

St Vincent's Catholic Primary School PTA

Trustees' Report

and financial statements
for the year ended 31st July 2012



Trustees' Report and financial statements

for the year ended 31st July 2012

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Trustees

Name of Trustees	Mrs Jennie Starkey (Elected September 2009)	Chairperson
	Mrs Tracey Backhouse (re-elected November 2006, resigned October 2011)	
	Mrs Pauline Cotton (re-elected November 2006)	

Charity name St Vincent's Catholic Primary School PTA

Other names Charity is known by Friends of St Vincent's School

Registered Charity number 1027152

Charity's principal address St Vincent's Catholic Primary School
Hammersmith Gardens
Houghton Regis
LU5 5RG

The Trustees were co-opted by the PTA committee. They will hold their position until they stand down or are requested to stand down.

Trustees' Report

for the year ended 31st July 2012

The Trustees present their report and the financial statements for the year ended 31st July 2012. In preparing the financial statements for the charity the Trustees have adopted the disclosures required by the *Accounting and Reporting by Charities – Statement of Recommended Practice (SORP)* issued by the Charity Commission in 2006. The financial statements comply with the Charities Act 1993.

Structure, Governance and Management

The constitution was adopted in October 1993 and was last amended on 17th October 2007.

Members of the PTA are parents/guardians of children attending the school, friends, teachers and all ancillary staff.

The management of the Association is vested in a committee.

The committee consists of Chairperson, Vice Chairperson, Honorary Treasurer and Honorary Secretary together with other members.

The officers and the committee are elected annually at the Annual General Meeting held not later than 31st October each year.

Aims and Objectives

The goal of the Association is to advance the education of the pupils in the school. In furtherance of this goal the Association may:

- a. develop more extended relationships between the staff, parents and others associated with the school;
- b. engage in activities which support the school and advance the education of the pupils who attend it;
- c. provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine; and
- d. facilitate the above by organising social, educational and fund-raising activities.

Achievements and Performance

This year we have continued to raise funds to further the educational opportunities for the children. We ran many of the “old favourites” again (such as the Christmas Family Disco & Christmas Bazaar). Our main fund raising event is usually the Summer Fete, unfortunately due to severe weather the Fete was cancelled. As mentioned last year we decided to ease back on functions that didn’t require parent attendance and as a

result ran a very successful sponsored hop ,skip & jump and another 'Bags2School' event.

We are part of the Easyfundraising scheme. This is an easy way for you to help us make money for the School. If you ever make any purchases via the internet, please consider making them via the Easyfundraising web site:

www.easyfundraising.org.uk/fosv.

Through this web site you can make purchases from over 600 of the UK's best-known retailers including many popular names such as Amazon, Next, Argos, John Lewis, HMV, Tesco, Sainsbury, Asda, etc and when you shop using the links on the Easyfundraising site, up to 15% from every purchase you make is donated to the cause you choose to nominate. Make sure that you specify "Friends of St Vincent's Houghton Regis" as your nominated charity and the donations will automatically come to us. It doesn't cost a penny extra to shop and raise funds for us using the site, and as many retailers now give extra discounts when you buy online, you can even save money! I believe that there is great potential to raise a lot of money if more parents make a conscious effort to use this site, especially with Christmas coming and the ease of Internet shopping.

I would also like to encourage parents to sign up to "PTA Local" by visiting the web site www.ptalocal.co.uk. Registering as a member of the St Vincent's PTA on this site will give you access to money off vouchers for many of the UK's top family attractions. In addition, once you have registered, it will enable the PTA to keep you informed by email about our upcoming events.

I have been a 'St Vincent's Parent' for 12 years and actively helping on the PTA Committee for 10 years. My oldest two children have moved on and my youngest is in Reception class. I have therefore been to many fundraising evenings as a helper and often as a participant. We are always seeking enthusiastic people with fresh ideas. All this fundraising would not be possible without support from our committee members. We are a small but dedicated team. For the PTA to continue to raise its financial target year on year we need willing helpers-and lots of them!

Donations from the PTA this year were an outdoor learning classroom; two play tepee's, outdoor microscopes and artificial grass.

Jennie Starkey
Chair of Trustees

Statement of Trustees' Responsibilities for the Financial Statements

The Trustees are required to prepare financial statements for each financial period which give a true and fair view of the state of affairs as at the end of the financial period and of the income and expenditure of the Charity for that period. In preparing the financial statements the Trustees are required to:

- ensure compliance with the Charity's governing documents and current statutory requirements;
- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless this inappropriate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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 other irregularities.

Statement of Financial Activities

(Including an Income and Expenditure Account and Balance Sheet)

For the year ended 31st July 2012

Fundraising Activities

The PTA's principal income stream is the income made from running social events for the parents and children of St Vincent's School.

The PTA has no investments other than cash at bank. We budget to donate all of our profit to St Vincent's Catholic Primary School, and the funds held in reserve are modest and are required for funding the events we run. The Trustees have therefore considered it prudent that funds should be retained as cash and held in a bank account at the best rate of interest available.

Financial Review

The accounts contained in this report have been prepared in accordance with Statement of Recommended Practice: Accounting for Charities (SORP, 2006) and with relevant companies and charities legislation and regulations. The receipts and payments method has been adopted in the preparation of the financial statements.

The Statement of Financial Activities shows our gross income from all sources and how this income was expended.

Given the continuing difficult economic climate, this year the PTA decided to run fewer events and to concentrate on those which benefit from the most active support of the parents. The year to 31 July 2012 ended with a surplus of £3,721. The PTA donated £4,000 to the School by drawing down on its reserve capital. Naturally, the full year profit was well down on the previous year. The PTA Committee has decided to maintain the same strategy for the 2012-13 period, a reflection of the fact that many are suffering from a reduction in disposable income caused by the Government's austerity measures in response to the UK's economic situation.

