



## Trustees' Annual Report for the period 2021/22

From September 1<sup>st</sup> 2021 To August 31<sup>st</sup> 2022

Charity name: Grove Schools' Parent Teacher Association

Charity registration number: 325009

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide and maintain close links to parents, children and teachers; to promote the general welfare of the Grove Schools, The Grove Junior School and The Grove Infant & Nursery School.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Fundraising and organising social events involving parents, children and school staff.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>A total distribution of £10,035.86 was made to the two schools. Both schools carried forward amounts from their allocated pot to spend in the next school year.</p> <p>The activities of the charity were somewhat limited during part of the year due to COVID restrictions but events included second hand uniform sales, a Halloween trail, Easter egg hunt, sponsored readathon, quiz night, Jubilee celebration and non-uniform days.</p> <p>Other funds were raised through the sale of Christmas trees, Christmas cards and tea towels.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity made a good profit for the year and held a substantial amount in the bank at year end.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	In September 2021 both schools were allocated a sum based on the money raised in the 2020/21 school year. Rather than distribute a lump sum at the start of the year, a new process was put in place whereby the schools must request the amount they wish to spend on each project. Following approval by the trustees, the school then raises an invoice to the PTA for payment. Due to delayed projects, neither school spent their full allocation and this was carried forward for spend in the 2022/23 year along with money raised in the 2021/22 school year.
Amount of reserves held	Para 1.22	Cash in the bank at 31 <sup>st</sup> August 2022 was £51,645.75.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Grove Schools' Parent Teacher Association
Other name the charity uses	
Registered charity number	325009
Charity's principal address	Dark Lane Harpenden Hertfordshire AL5 1QB

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Kathryn Howley	Chair		
2	Nicola Balfour	Vice-Chair		
3	Helen Kierney	Treasurer	Resigned 01.02.22	
4	Sara Farmer	Treasurer	Appointed 01.02.2022	
5	Stephan Burn	Secretary		
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Sara Farmer	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	28/03/2023	

# The Grove Schools' Parent Teacher Association

## Accounts for the year ended 31st August 2022

Charity Number 325009

	Restricted 2022 £	Unrestricted 2022 £	Total 2022 £	2021 £
<b>Income</b>				
Trading Activities				
Second Hand Uniform	0.00	855.48	855.48	1,672.73
Proceeds from other fundraising activities	9,871.26	34,902.42	44,773.68	22,913.13
Hire of Equipment	0.00	0.00	0.00	0.00
Contributions to the PTA (including Gift Aid)	0.00	1,268.05	1,268.05	2,211.04
<b>Total</b>	<b>9,871.26</b>	<b>37,025.95</b>	<b>46,897.21</b>	<b>26,796.90</b>

### Payments

Charitable and Other Expenditure				
Purchase of School Uniform	0.00	0.00	0.00	0.00
Fundraising Activities	0.00	10,455.84	10,455.84	2,309.44
Insurance Membership	0.00	0.00	0.00	0.00
Miscellaneous Expenses	0.00	703.16	703.16	143.00
<b>Total</b>	<b>0.00</b>	<b>11,159.00</b>	<b>11,159.00</b>	<b>2,452.44</b>

### Total Raised for the year ended 31st August 2022

**35,738.21**

**24,344.46**

### Other Payments

Distribution to The Grove Infant & Nursery School	1,316.86	3,707.14	5,024.00	12,346.40
Distribution to The Grove Junior School	0.00	5,075.00	5,075.00	11,437.50
<b>Total</b>	<b>1,316.86</b>	<b>8,782.14</b>	<b>10,099.00</b>	<b>23,783.90</b>

### Net Receipts for the year

**25,639.21**

**560.56**

Bank balances as at 31st August 2021

26,006.90

25,446.34

### Cash and Bank Balances as at 31st August 2022

**51,645.75**

**26,006.90**

### Statement of Assets and Liabilities as at 31st August 2022

	2022 £	2021 £
<b>Monetary Assets</b>		
Cash at bank as at 31st August 2022	51,645.75	26,006.90
Cash in Hand as at 31st August 2022	0.00	0.00
Other debtors	0.00	0.00
<b>Total</b>	<b>51,645.75</b>	<b>26,006.90</b>

### Liabilities

Miscellaneous Liabilities	0.00	0.00
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### Other Assets

Stock of uniform at cost price held for resale	0.00	0.00
Items held for functional use by the charity and or occasional hire: iZettle card readers, BBQ, Event shelters - costs not recorded		

## **Independent Examiner's Report to the Trustees of Grove Schools' Parent teacher Association**

I report to the trustees on my examination of Grove Schools Parent Teacher Association accounts for the year ended 31<sup>st</sup> August 2022.

### **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 Section 132.

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act.

I am not a qualified accountant. I have been asked by the trustees to review the accounts as per the directions given under Section 145(1)(a) of the Act.

I have not seen any of the receipts which form the basis of the financial report and have not contributed in any way to the completion of the year-end financial accounts and statements.


### **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, or
3. The accounts do 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:



Name: Nicola Coad

Date: 16/03/2023

Relevant professional qualification or experience: Accredited Financial Investigator (Metropolitan Police – accredited by the National Crime Agency)

Address: 52 Meadway, Harpenden AL5 1JL