

Crabtree Schools' Parents Association

Registered Charity No. 297330



Annual Report and Accounts

For the year ended

31 July 2016

Crabtree Schools' Parents' Association

Registered Charity No: 297330

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For the year ended 31 July 2016

Report of the Committee

Constitution

The Committee presents the Annual Report and Accounts to the Association. The Association was formed in 1967 and became a Registered Charity on 6 August 1987. The Association operates under a Constitution that was drawn up to clarify the Association's aims and objectives. It was adopted on 2 October 1986. The Constitution was revised in 1998 and was adopted in its revised form on 19 October 1998.

The object of the Crabtree Schools' Parents' Association is to advance the education of the pupils in both schools. To achieve this, the Association attempts to:

1. Develop more extended relationships between the staff, parents and others association with the schools;
2. Engage in activities that support the Schools and advance the education of the children attending them;
3. Provide and assist in the provision of such facilities or items for education at the schools (not provided from statutory funds) as the Committee in the consultation with the Governing Body shall from time to time determine.

Committee

Members servings on the Committee during the year ended 31 July 2016 were as follows:

| | |
|-----------------------|--|
| Sharon Smithwell | Elected 25 September 2012 |
| Howard Dormer | Elected 30 September 2014 |
| Jane Simms | Elected 30 September 2014 |
| Imogen Brooks (Chair) | Re-elected 25 September 2015 |
| Heather Wilton | Re-elected 25 September 2015 |
| Giles Batchelor | Elected 25 September 2015 |
| Naomi Robinson | Elected 25 September 2015 |
| Allison Hilton | Co-opted September 2015 |
| Indhu Sathiaselan | Co-opted September 2015 |
| Caroline Elston-Smith | Co-opted January 2016 |
| Sarah Taylor | Elected 25 September 2015 (Resigned 25 October 2015) |
| Gordon Forster | Elected 30 September 2014 (Resigned 30th July 2016) |
| Kath Scott | Elected 30 September 2014 (Resigned 9 February 2016) |
| Chloe Morales Oyarce | Re-elected 25 September 2015 (Resigned 27 June 2016) |
| Sally Styles | Elected 25 September 2012 (Resigned 22 July 2016) |
| Fiona Roberts | Elected 2 October 2013 (Resigned 30 th July 2016) |

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Where constitutionally necessary, those Committee members happy to continue have put themselves forward for re-election.

Funds Raised During the Year

The net amount of funds raised during the year amounted to £29,868 (2014/15: £20,232). A detailed analysis of funds raised has been provided in the notes to the accounts.

Monies Allocated and Paid to the Schools

During the year a total of £33,029 (2014/15: £31,653) was paid to the Schools. The Infants School received £13,976 (2014/15: £20,902) and the Junior School £19,054 (2014/15: £10,751). The funds enabled the Infants to employ a sports coach, to have author visits and to acquire placement carpets and dining chairs and the Juniors to acquire computers and interactive whiteboards, provide enhanced music lessons, provide Art Workshops and to buy maths books.

Unrestricted funds at 31 July 2016 totalled £23,272 (2014/15: £26,434), allocated to the Infants £7,730 (2014/15: £8,906) and the Juniors £15,542 (2014/15: £17,528) which together with a Reserves Held for General Funding of £3,500 (2014/15: £3,500) has been carried forward to the 2016/17 financial year.

Honorary Independent Examiner

Mr Paul Hawkins examined the Report and Accounts for the year ended 31 July 2016 and offers himself for re-election at the AGM.

Signed on behalf of the Committee

Imogen Brooks
Chairman
Crabtree Junior School
Crabtree Lane
Harpenden AL5 5PU

Date

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Independent Examiner's Report to the Trustees of Crabtree Schools' Parents' Association

I report on the accounts of the charity for the year ended 31 July 2016 which are set out on the following pages.

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
- 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 Acthave 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.

Paul Hawkins
Crabtree Junior School, Crabtree Lane
Harpenden AL5 5PU

Date

Crabtree Schools' Parents' Association

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Receipt and Payments Account for the year ended 31 July 2016

| | Notes | Unrestricted Funds | |
|--|-------|----------------------|----------------------|
| | | 2015/16 £ | 2014/15 £ |
| Receipts | | | |
| Operating activities to generate funds | 2 | 66,804 | 45,618 |
| Interest received on cash balances | | 59 | 43 |
| Total receipts | | <u>66,863</u> | <u>45,661</u> |
| Payments | | | |
| Payments for generating funds | 2 | (36,887) | (25,322) |
| Management and administration | 3 | <u>(107)</u> | <u>(107)</u> |
| Total net receipts | | 29,869 | 20,232 |
| Unrestricted funds brought forward at 31 July 2015 | | 26,434 | 37,855 |
| Funds spent by schools during the year | 4 | (33,030) | (31,653) |
| Unrestricted funds as at 31 July 2016 | | <u>23,273</u> | <u>26,434</u> |

