



Long Crendon School PTA Annual Report for Financial Year 2021-22

Dates of Financial Year covered by this report

01 August 2021 - 31 July 2022

PTA Officers

Chair: Lucy Morley *Co-opted August 2021, elected 16 November 2021*

Vice Chair: *Vacant*

Treasurer: Tisiana Cavarzan *since February 2020, re-elected 16 November 2021*

Secretary: Adelyn Wise *since March 2020, re-elected 16 November 2021*

PTA Trustees

The role of trustees is to ensure the PTA operates correctly. Trustees can be parents, staff, or members of the community. Please contact the Secretary at longcrendonpta@gmail.com if you are interested in becoming a Trustee.

Named Trustees during the Financial Year 2021-22

Polly Quinton (Headteacher)

Tisiana Cavarzan (PTA Treasurer)

Adelyn Wise (PTA Secretary)

The Purpose of the PTA

As written in its Constitution V4.0 effective 16 November 2021 the Long Crendon School PTA exists to advance the education and wellbeing of the pupils in the school in three ways:

1. develop more extended relationships between the staff, parents and others associated with the school; and
2. engage in activities which support the school and advance the education and/or wellbeing of pupils attending it; and
3. provide and assist in the provision of facilities for education and/or wellbeing at the school (not normally provided by the Local Education Authority).

Please note: a revision to the Constitution was approved at the PTA's Annual General Meeting (AGM) on 16 November 2021. The major amendment to this version updated the purpose of the PTA to advance the wellbeing of the children, in addition to their education. This update to the Constitution also incorporated numerous minor administrative changes to the text. The update to the Constitution dated 16 November 2021 has been notified to the Charities Commission.

This Year's Fundraising

Total net Income raised from activities during the 2021-22 financial year was £22,048 (see Table 1 for breakdown).

After the significant disruption to event-based fundraising caused by the COVID-19 pandemic in 2019-20 and 2020-21, the PTA was able to run several highly successful events in 2021-22 as outlined in Table 1. Funds were also raised through the generosity of the parents and local businesses who gave donations. The PTA Committee is immensely grateful to everyone who gave their time and money to support the PTA, particularly the organisers of events.

In early 2021 the PTA signed up for the Virgin Money Giving online platform to collect regular



donations. This rapidly became a successful method of fundraising for the PTA, particularly during COVID-19 disruption when in-person events could not take place. On 30 November 2021 the entire Virgin Money Giving platform closed down, which was extremely frustrating for the Committee as it was not communicated that the service might not be available long-term when the PTA set up its account earlier in the year. In 2022 the PTA Officers selected the Just Giving platform as a replacement for Virgin Money Giving, and this new service went live to collect donations in June 2022.

This Year's Spend

In 2021-22 the PTA spent a total of £15,872. The single biggest item of expenditure was for Playground and Sports Equipment which totalled £2,902.

As every year, the PTA donated £6,000 to the school for purchase of books, equipment, software and other resources at the discretion of the Senior Leadership Team. Several other significant purchases were made for the school and its pupils in this period (Table 2).

Financial Summary

In 2021-22 the PTA raised £22,048, incurred expenses of £186 and donated £15,686 to the school.

Total combined funds in the PTA bank accounts at the end of financial year 2021-22 was £25,911. The PTA has committed £12,847 of funds in 2022-23 (see Table 3) including the annual £6,000 contribution towards the running of the school and £2,000 for ongoing working capital. As of 30 September 2022 there is therefore £13,064 of funds available to cover other expenditure.

Table 1: PTA Net Income from Fundraising Activities (after related expenses paid)

Fundraising Activity	Income
Calendars	1,214
Disco x 2	1,296
Fireworks	7,860
Christmas Grotto/Fair	2,456
Tote Bags	1,218
Summer Fete	819
Online Shopping Donations Amazon Smile/Easy Fundraising	893
Regular Donations/Gift Aid	3,219
My Art Project	100
Business Donations	600
Cake/Ice Lolly Sales	596
Second Hand Uniform	950
UK Textile Recycling	255
Other Income	378
Year 6 Production - Refreshments	195
Interest	0
Total	22,048



Table 2: Spending Summary

Item purchased	Cost to PTA
Annual Donation	6,000
Playground/Outdoor Equipment	2,902
Year 3 Blinds	474
Bug Club Phonics	2,143
Canteen Sound Insulation	1,842
iPads	845
Rothschild Reading Project	400
Y6 Leavers gifts	255
Snap Science	540
Atlases	285
PTA General Expenses	186
Total	15,872

Table 3: Committed funds for 2022-2023

Item	Cost to PTA
Annual Donation Commitment 2022-23	6,000
Working Capital	2,000
Shed	285
Maths resources	1,000
Y6 Leavers Gifts	212
Pool Cover	1,500
Playground Equipment	600
Owl Lodge Refurbishment for Forest School	310
Petty Cash for Teachers	450
Just Giving Donation - Books	490
Total	12,847

Plans for 2022-23

The School continues to be severely underfunded by the county Council, and without financial help from the PTA the school would not be able to provide the education and support to the children that it does. Therefore the PTA's fundraising efforts continue to be essential for the school. The PTA is committed to continuing to provide the annual donation of £6,000 as in previous years.

