

**ST PAUL'S PARENT TEACHER  
ASSOCIATION**

**Registered Charity Number 505453**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 AUGUST 2013**

**Treasurer: Jonathan Hill**  
St Paul's School  
Upper Holly Walk  
Leamington Spa  
CV32 4JZ

**Bankers: Lloyds TSB**  
73 The Parade  
Leamington Spa  
CV32 4BB

**Independent Examiner: William Clemmey**  
4 Ashford Gardens,  
Whitnash,  
Leamington Spa  
CV31 2NB

**St Paul's Parent Teacher Association**  
**Registered charity no. 505453**

**Annual Report for the year to 31st August 2013**

The Managing Committee present their report for the year ended 31st August 2013.

The Managing Committee and trustees during the year were:

|                         |   |
|-------------------------|---|
| Samantha Booth          | Co-Ordinator (resigned 26 September 2012)                   |
| Maggie Alineri Simister | Treasurer (until AGM, 7 November 2012)                      |
| Nikki Olorenshaw        | Assistant Co-ordinator (until 7 November 2012)              |
| Maggie Alineri Simister | Interim Co-ordinator (from 26 September to 7 November 2012) |
| Nicola Hill             | Joint Co-ordinator (from 7 November 2012)                   |
| Ellie Costello          | Joint Co-ordinator (from 7 November 2012)                   |
| Jonathan Hill           | Treasurer (from 7 November 2012)                            |
| Julie Hutton            | Deputy Treasurer  |
| Nikki Olorenshaw        | Joint Deputy Co-ordinator (from 7 November 2012)            |
| Julie Hutton            | Joint Deputy Co-ordinator (from 7 November 2012)            |
| Liz Wiltshire           | Secretary   |
| Lynn Hussein            | Occasional Secretary  |
| Tess Robinson           | Fundraising Co-ordinator (from 7 November 2012)             |
| Beverley Stephens       | Fundraising Co-ordinator (from 7 November 2012)             |

Committee members Tanya Bloor, Katrina Bush, Ruth Dodd, Gail Duxbury, John Ellam, David Jackson, Julie Jackson, Tracey Kelly, Kate Larkin-Wong, Tess McInnes, Meg Medlock, Michelle Poole, Estelle Price, Alex Ravindran, Kathryn Rhinds, Harv Sanghera, Andrea Saunders, Gabi Simon, Maggie Simister, Lisa Talbot, Sarah Tripp, Ali Willers, Esther Wise. (All have attended one or more committee meetings)

Managing Committee members are elected on an annual basis. The Annual General Meeting is normally held in the Autumn Term.

St Paul's Parent Teacher Association is a registered charity, no. 505453. Its address is:

St Paul's School  
Upper Holly Walk  
Leamington Spa  
Warwickshire  
CV32 4JZ

**Aims, Organisation and activities**

The objective of the charity is to advance the education of the pupils of St Paul's School. The policy of the charity is to:

- Develop extensive relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of pupils attending it.
- Provide and assist in the provision of such facilities and items for education at the school, as the committee in consultation with the Governing Body shall from time to time determine.

The charity is organised as an independent association of all parents and or guardians of pupils attending St Paul's school and all teachers. It may also include past parents, grandparents, friends of the school, ancillary staff and governors. Its Managing Committee comprises elected members.

Activities include fund raising events, donation of funds and equipment to the school and provision of school uniform.

### **Progress and achievements**

Our general income has again increased this year. Overall we made approximately £850 surplus which we will be able to use to support the children in our school.

### **Operating expenses**

We continue to provide school uniforms for purchase and this is a valued service with over £2000 of orders this year. We made a small surplus of £220 on sales this year. New processes have been put in place for better stock control and this will hopefully help reduce the amount of stock going missing. We have also negotiated a deal with Tesco to provide uniform online which will give us an income on everything they sell.

While there were no major donations from large organisations in this year's accounts, Aubrey Allen Butchers generously provided refreshments at the Christmas and Summer Fairs raising approximately £440 in the process. At the time these accounts were prepared, several agreed donations from local organisations relating to the Summer Fair were still outstanding, and these will be carried forward to the 2013/14 accounts.

We have managed to maintain the level of our donations to improving the lives of the pupils at the school this year with donations of £10,006 (2012: £10,300). £2000 had been agreed towards the Early Years outdoors area, but only £1611 has so far been donated. £1058 was donated to the School to purchase science topic equipment. £412 was donated to enable the purchase of more digital cameras. The remainder of the £5,000 allocated last year for the development of the Outdoor area was also donated.

The remainder of the Year's expenditure covered operating expenses, including the cost of fundraising.

### **Finances**

The attached financial statements show the current state of the finances which are considered to be sound.