Crabtree Schools' Parents' Association

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Statement of Assets and Liabilities as at 31 July

| | Notes | Unrestricted Funds | |
|--|-------|----------------------|----------------------|
| | | 2016 | 2015 |
| | | £ | £ |
| Assets | | | |
| Cash at bank – current accounts | | 6,219 | 8,025 |
| Cash at bank – deposit account | | 16,899 | 18,840 |
| Cash in hand | | - | - |
| | | <u>23,118</u> | <u>26,865</u> |
| Debtors and prepayments | 5 | 2,155 | 1,690 |
| Stock of uniforms | 6 | 1,499 | 1,379 |
| | | <u>26,772</u> | <u>29,934</u> |
| Liabilities | | | |
| Creditors | 7 | - | - |
| | | <u>26,772</u> | <u>29,934</u> |
| Total assets less liabilities | | | |
| | | <u>26,772</u> | <u>29,934</u> |
| Financed by funds available to schools: | | | |
| Unrestricted funds | | | |
| Funds committed | 8 | 8,600 | 8,225 |
| Funds uncommitted | | 14,672 | 18,209 |
| | 9 | <u>23,272</u> | <u>26,434</u> |
| Reserves held for general funding | 9 | 3,500 | 3,500 |
| | | <u>26,772</u> | <u>29,934</u> |
| Total funds and reserves of the association | | | |
| | | <u>26,772</u> | <u>29,934</u> |

The accounts on pages 4 to 8 were approved by the Committee and signed on its behalf by:

Giles Batchelor

Treasurer

Date

Crabtree Schools' Parents' Association

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Notes to the Accounts for the year ended 31 July 2016

1. Accounting policies

The accounts have been prepared on the receipts and payments basis in compliance with the legal requirements.

Funds raised are allocated and made available to the schools in the following ratios in proportion to the number of classes:

| | |
|----------------|------------|
| Junior school: | 4 sevenths |
| Infant school: | 3 sevenths |

Donations received in respect of a specific event are reflected in the results of that event.

2. Analysis of income and expenditure for the year ended 31 July 2016

| | 2015/16 | | | 2014/15 |
|---|---------------|--------------------|---------------|---------------|
| | Gross income | Expenses and costs | Net income | Net income |
| | £ | £ | £ | £ |
| Fireworks display | 18,781 | 9,404 | 9,377 | 3,017 |
| Summer Ball | 17,300 | 13,736 | 3,564 | - |
| Summer fayre | 9,308 | 2,799 | 6,509 | 6,471 |
| Sale of school uniforms | 8,835 | 7,168 | 1,666 | 1,871 |
| Christmas fair | 5,773 | 1,155 | 4,618 | 4,063 |
| Quiz evening | 3,445 | 1,600 | 1,845 | 2,114 |
| Children's discos | 1,821 | 438 | 1,383 | 1,604 |
| Playground Ice Creams | 386 | 129 | 257 | - |
| Family Social | 247 | 133 | 114 | 255 |
| Miscellaneous | 908 | 325 | 583 | 901 |
| | <u>66,804</u> | <u>36,887</u> | <u>29,916</u> | <u>20,296</u> |
| Interest receivable on cash balances | 59 | - | 59 | 43 |
| Management and administration expenses (note 3) | - | 107 | (107) | (107) |
| Net receipts/payments for the year | <u>66,863</u> | <u>36,994</u> | <u>29,868</u> | <u>20,232</u> |

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Notes to the Accounts for the year ended 31 July 2016 (cont'd)

3. Management and administration expenses

| | 2016 £ | 2015 £ |
|------------------|-----------|-----------|
| NCPTA membership | 107 | 107 |
| | 107 | 107 |

4. Analysis of funds spent by schools

Description of expenditure:

| | Infants £ | Juniors £ | Total £ |
|---|--------------|--------------|------------|
| Children's Authors | 575 | | 575 |
| Sportscoach | 6,173 | | 6,173 |
| Computers | | 5,280 | 5,280 |
| Musical Instruments | | 388 | 388 |
| History Off the Page Victorian Workshop | 433 | | 433 |
| Target Your Maths books | | 909 | 909 |
| Art Workshops Consultant | | 1,900 | 1,900 |
| Music Provision | | 6,277 | 6,277 |
| Chicks | 141 | | 141 |
| Placement Carpets | 1,800 | | 1,800 |
| Collapsible Dining Chairs | 4,650 | | 4,650 |
| Interactive Whiteboards | | 4,300 | 4,300 |
| First News subscription | 204 | | 204 |
| | 13,976 | 19,054 | 33,030 |

5. Debtors and prepayments

| | 2016 £ | 2015 £ |
|---|-----------|-----------|
| Fireworks deposit | 1,155 | 1,155 |
| CAF Bank deposit (account not yet open) | 1,000 | - |
| 2016 Summer Ball deposit | - | 500 |
| Summer fayre sponsorship | - | 35 |
| | 2,155 | 1,690 |

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Notes to the Accounts for the year ended 31 July 2016 (cont'd)

6. Stock of uniforms

Stock of uniforms consists of school polo shirts, sweatshirts, cardigans, fleeces, PE shirts and PE bags. Stock items are valued at the lower of cost and expected selling price.

7. Creditors and accruals

| | 2016 | 2015 |
|-----------------|------|------|
| | £ | £ |
| Sundry creditor | - | - |

8. Funds committed but not spent at 31 July 2016

Funds committed but not spent at 31 July 2016 consist of £8,600 requested by the Junior School for four interactive whiteboards

9. Analysis of funds by school

| | Infants | Juniors | Total |
|---|-----------------|-----------------|-----------------|
| | £ | £ | £ |
| Unrestricted funds as at 1 August 2015 | 8,906 | 17,528 | 26,434 |
| Income raised during the year | 12,801 | 17,067 | 29,868 |
| Funds spent by the schools during the year (note 4) | <u>(13,976)</u> | <u>(19,054)</u> | <u>(33,030)</u> |
| Unrestricted funds as at 31 July 2016 | 7,731 | 15,541 | 23,272 |
| Add reserves held for general funding | 1,500 | 2,000 | 3,500 |
| Total funds and reserves at 31 July 2016 | <u>9,231</u> | <u>17,541</u> | <u>26,772</u> |