

# **HIGH STORRS PARENT TEACHER ASSOCIATION**

(Registered charity, Number 1113514)

## **FINANCIAL STATEMENTS**

**For the year ended 31 December 2009**

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**HIGH STORRS PARENT TEACHER ASSOCIATION**  
**Trustees Annual Report**  
**for the year ended 31 December 2009**

**Trustees**

Andrew Darby	Chair
Karla Henry	Secretary
Anita Lloyd	Treasurer

**Principal Address**

High Storrs School  
High Storrs Road  
Sheffield  
S11 7LH

**Independent Examiner**

Jeremy Telling BA ACA

**Bank**

Lloyds TSB  
High Street Sheffield

**Governing Document**

The Charity is operated under the rules of its constitution amended 17 January 2006.

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the constitution. Day to day project activity is managed and carried out by volunteers.

**Aims and Objectives**

The principal objectives of the PTA are to provide a social forum for parents and teachers at the school and also raise money for the school to spend as it chooses, via the school council.

# **HIGH STORRS PARENT TEACHER ASSOCIATION**

## **Trustees Annual Report (continued)**

**for the year ended 31 December 2009**

### **Activities**

The principal activities of the PTA include fund raising events and social events for parents, teachers and pupils of the school; also involving members of the local community and businesses.

The PTA committee meets once or twice each term at the school, and includes parents, teachers and other members of staff.

### **Summary of the main achievements during the year**

The main activities of the PTA over the year have been:-

- Car boot and plant sale
- Ceilidh
- Quiz Night
- 50/50 Club

These events raised money.

PTA members have also attended school based information evenings for new parents.

### **Reserves Policy**

At each meeting of the PTA the accounts are scrutinized and a wealth check is conducted; as a result of this it is then decided by committee whether to spend any of the money, although spending decisions are usually only made annually. Operating costs are minimal and this ensures financial viability for the forthcoming year.

# **HIGH STORRS PARENTS TEACHER ASSOCIATION**

## **Trustees Annual Report (continued)**

**for the year ended 31 December 2009**

### **The Trustee's responsibilities for the financial statements**

The trustees are responsible for preparing financial statements for each financial period which give a clear view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent.

The trustees are responsible for keeping proper accounting methods which disclose accurately at any time the financial position of the group and enable the trustees to prepare financial statements. The trustees are responsible for safe guarding the assets of the charity and hence for taking reasonable steps to prevent fraud and other irregularities.

The Trustees have declared that they have approved the trustees report above.  
Signed on behalf of the Trustees;

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name, position \_\_\_\_\_

# **HIGH STORRS PARENT TEACHER ASSOCIATION**

## **Independent Examiner's Report to the Trustees of High Storrs Parent Teacher Association for the year ended 31 December 2009**

I report on the accounts of the High Storrs Parent and Teachers Association for the year ended 31 December 2009 which are set out on pages 7 to 10.

### **Respective Responsibilities of the Trustees and the 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 43(2) of the Charities Act 1993 (the 1993 Act) and that there is no requirement for an independent examination. The trustees have elected for an independent examination of the accounts.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 act;
- to follow the procedures laid down in the general directions given by the Charity Commissioners under section 43(7)(b) of the 1993 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 Charities Commissioners. 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.

# HIGH STORRS PARENT TEACHER ASSOCIATION

## Independent Examiner's Report to the Trustees of High Storrs Parent Teacher Association (continued) for the year ended 31 December 2009

### 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 appropriate accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 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.