After the significant disruption to running events in 2019-20 and 2020-21 caused by the COVID-19 pandemic, the PTA ran several highly successful fund-raising events in 2021-22. The Committee hopes to continue and build on this success in 2022-23.



Towards the end of the Financial Year 2021-22 the PTA registered with the Just Giving platform to collect regular donations. The PTA will continue to advertise this platform to new and existing parents with the aim of establishing a consistent fundraising stream through the year that is not dependent on its ability to run in-person events.

Historically the PTA has allocated funds through receipt of Funding Request Forms from school staff, which led to inconsistent distribution of funding across the school and a lack of long-term strategy in allocating funding. In September 2022, with the arrival of Mrs Quinton as Headteacher, the PTA moved towards a system of receiving a list of funding priorities from the school once or twice a term. This list was compiled by the Senior Leadership Team and relevant Subject Leads and requested items that they felt would provide the maximum benefit to the children. However this had the unintended effect of restricting teachers' access to the PTA budget for smaller items and limiting the availability of funds for class-specific resources.

Following the arrival of Miss Cook as interim Headteacher in April 2022 and as permanent Headteacher from January 2023, the PTA aims to strike a balance between the two methods of allocating funding outlined above. It is hoped that this will allow the PTA to fund larger strategic initiatives in the school, as well as providing smaller amounts of money to meet the needs of specific classes.

The PTA would be delighted to hear from any parent who is interested in taking on a role on the PTA Committee. Nominations to the Chair, Vice-Chair, Treasurer and Secretary, plus any Ordinary members to the Committee would be welcome by email to longcrendonpta@gmail.com.

Thank you

The PTA is grateful for every contribution, large and small, that helps our school and its children succeed. All help is welcome and valued, whether you can volunteer to join the Committee, offer your expertise, support a one-off event, or make a donation.

As we continue to seek a return to normal following the disruption of the pandemic, we wish to thank everyone who has made a contribution this year, of every kind. The money raised makes a real difference and helps to support the children into the future.

Annual Report prepared by:

Adelyn Wise (PTA Secretary)

Tisiana Cavarzan (PTA Treasurer - Outgoing)

Amelia Nash (PTA Treasurer - Incoming)

Finalised 08 November 2022

Long Crendon School PTA
Income Expenditure Account
1st August 2021 - 31st July 2022

INCOME

Income from Events

Calendars	1,214.00
Disco_Oct 2021	975.80
Fireworks	11,711.96
Christmas Grotto	3,066.58
Disco_May 2022	941.10
Ice Lollies Sales	482.00
Tote Bags	2,460.00
Summer Fete	897.50

21,748.94

Other Income

Amazon Smile	197.74
Gift Aid	548.36
Regular Donations	2,690.74
Business Donations	600.00
Easy Fundraising	694.83
Interest	0.34
Cake Sales	200.50
Second Hand Uniform	950.00
UK Textile Recycling	254.70
Refreshments _Y6 Production	195.25
Other Income	477.50

6,809.96

Total Income

28,558.90

Balances as at 1st August 2021

Current Account	15,973.10	
Deposit Account	1,310.47	
Donations Account	1,939.92	
PTA 100 Club Account	466.66	
Petty Cash	45.00	
Cash To Be Banked	50.00	19785.15

48,344.05

Expenditure

Expenditure

Disco_Oct 2021	292.94
Fireworks	3,852.00
Christmas Grotto	610.69
Disco_May 2022	327.89
Ice Lollies Expenses	86.90
Tote Bags Expenses	1,242.34
Summer Fete Expenses	78.95

6,491.71

Purchases for School

Playground/Sports Equipment	2,902.35
Rothchild Reading Project	400.00
Y3 Blinds	474.00
Bug Club Phonics	2,142.98
Canteen Sound Insulation	1,842.40
Ipads	844.55
Y6 Leavers	255.00
Snap Science	540.00
Atlases	284.71
Annual Donation	6,000.00

15,685.99

Other Expenditure

General PTA Expenses	50.00
VirginGiving Registration & Transact	19.61
Parentkind Annual Fee	116.00
Lottery License	20.00

205.61

Total Expenditure

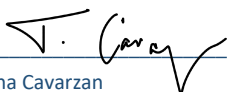
22,383.31

Balances as at 31st July 2022

Current Account	21,271.05	
Deposit Account	1,310.59	
Donations Account	1,940.14	
PTA 100 Club Account	211.66	
Petty Cash	53.50	
Cash To Be Banked	1,173.80	25,960.74

48,344.05

I can confirm that the above accounts have been prepared from the books of Long Crendon School Parent Teacher Association



Tisiana Cavarzan

9/08/2022

Date



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Long Crendon School Parent Teacher Association

**On accounts for the year
ended**

31st July 2022

**Charity no
(if any)**

801177

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 07 / 2022.

**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 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:

Date:

20/10/2022

Name:

Amelia Nash

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

ICAEW

Address:

30 Elm Trees, Long Crendon, Buckinghamshire.

HP18 9DF