

**EMMBROOK SCHOOL
PARENT TEACHERS ASSOCIATION**

CHARITY NUMBER 800337

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2019**

	<u>Page</u>
Annual Report	1 & 2
Statement of Assets and Liabilities	3
Receipts and Payments Account	4, 5 & 6
Notes to the Accounts	7, 8 & 9

EMMBROOK SCHOOL PARENT TEACHERS ASSOCIATION

ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2019

Emmbrook School Parent Teachers Association, Emmbrook School, Emmbrook, Wokingham, Berkshire RG41 1JP is registered with the Charity Commissioners (No 800337), being constituted by way of written rules, copies of which are available to members.

The Charity is governed by its constitution dated 10 January 2011. Membership is automatic, with no subscription payable, for all permanent staff, parents/carers of current pupils, present members of the student council and present governors.

The object of the Association is to advance the education of Emmbrook pupils by providing, and/or assisting in the provision of, facilities for education at the school, which are not normally provided by the Local Education Authority.

In furtherance of the above objective, but not further or otherwise, the Association shall have the following powers:

- a) To foster more extended relationships between the staff, parents, carers, governors and others less directly associated with the school, especially feeder schools, the local community and local businesses.
- b) To engage in activities which support the school and advance the education of the pupils attending it.
- c) To raise funds and invite and receive contributions from any person whatsoever by any lawful means, provided that neither the Association nor any of its members shall undertake any permanent trading activities in raising funds for the said objective.
- d) To do all such other lawful things as shall further the said objective.

The Charity is administered by a management committee, who provide their services free of charge and meet on the first teaching Monday of each half term.

The Association shall be administered by a Management Committee of Trustees comprising:

- 10 parent/carers elected by ballot at the AGM.
- 2 full time staff
- Head teacher (ex-officio)

The Chair, Treasurer and Secretary shall be elected from those elected. The Chair shall be a parent/carer of a child at the school at the time of election.

At least seven days notice shall be given if this is to vary. Five voting members of the Management Committee shall form a quorum at Management Committee meetings. A vote shall be carried by a simple majority.

EMMBROOK SCHOOL PARENT TEACHERS ASSOCIATION

ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2019 (CONTINUED)

The members of the management committee during the year were:

Susan Keogh (Chair), Nicki Ilbrey (Treasurer), Nicky Hopkins (Secretary), Bryn McGrath (Staff), Jane Rimmer (Staff)

None of the management committee received expenses during the year but some were reimbursed for direct costs in connection with arranging PTA functions.

The total net incomings for the financial year ended 31 August 2019 was £968 (2018: net incoming -£3825.75).

The distribution policy is, subject to holding a £500 float, to pay all net income to the School following the receipt of bids which are considered by the Management Committee.

A review of major risks facing the charity has been carried out and given the size and reach of the charity's activities it is considered that there are none of note.

PTA funds are held at HSBC Bank plc, 1 – 2 Market Place Wokingham. One authorised signatory is required to draw on each account.

The trustees have reviewed the main objectives of the Association and taken due regard of guidance published by the Charity Commission on public benefit. The trustees consider the activities to be for the public benefit because the services of the charity are available to the class of beneficiaries as set out in the objects and within resources, free of charge at the point of delivery.

N Ilbrey
(Treasurer)

S Keogh
(Chair)

12th September 2019

For and on behalf of Emmbrook School PTA

EMMBROOK SCHOOL PARENT TEACHER ASSOCIATION

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2019**

	2019	2018
	£	£
CURRENT ASSETS		
Cash at bank	4251	3283
	-----	-----
	£4251	£3283
	=====	=====
CAPITAL & RESERVES		
Balance brought forward	3283	7109
Net incoming resources for the year	968	(3825)
	-----	-----
NET ASSETS	£4251	£3283
	=====	=====

Accounts approved 12th September 2019.

N Ilbrey
Treasurer

S Keogh
Chair

For and on the behalf of the Management Committee and Trustees.