The independent examiner is:

Mr William Clemmey  
4 Ashford Gardens  
Whitnash  
Leamington Spa  
CV31 2NB

The charity's banker is:

Lloyds TSB, Leamington Spa

On behalf of the Managing Committee  
Jonathan Hill, Treasurer  
7 October 2013

**St Paul's Parent Teacher Association**  
**Registered charity no. 505453**

**Independent Examiner's Report to the Trustees of St Paul's Parent Teacher Association**

I report on the accounts of the Trust for the year ended 31 August 2013, which are set out on pages 5 to 8.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr. William Clemmey  
4 Ashford Gardens, Whitnash,  
Leamington Spa, CV31 2NB  
October 2013

**ST PAUL'S PARENT TEACHER ASSOCIATION**  
**Year ending 31 August 2013**  
**Statement of Financial Activities**

|  | Note | TOTAL<br>2012-2013<br>£ | TOTAL<br>2011-2012<br>£ |
|--|------|-------------------------|-------------------------|
| <b>Incoming Resources</b>                          |      |                         |                         |
| Donations  | 1    | 2,946.98                | 1,308.00                |
| Activities in furtherance of the charities objects |      | 0.00                    | 0.00                    |
| Activities for generating funds                    | 2    | 12,847.43               | 9,152.54                |
| Investment income                                  | 3    | 2.00                    | 3.42                    |
| Other incoming resources                           |      | 0.00                    | 0.00                    |
| <b>Total Incoming Resources</b>                    |      | <b>15,796.41</b>        | <b>10,463.96</b>        |
| <b>Resources used</b>                              |      |                         |                         |
| Costs of generating funds                          | 4    | 4,418.44                | 3,738.04                |
| Activities in furtherance of the charity's objects | 5    | 10,006.65               | 10,300.23               |
| Expenditure on managing the charity                | 6    | 521.59                  | 251.64                  |
| <b>Total Resources Used</b>                        |      | <b>14,946.68</b>        | <b>14,289.91</b>        |
| <b>Net Incoming / (Outgoing) Resources</b>         |      | <b>849.73</b>           | <b>-3,825.95</b>        |
| <b>Gains and Losses</b>                            |      |                         |                         |
| Gains and Losses on assets for own use             |      | 0.00                    | 0.00                    |
| Gains and Losses on investment assets              |      | 0.00                    | 0.00                    |
| <b>Gross Transfers</b>                             |      | <b>0.00</b>             | <b>0.00</b>             |
| <b>Net Movement in Funds</b>                       |      | <b>849.73</b>           | <b>-3,825.95</b>        |
| <b>Balances Brought Forward</b>                    |      | <b>12,369.30</b>        | <b>16,195.25</b>        |
| <b>Balances Carried Forward</b>                    |      | <b>13,219.03</b>        | <b>12,369.30</b>        |

**ST PAUL'S PARENT TEACHER ASSOCIATION**  
**Year ending 31 August 2012**  
**BALANCE SHEET**

|  | <b>2012-13</b>       | <b>2011-12</b>   |
|--|----------------------|------------------|
|  | £                    | £                |
| <b>CURRENT ASSETS</b>                                      |                      |                  |
| <b>Debtors</b>   |                      |                  |
| School Uniform payment                                     | 0.00                 | 0.00             |
| <b>Total Debtors</b>                                       | <b>0.00</b>          | <b>0.00</b>      |
| <b>Cash at bank and in hand:</b>                           |                      |                  |
| Bank Accounts 1  | 7,125.71             | 2,492.05         |
| Bank Account 2   | 2,752.80             | 1,390.87         |
| Deposit account  | 2,868.66             | 6,866.66         |
|  | <b>12,747.17</b>     | <b>10,749.58</b> |
| Stock at purchase price:                                   |                      |                  |
| Uniforms   | 471.86               | 1,619.72         |
| Hats   | 0.00                 | 0.00             |
|  | <b>471.86</b>        | <b>1,619.72</b>  |
| <b>Total Current Assets</b>                                | <b>13,219.03</b>     | <b>12,369.30</b> |
| <b>CURRENT LIABILITIES</b>                                 |                      |                  |
| <b>Creditors: amounts falling due within one year</b>      |                      |                  |
|  | 0.00                 | 0.00             |
| <b>Total Liabilities</b>                                   | <b>0.00</b>          | <b>0.00</b>      |
| <b>Net Current Assets</b>                                  |                      |                  |
| Current Assets minus creditors falling due within one year | <b>13,219.03</b>     | <b>12,369.30</b> |
| <b>Net Assets</b>  | <b>13,219.03</b>     | <b>12,369.30</b> |
| <b>Represented by Funds</b>                                |                      |                  |
| <b>Unrestricted Funds</b>                                  | <b>13,219.03</b>     | <b>12,369.30</b> |
|  | <b>General Funds</b> |                  |

