers

The Constitution authorises the Trustees to make and hold investments using the general funds of the charity, but no such investments are presently held and none are expected to be held in the foreseeable future.

#### Constitution, objects and policies

The PTA is governed by its Constitution and its objectives are to advance the education of the pupils of Rickmansworth School by providing and assisting in the provision of facilities for education in the school, and in so doing foster more extensive relationships between the staff, parents and others associated with the school and engage in activities which support the school and promote the welfare of the pupils attending it. The Trustees delegate the day to day responsibilities for fund-raising activities to the PTA Committee.

#### Development, activities and achievements

The Trustees consider the performance of the association this year to be satisfactory having this year raised net funds of:

2024	£26,781	2023	£27,026
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and having donated following amounts to school:

2024	£28,000	2023	£45,000
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This donation provided help with the refurbishment of the Chemistry Laboratories and reflects approximately one year's worth of donations.

The PTA were able to hold a number of fundraising events throughout the year and have continued to increase new and varied events for the whole school community, which has in turn generated higher donations than in previous years..

The majority of this year's net fund raising comes from the Uniform Shop (£14,689), which is completely run by unpaid PTA volunteers. The association would like to thank all parents and staff, whose continued support enabled us to raise these funds.

#### Financial review

The surplus for the year is as set out in the attached financial statements and arises from voluntary fund-raising and trading activities of the Uniform Shop.

#### Future developments and post Balance Sheet events

Lisa Hoad remained as Chair during the financial year; Fred Cleary remained as Treasurer. Current fundraising will be allocated to the Science Department and ongoing refurbishment activities.

#### Statement of Trustees' responsibilities

The Trustees are required under the constitution to prepare financial statements for the financial year which give a true and fair view of the state of affairs of the charity and of its results for that period.

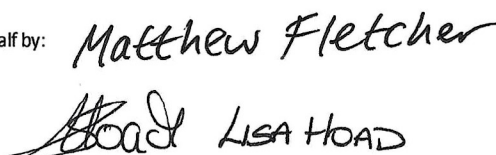
In preparing those financial statements the Trustees are required to :

- 1/ select suitable accounting policies and apply them consistently;
- 2/ make judgments and estimates that are reasonable and prudent;
- 3/ prepare the financial statements on a going concern basis, unless it is appropriate to assume that the charity will not continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence, for taking reasonable steps for the prevention and detection of fraud and any other irregularities.

This report was approved by the Trustees on 15/10/24 and signed on its behalf by:

  
.....

  
LISA HOAD

Trustee

The Trustees present their report and accounts for the year ending 31st March 2024

Incoming Resources	<i>Note</i>	<b>2024</b>	<b>2023</b>
Fund-raising income	2	21,126	12,371
Sale of school uniform		75,616	71,101
Interest received		11	5
Donations from Individuals		36	36
<b>Total incoming resources</b>		<b>96,789</b>	<b>83,513</b>
<b>Resources expended</b>			
<b>Direct charitable</b>			
Donation to School		28,000	45,000
<b>Other expenditure</b>			
Fund-raising costs	2	8,969	3,643
Purchase of school uniform (for resale)		59,423	51,252
Uniform Shop Expenses incl. bad debts		1,504	1,451
Management & Administration of PTA	3	112	140
<b>Total expenditure</b>		<b>98,008</b>	<b>101,486</b>
<b>Net movement in funds for the year excluding school donation</b>		<b>26,781</b>	<b>27,026</b>
<b>Net movement in funds for the year</b>	4	<b>(1,219)</b>	<b>(17,974)</b>
<b>Total funds brought forward</b>		<b>77,484</b>	<b>95,458</b>
<b>Total funds carried forward</b>		<b>76,265</b>	<b>£77,484</b>

The Trustees present their report and accounts for the year ending 31st March 2024

	<u>Note</u>	<u>2024</u>	<u>2023</u>
<b>Current Assets</b>			
Cash in hand		209	1,633
Stock - Refreshments		2,069	872
Stock - Uniform (for resale)	5	23,805	23,128
Balance at bank		49,296	51,462
Prepayments & Receivables		886	1,000
		<u>76,265</u>	<u>78,095</u>
<b>Current Liabilities: amounts falling due within 1 year</b>			
		-	610
		<u>76,265</u>	<u>77,485</u>
<b>Capital</b>			
Unrestricted funds		<u>76,265</u>	<u>£77,485</u>
		-	-
<b>Capital</b>			
BFwd		77,485	93,304
Profit for the year		26,780	27,026
Correction to PY balance			2,154
Donation to School		(28,000)	(45,000)
Unrestricted funds		<u>76,265</u>	<u>77,485</u>
			(0)

The Trustees present their report and accounts for the year ending 31st March 2024

NOTE

**1 Accounting Policies**

**a) Basis of preparation of the accounts**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK

The charity has taken advantage of the exemption in Financial Reporting Standard no.1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

**b) Income**

Voluntary income and donations are accounted for as received by the association. The income from fund-raising ventures is shown gross, with the associated costs included in fund-raising costs. No permanent endowments have been received in the period.