EMMBROOK SCHOOL PARENT TEACHER ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES - RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2019

		2019	2018
		£	£
INCOMING RESOURCES			
Operating activities to generate funds			
Sports Day	- gross takings	1978	296
	- costs	(2080)	(0)
		-----	-----
		(102)	296
Winter Carnival	- gross takings	1040	778
	- costs	(40)	(77)
		-----	-----
		1000	701
Quiz Night/Race Night	- gross takings	536	150
	- costs	(377)	(271)
		-----	-----
		159	(121)
Year 7 Disco	- gross takings	513	360
	- costs	(192)	(167)
		-----	-----
		321	193
Bag to School	- gross takings	221	118
	- costs	(0)	(0)
		-----	-----
		221	118
Carol Concert	- gross takings	0	0
	- costs	(0)	(0)
		-----	-----
		(0)	(0)
Infant School Fair	- gross takings	0	0
	- costs	(0)	(0)
		-----	-----
		0	0
Non Uniform Day	- gross takings	351	696
	- costs	(0)	(0)
		-----	-----
		351	696
Half marathon	- gross takings	790	608
	- costs	(183)	(11)
		-----	-----
		607	597
Green Redeem	- gross takings	0	163
	- costs	(0)	(0)
		-----	-----
		0	163

Easter Choc Raffle	- gross takings	149	77
	- costs	(0)	(38)
		-----	-----
		149	39
Online Auction	- gross takings	0	97
	- costs	(0)	(0)
		-----	-----
		0	97
Easy Fundraising	- gross takings	350	220
	- costs	(0)	(0)
		-----	-----
		350	220
School Lottery	- gross takings	346	12
	- costs	(138)	(0)
		-----	-----
		208	12
Car Boot	- gross takings	416	12
	- costs	(29)	(0)
		-----	-----
		387	12
Stripe	- gross takings	10	12
	- costs	(0)	(0)
		-----	-----
		10	12
Stickins	- gross takings	11	12
	- costs	(0)	(0)
		-----	-----
		11	12
Paypal Giving Fund	- gross takings	1	12
	- costs	(0)	(0)
		-----	-----
		1	12
Amazon Smile	- gross takings	30	12
	- costs	(0)	(0)
		-----	-----
		30	12
Net incoming resources on activities		-----	-----
		3703	3010
Donations & gift aid		1859	3420
Bank interest		8	3
		-----	-----
Net total incoming resources		5570	6433
		=====	=====

EMMBROOK SCHOOL PARENT TEACHER ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES - RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2019**

		2019	2018
		£	£
Net total incoming resources		5570	6433
EXPENDITURE			
General expenses	2	(180)	(240)
		-----	-----
Net incoming resources after administration costs		5390	6193
Grants	3	(4421)	(10018)
		-----	-----
Net outgoing resources for the year		(£969)	(£3285)
		=====	=====

EMMBROOK SCHOOL PARENT TEACHER ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2019

1. BASIS OF PREPARATION

The accounts are prepared on a receipts and payments basis under the historical cost convention in accordance with applicable accounting standards, the Statement of Recommended Practice for Charities 2005, the Constitution and comply with the Charities Act.

	2019 £	2018 £
2. ADMINISTRATIVE EXPENSES		
Stationery & photocopying	28	82
Gambling/Lottery Licence	0	40
Sashes	-	-
Mugs/BBQs	-	-
MISC	0	0
Parents evening	30	0
Carol concert	0	0
Insurance	122	118
Refund of overpaid giftaid	0	0
PTA Leaving Gift	0	0
	-----	-----
	180	240
	=====	=====

No members of the management committee received remuneration or expenses during the year though there was reimbursement of costs incurred by Trustees in connection with activities.

3. GRANTS

Grants were paid during the year (2018:19) as follows:

Science	428	0
Biology	119	272
Media	506	0
Drama	330	0
Art	0	500
Languages	396	1247
PE	637	1355
D&T	350	1250
Home Economics	0	48
Computing	50	102
History	0	600
Whole School – School counsellor	0	1656
V1 Dept	0	0
Crochet club	0	38
DOE	0	430
Creative Arts	272	226
RS	0	200
Geography	745	496
Maths	0	675
Lego Club	200	0
Music	255	0
English	133	0
	-----	-----
	4421	10018
	=====	=====

EMMBROOK SCHOOL PARENT TEACHER ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2019

4. FUNDS

There is just one fund comprising the Charity which is an unrestricted income fund. The purpose of the fund is the advancement of the education in the School by providing and assisting in the provision of facilities not provided by the Local Education Authority, and as ancillary to this the association may:

- Foster more extended relationships between the staff, parents, carers, governors and others less directly associated with the school, especially feeder schools, the local community and local businesses.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Raise funds and invite and receive contributions from any person whatsoever by any lawful means, provided that neither the Association nor any of its members shall undertake any permanent trading activities in raising funds for the said objective.
- To do all such other lawful things as shall further the said objective.