Approved by the managing Committee on 9 October 2013 and signed on their behalf by

Jonathan Hill  
Treasurer

Ellie Costello  
Co-Ordinator

**ST PAUL'S PARENT TEACHER ASSOCIATION -Year ending 31 August 2013**

**Notes to the Accounts**

**Note 1**

**Donations, Legacies and similar incoming resources**

|                               | <b>TOTAL<br/>2012-2013</b> | <b>TOTAL<br/>2011-2012</b> |
|-------------------------------|----------------------------|----------------------------|
| Cash                          | 387.15                     | 0.00                       |
| School Fund receipts          | 1316.00                    | 1,308.00                   |
| Inland Revenue Gift Aid claim | 1,243.83                   | 0.00                       |
|                               | <u><b>2,946.98</b></u>     | <u><b>1,308.00</b></u>     |

**Note 2 Activities for generating funds**

|                                    |                         |                        |
|------------------------------------|-------------------------|------------------------|
| Sale of School Uniform             | 2059.99                 | 3,343.50               |
| Sale of second hand School Uniform | 125.02                  | 90.59                  |
| Christmas Fair                     | 1,872.12                | 2,040.44               |
| Summer Fair                        | 3,057.22                | 2,108.97               |
| Cake stalls, food and drink sales  | 299.41                  | 244.87                 |
| Discos                             | 509.50                  | 403.86                 |
| Sponsored event                    | 790.77                  | 0.00                   |
| Easter tombola                     | 466.87                  | 312.19                 |
| Film nights                        | 387.40                  | 201.45                 |
| Ice pops                           | 189.90                  | 36.67                  |
| Quiz nights                        | 354.64                  | 0.00                   |
| Lantern Parade                     | 291.39                  | 0.00                   |
| Magic Show                         | 1,526.20                | 0.00                   |
| School Leavers Year Books          | 195.00                  | 0.00                   |
| DVD Sales                          | 192.00                  | 0.00                   |
| recycled clothes                   | 530.00                  | 370.00                 |
| Spa film screening                 | 0                       | 0.00                   |
|                                    | <u><b>12,847.43</b></u> | <u><b>9,152.54</b></u> |

**Note 3 Investment income**

|                   |                    |                    |
|-------------------|--------------------|--------------------|
| Interest received | <u><b>2.00</b></u> | <u><b>3.42</b></u> |
|-------------------|--------------------|--------------------|

**Note 4 Cost of generating funds**

|                                    |                        |                        |
|------------------------------------|------------------------|------------------------|
| Purchase of School Uniforms        | 1839.17                | 3,001.48               |
| Christmas Fair                     | 353.91                 | 181.99                 |
| Summer Fair                        | 550.32                 | 225.28                 |
| Disco                              | 92.45                  | 72.91                  |
| Easter tombola                     | 10.00                  | 33.29                  |
| Quiz nights                        | 51.37                  | 0.00                   |
| Sponsored event                    | 91.80                  | 0.00                   |
| Food and drink purchases           | 37.28                  | 0.00                   |
| Lantern Parade                     | 176.69                 | 0.00                   |
| Magic Show                         | 838.81                 | 0.00                   |
| Valentine's Ball                   | 200.00                 | 0.00                   |
| Film night                         | 55.12                  | 42.58                  |
| Ice pops                           | 114.77                 | 7.00                   |
| Spa Film screening                 | 0.00                   | 0.00                   |
| Uniform stock loss and revaluation | 6.75                   | 173.51                 |
|                                    | <u><b>4,418.44</b></u> | <u><b>3,738.04</b></u> |

**Note 5 Activities in furtherance of charity's objects**

|                     |                         |                         |
|---------------------|-------------------------|-------------------------|
| School Fund         | 960.00                  | 960.00                  |
| Donations to School | 9,046.65                | 9,340.23                |
|                     | <u><b>10,006.65</b></u> | <u><b>10,300.23</b></u> |

**Note 6 Expenditure on managing the charity**

|                                   |               |               |
|-----------------------------------|---------------|---------------|
| Warwick District Council Licences | 84.00         | 42.00         |
| Independent Examination fee       | 100.00        | 60.00         |
| NCPTA Insurance                   | 96.00         | 95.00         |
| PTA expenses - photocopying etc   | 337.59        | 54.64         |
|                                   | <u>521.59</u> | <u>251.64</u> |

Note 7 These accounts have been prepared under the historic cost convention and in accordance with the applicable standards and the Statement of Recommended Practice on Accounting by Charities.

Note 8 Uniform stock and cost of sales has been accounted for on a first in first out cost basis.