Our working reserves are £5,074.

Income & Expenditure

Total income for 2011/12 was £4,093 a significant reduction on the previous year's total of just over £9000.

Total expenditure in the year was substantially lower at £372. All expenditure was incurred on the activities undertaken to generate funds. All PTA officers and members give their time freely and so no funds have been expended on governance of the charity. We are not required to submit our accounts for external audit. Instead, the accounts are currently being independently reviewed by a local accountant contact of mine, Mr Julian Hobbs of JH Accountancy, who has also generously offered her time to us at no charge.

A breakdown of income and expenditure is provided in the summary of accounts, below

Balance Sheet

The balance sheet included in the accounts shows the healthy financial position of the charity on 31 August 2012. Total net assets at the year-end were £19,085, made up of £17,301 cash (of which £14,011 is committed to the School) and other assets £1,784.

The PTA's financial position remains strong and the charity is well placed to meet its current commitments.

Martin Cotton
Hon Treasurer (retired)

Summary of Accounts

Final Accounts for the Reporting Period:	01/08/2011	to	31/07/2012	Updated:	31/07/2012					
P&L				Event and Activity Summary						
Income	YE 07/2012		YE 07/2011	Social Events	YE 07/2012 YE 07/2011					
New Year Disco	Not Run	£	753.32	New Year Disco	Not Run £ 522.95					
Autumn Family Disco	Not Run	£	773.40	Autumn Family Disco	Not Run £ 477.44					
November Bingo Night	Not Run		Not Run	November Bingo Night	Not Run Not Run					
Family Fun Evening	Not Run	£	-	Family Fun Evening	Not Run £ (29.57)					
Xmas Shopping Bazaar	£	650.01	£	759.33	Xmas Shopping Bazaar	£ 618.02 £ 672.36				
Christmas Family Disco	£	551.97		Not Run	£ 450.70 Not Run					
Easter Childrens Disco	£	179.10	£	224.80	Easter Childrens Disco	£ 179.10 £ 167.62				
Treasure Hunt	Not Run		Not Run	Treasure Hunt	Not Run Not Run					
Quiz Night	Not Run	£	461.80	Quiz Night	Not Run £ 243.35					
Jubilee Party	£	464.43		Jubilee Party	£ 450.43					
Summer Fete (Cancelled due to Weather)	Not Run	£	3,271.56	Summer Fete (Cancelled due to Weather)	Not Run £ 2,295.71					
Summer BBQ - July	Not Run	£	1,479.87	Summer BBQ - July	Not Run £ 211.24					
Family End of Year Disco	£	357.50		Not Run	£ 342.51 Not Run					
	Subtotal:	£	2,203.01	£	7,724.08	Subtotal:	£	2,040.76	£	4,561.10
PTA Committee Activities (final)	£	1,653.44	£	886.69	PTA Committee Activities (final)	£	1,443.60	£	304.61	
Class Cake Sales (final)	£	236.83	£	500.01	Class Cake Sales (final)	£	236.83	£	500.01	
Total Income:	£	4,093.28	£	9,110.78	Total Profit/(Loss):	£	3,721.19	£	5,365.72	
Expenditure				Balance Sheet						
Fixed Asset depreciation charge	£	-	£	15.26	Current Assets - Cash					
Misc Expenses	£	-	£	151.05	Current Accounts	£	1.00	£	1.00	
Professional Fees & Licenses	£	95.00	£	220.00	Savings Accounts	£	17,297.23	£	13,958.85	
Hire Charges	£	-	£	395.00	Petty Cash	£	3.05	£	5.20	
Decorations/Flowers	£	14.00	£	17.85	Pending Deposit	£	-	£	200.75	
Prizes	£	134.49	£	380.64	Subtotal - Cash:	£	17,301.28	£	14,165.80	
Gifts/Charitable Donations	£	-	£	144.00	Current Assets - Other					
Cost of Goods Sold	£	25.00	£	366.59	Bar Stocks	£	332.45	£	436.05	
Advertising	£	-	£	-	Other Stock Items	£	-	£	-	
Postage	£	-	£	-	Pre-Payments	£	-	£	-	
Catering	£	-	£	941.47	Sundry Debtors	£	-	£	30.00	
Printing/Photocopying	£	-	£	85.00	Subtotal - Other:	£	332.45	£	466.05	
Bar Stocks	£	103.60	£	1,028.20	Fixed Assets					
Total Expenditure:	£	372.09	£	3,745.06	Net Book Value	£	1,451.49	£	1,451.49	
Operating Profit/(Loss)	£	3,721.19	£	5,365.72	Total Assets	£	19,085.22	£	16,083.34	
Net Profit after Appropriations	£	(278.81)	£	365.72	Current Liabilities					
					Sundry Creditors	£	-	£	145.17	
					Outstanding Payments	£	14,011.16	£	10,585.30	
					Total Liabilities	£	14,011.16	£	10,730.47	
					Net Worth	£	5,074.06	£	5,352.87	
Prepared by:	Martin Cotton				Financed By					
Treasurer					Retained Earnings from previous year	£	5,352.87	£	4,987.15	
Approved by:	Amanda Dowling				Net Profit/(Loss)	£	(278.81)	£	365.72	
Chairperson						£	5,074.06	£	5,352.87	



Jennie Starkey – Chair of Trustees



???? – Vice Chair



???? - Secretary



???? - Treasurer

**St Vincent's Catholic Primary
School PTA**
Hammersmith Gardens
Houghton Regis
LU5 5RG
Registered Charity: 1027152

Funding

The St Vincent's Catholic Primary School PTA is funded entirely by voluntary contributions. The Charity's Trustees give their time freely.