

Crabtree Schools' Parents Association

Registered Charity No. 297330



Annual Report and Accounts

For the year ended

31 July 2014

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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 2014 were as follows:

Imogen Brooks (Chair)	Re-elected 2 October 2013
Katya Earl	Elected 2 October 2013 (resigned 10 March 2014)
Mark Grant	Re-elected 2 October 2013 (resigned 31 July 2014)
Sarah Harrison	Elected 25 September 2012 (resigned 31 July 2014)
Chloe Morales Oyarce	Elected 25 September 2012
Fiona Roberts	Elected 2 October 2013
Sally Styles	Elected 25 September 2012
Sharon Smithwell	Elected 25 September 2012
Rachael Threlfall	Re-elected 2 October 2013
Heather Wilton	Elected 25 September 2012

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

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Registered Charity No: 297330

Change to Academy Status of the Schools

The Crabtree Infants' and Junior Schools converted to academy status during the financial year. The Crabtree Academy Trust was launched on 1 April 2014 with the purpose of securing a future of educational excellence for the children. The Crabtree Infants' and Junior Schools remain separate schools with their own distinct style and characteristics, now supported in achieving their individual goals by the Trust.

Funds Raised During the Year

The net amount of funds raised during the year amounted to £27,027 (2012/13: £26,819). 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 £14,709 (2012/13: £49,831) was paid to the Schools. The Infants School received £4,619 (2012/13: £24,107) and the Junior School £10,090 (2012/13: £25,724). The funds enabled the Infants to acquire and furnish three playhouses and the Juniors to acquire additional laptops and provide enhanced music lessons, along with many other purchases.

Unrestricted funds at 31 July 2014 totalled £37,855 (2012/13: £25,537), allocated to the Infants £21,137 (2012/13: £14,173) and the Juniors £16,718 (2012/13: £11,364) which together with a Reserves Held for General Funding of £3,500 (2012/13: £3,500) has been carried forward to the 2014/15 financial year.

Honorary Independent Examiner

Mr Giles Batchelor has offered to examine the accounts 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 2014 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.

Giles Batchelor FCCA
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 2014

	Notes	Unrestricted Funds	
		2013/14 £	2012/13 £
Receipts			
Operating activities to generate funds	2	57,992	47,921
Interest received on cash balances		307	840
Total receipts		<u>58,299</u>	<u>48,761</u>
Payments			
Payments for generating funds	2	(30,980)	(21,706)
Management and administration	3	(292)	(236)
Total net receipts		<u>27,027</u>	<u>26,819</u>
Unrestricted funds brought forward at 31 July 2013		25,537	43,549
Release of special reserve to unrestricted funds		-	5,000
Funds spent by schools during the year	4	(14,709)	(49,831)
Unrestricted funds as at 31 July 2014		<u><u>37,855</u></u>	<u><u>25,537</u></u>

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Statement of Assets and Liabilities as at 31 July

	Notes	Unrestricted Funds	
		2014	2013
		£	£
Assets			
Cash at bank – current account		25,249	5,711
Cash at bank – deposit account		12,798	19,491
Cash in hand		-	-
		<u>38,047</u>	<u>25,202</u>
Debtors and prepayments	5	1,439	1,384
Stock of uniforms	6	1,889	2,498
		<u>41,375</u>	<u>29,084</u>
Liabilities			
Creditors	7	(20)	(47)
		<u>41,355</u>	<u>29,037</u>
Total assets less liabilities			
		<u><u>41,355</u></u>	<u><u>29,037</u></u>
 Financed by funds available to schools:			
Unrestricted funds			
Funds committed	8	5,113	550
Funds uncommitted		<u>32,742</u>	<u>24,987</u>
	9	<u>37,855</u>	<u>25,537</u>
Reserves held for general funding	9	3,500	3,500
Special reserve	10	-	-
		<u>41,355</u>	<u>29,037</u>
Total funds and reserves of the association			
		<u><u>41,355</u></u>	<u><u>29,037</u></u>