Signed: \_\_\_\_\_

Jeremy Telling BA ACA

Date: \_\_\_\_\_

# HIGH STORRS PARENT TEACHER ASSOCIATION

## Receipts and Payments Account

for the year ended 31 December 2009

	2009 £	2008 £
<b>Receipts</b>		
50/50 Club	562	516
75 <sup>th</sup> Celebration	-	810
Quiz Night	480	541
Ceillidh	1,735	-
Y6/Y7 Parents Evening	72	152
Auction	-	151
Science Week Refreshments	11	-
Car Boot	760	891
Majestic Wine	157	-
Other	95	-
	<hr/>	<hr/>
<b>Total Receipts</b>	<b>3,872</b> =====	<b>3,061</b> =====

# HIGH STORRS PARENT TEACHER ASSOCIATION

## Receipts and Payments Account (continued)

for the year ended 31 December 2009

	2009 £	2008 £
<b>Payments</b>		
50/50 Club Prizes	262	296
NCPTA Membership Subscriptions	100	105
High Storrs Pupil Awards	200	-
High Storrs Rewards Policy	1,000	-
Ceillidh	1,120	-
High Storrs Sports Day Trophies	200	-
The Whizz	400	-
High Storrs School House T Shirts	-	1,500
Auction Fundraising Expenses	-	67
Car Boot and Plant Sale Expenses	122	460
Quiz Night Expenses	331	714
Astronomy Presentation	50	-
Social Club Donations	50	-
Remembrance Wreath	12	-
AGM	17	-
75 <sup>th</sup> Year Celebration Expenses	-	185
2007 Independent Examination	-	147
	<hr/>	<hr/>
<b>Total Payments</b>	<b>3,864</b>	<b>3,474</b>
	<hr/>	<hr/>
<b>Net Receipts/(Payments) for the year</b>	<b>8</b>	<b>(413)</b>
	<hr/>	<hr/>
<b>Total Funds Brought Forward at 1.1.09</b>	<b>2,325</b> =====	<b>2,738</b> =====
	<hr/>	<hr/>
<b>Total Funds Carried Forward at 31.12.09</b>	<b>2,333</b> =====	<b>2,325</b> =====

# HIGH STORRS PARENT TEACHER ASSOCIATION

## Statement of assets and liabilities

for the year ended 31 December 2009

	2009 £	2008 £
<b>Cash assets</b>		
Balances at bank	2,333	2,325
<b>Debtors</b>		
Majestic Wines – refund	-	158
<b>Stock</b>	115	-

These Financial Statements are accepted on behalf of the charity by:

Trustee \_\_\_\_\_ Dated \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Trustee \_\_\_\_\_ Dated \_\_\_\_\_

PRINT NAME \_\_\_\_\_

# **HIGH STORRS PARENT TEACHER ASSOCIATION**

## **Notes to the Accounts**

**for the year ended 31 December 2009**

### **1 Receipts and Payments Account**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

Because the level of income and expenditure is below £100,000, the charity has adopted for the accounts to be prepared on a receipts and payments basis. This is in line with the Charity Commissions' guidelines for small charities and is seen as more appropriate for the charity.

### **2 Trustees Expenses and Remuneration**

Trustees are not remunerated, nor did they receive any expenses.

High Storrs PTA  
Y/E 31.12.09

<b>Per bank statement 1.1.09</b>	<b>1,802.29</b>
Add:	
Uncredited Lodgements re 2008	553.01 Cleared 2.1.09
Unpresented cheques re 2007	(30.00)
<b>Funds per Accounts at 1.1.09</b>	<b>2,325.30</b>
2009 Receipts	3,842.32
2009 Receipts - Write back of 2007 Unpresented Cheque	30.00
2009 Payments	(3,864.29)
<b>Funds per Accounts at 31.12.09</b>	<b>2,333.33</b>

<b>Per bank statement 31.12.09</b>	<b>2,529.03</b>
Less:	
Unpresented cheques re 2009	(195.70)
<b>Funds per Accounts at 31.12.09</b>	<b>2,333.33</b>

<b>Reconciliation to Draft Accounts</b>	
<b>Funds per Accounts at 31.12.09</b>	<b>2,333.33</b>
Stock (Quiz night purchases)	115.21
Unpresented Cheques at 31.12.09	195.7
<b>Balance at 31.12.09 per Draft Accounts</b>	<b>2,644.24</b>