**c) Value Added Tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

**d) Fund-raising costs**

Fund-raising expenditure comprises costs incurred in the staging of fund-raising events.

**e) Management and administration expenditure**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity or fund-raising ventures.

**2 Fund-raising income and costs**

	2024	2024	2023	2023
	INCOME	COSTS	INCOME	COSTS
Quiz & Comedy Nights	7,495	3,587	3,221	892
Song & Dance	698	296	174	83
Sports Day/Sports Mornings	1,971	792	547	312
Autumn Concert	179	71		
Spring/Summer Concert	559	232		
School Disco/Parent Meet & Greet	2,115	592	1,132	636
School Production	2,273	872	2,210	632
Ricky Bear 70th Sales	63	38		
Your School Lottery	4,846		2,859	
Give as you Live	73		256	
Amazon Smile	73		97	
Refreshments (incl. some to holding stock)		782		782
Unallocated event receipts/expenses	782	1,707	314	174
			258	131
	<b>21,126</b>	<b>8,969</b>	<b>12,371</b>	<b>3,643</b>
<b>Net funds raised</b>	<b>12,157</b>	<b>-</b>	<b>8,728</b>	

The Trustees present their report and accounts for the year ending 31st March 2024

NOTE

	<u>2024</u>	<u>2023</u>
<b>3 Administration expenditure</b>		
PTA Insurance	112	140
	<u>112</u>	<u>140</u>
<b>4 Net movement in funds for the year</b>		
Donations (inclusive of Income Tax refunds)	36	36
Profit on sale of school uniform & stock movement	14,689	18,398
Income from fund raising activities less expenses	12,158	8,728
Bank interest received / Miscellaneous income	11	5
Funds raised less direct costs	<u>26,893</u>	<u>27,166</u>
Administration costs	112	140
Net funds raised in the year	<u>26,781</u>	<u>27,026</u>
Transferred to school funds	<b>(28,000)</b>	<b>(45,000)</b>
Prior year adjustment		
Net movement in funds for the year	<u><b>(1,219)</b></u>	<u><b>(17,974)</b></u>
The net movement in funds for the year is stated after charging:		
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
Fee for the independent examination of the accounts	-	-
	<u>£0</u>	<u>£0</u>
<b>5 Stock of school uniform for resale</b>		

Stock is valued at the lower of cost and net realisable value, and was verified by 100% physical inspection by members of the committee. The value in these accounts is at cost less 10%.

There is an obligation to buy branded stock, exclusively made for Rickmansworth School, held at Banner suppliers.

Value of stock held with Banner as at 31st March 2024 was estimated at £12k.

Rickmansworth School PTA  
Scots Hill  
Croxley Green  
Rickmansworth  
Hertfordshire  
WD3 3AQ

132 Baldwins Lane  
Croxley Green  
Rickmansworth  
Hertfordshire  
WD3 3LJ

15<sup>th</sup> October 2024

Dear Trustees,

**Independent Examination of PTA Accounts**

I have completed the Independent Examination of the accounts for Rickmansworth School PTA for the year to 31<sup>st</sup> March 2024, included herewith.

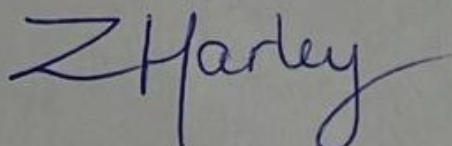
Whilst I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached, I would note the following:

- Some elements of income and expenditure in the reporting period were not allocated to specific events but costs and income do reconcile to the bank statement and analysis notes in total. Whilst this is not an issue for the overall reporting per se, it is useful management information to allocate these in a robust manner. Some basic accounting software (such as Xero or QuickBooks) may assist in ensuring that all bank entries are easily and quickly supportable and would assist in making bank-to-event reconciliations quick and easy going forward. Some packages also have reporting functionality, meaning you can more easily review your in-year position at a point in time throughout the year, should you need to.
- During the April 2024 there were some changes around the VAT registration requirements. VAT registration will be required if taxable income goes over £90,000. The uniform shop has taxable income below this threshold, but it is worth implementing a regular check to ensure compliance. VAT threshold is viewed on a rolling 12-month basis, meaning that you must register if, by the end of any month, your total VAT taxable income for the last 12 months was over £90,000.

Finally, I would note the considerable improvement in the presentation of the financial data presented for independent review this year in comparison to the prior year.

I hope you find this information helpful and thank-you for your continued efforts in ensuring this vital funding for the school continues.

With best regards,



Zoe Harley MSci CA