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

Rachael Threlfall

Treasurer

Date

Crabtree Schools' Parents' Association

Registered Charity No: 297330

Notes to the Accounts for the year ended 31 July 2014

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 2014

	2013/14			2012/13
	Gross income	Expenses and costs	Net income	Net income
	£	£	£	£
Fireworks display	17,377	(9,081)	8,296	8,010
Christmas fair	5,528	(1,315)	4,213	4,341
Craft Day	921	(707)	214	608
Children's discos	2,031	(413)	1,618	1,433
Quiz evening	3,160	(1,254)	1,906	1,685
Summer fayre	8,336	(3,264)	5,072	6,638
Virgin Wine	92	-	92	374
Summer Ball	10,235	(7,723)	2,512	-
Sale of school uniforms	8,554	(6,752)	1,802	1,406
Jubilee mugs	-	-	-	-
Miscellaneous	1,758	(471)	1,287	1,720
	<u>57,992</u>	<u>(30,980)</u>	<u>27,012</u>	<u>26,215</u>
Interest receivable on cash balances	307	-	307	840
Total net income				
Management and administration expenses (note 3)	-	(292)	(292)	(236)
Net receipts/payments for the year	<u>58,299</u>	<u>(31,272)</u>	<u>27,027</u>	<u>26,819</u>

Crabtree Schools' Parents' Association

Registered Charity No: 297330

Notes to the Accounts for the year ended 31 July 2014 (cont'd)

3. Management and administration expenses

	2014 £	2013 £
NCPTA membership	107	107
Gifts	75	40
Costco membership	110	89
	<u>292</u>	<u>236</u>

4. Analysis of funds spent by schools

Description of expenditure:

	Infants £	Juniors £	Total £
Music provision	-	5,413	5,413
Playhouses & fitout	2,365	-	2,365
Basketball posts & nets		569	569
Outdoor toys & equipment	1,500	-	1,500
Lion dance workshop	559	-	559
First News papers	195	-	195
5 laptops	-	1,577	1,577
Maths & literacy resources	-	1,387	1,387
Whole school maths day	-	644	644
50% year 6 art project	-	500	500
	<u>4,619</u>	<u>10,090</u>	<u>14,709</u>

5. Debtors and prepayments

	2014 £	2013 £
Prepaid expenses - fireworks	1,155	1,184
Summer fayre sponsorship	200	200
Festival on the Field commission	84	-
	<u>1,439</u>	<u>1,384</u>

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Registered Charity No: 297330

Notes to the Accounts for the year ended 31 July 2014 (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

	2014	2013
	£	£
Sundry creditor	20	-
Commission repayable	-	47
	<u>20</u>	<u>47</u>

8. Funds committed but not spent at 31 July 2014

Funds committed but not spent at 31 July 2014 consist of £4,500 requested by the Infant School for various outdoor provisions and maths resources and £613 requested by the Junior School for maths and literacy resources (2012/13: £550 requested by the Junior School for a portable music keyboard).

9. Analysis of funds by school

	Infants	Juniors	Total
	£	£	£
Unrestricted funds as at 1 August 2013	14,173	11,364	25,537
Income raised during the year	11,583	15,444	27,027
Funds spent by the schools during the year (note 4)	(4,619)	(10,090)	(14,709)
Unrestricted funds as at 31 July 2014	<u>21,137</u>	<u>16,718</u>	<u>37,855</u>
Add reserves held for general funding	1,500	2,000	3,500
Total funds and reserves at 31 July 2014	<u>22,637</u>	<u>18,718</u>	<u>41,355</u>

10. Special reserve

A police investigation into funds stolen from the Parents' Association resulted in a successful prosecution brought by the Crown Prosecution Service. In prior years the committee had set aside £5,000 as a special reserve to cover any potential costs associated with recovering lost funds. During the year ended 31 July 2013, and after seeking preliminary legal advice, the PA concluded it should not commence a civil case for recovery of funds taken in addition to the victim payment recovered from the criminal case. The special reserve was therefore released to general reserves.