

MELBOURN PARISH COUNCIL

Doc. No.4.03
Version 5
Review Date: November 2020

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	MELBOURN COUNTY PRIMARY SCHOOL PARENT TEACHER FRIENDS ASSOCIATION
2.	Name, Address, and Status of Contact	[REDACTED] mpsptjatreasurer@gmail.com PTFA TREASURER
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 3,000
6.	For what purpose of project is the grant requested.	TO FUND IN-SCHOOL COUNSELLING & THERAPEUTIC HELP TO CHILDREN WHO ARE STRUGGLING DUE TO CIRCUMSTANCES OUTSIDE THEIR CONTROL
7.	What will be the total cost of the above project?	£ 3,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
9.	Have you applied for grant for the same project to another organisation?	NO

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	If so, which organisation and how much?	N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	YES - FULLY TRAINED COUNSELLOR(S)
11.	Who will benefit from the project?	THE WHOLE COMMUNITY: - CHILDREN - PARENTS - TEACHERS
12.	Approximately how many of those who will benefit are parishioners?	ALL INVOLVED WILL BE FROM MELBOURN.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/No No

If yes, please give date. N/A

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed.....  Date 13/11/2020

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

Melbourn Primary School PTA

Today: 16 Nov 2020



MR PHILIP JAMES STEWART

Transactions

COMMUNITY



Available balance	£5,133.40
Last night's balance	£5,035.55
Overdraft limit	£0.00

Showing **108** transactions between **27/05/2020** and **16/11/2020** from 07/10/2020 to 16/11/2020

Date	Description	Money in	Money out	Balance
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Trustees' Annual Report for the period

Period start date

Period end date

From

Day: 01, Month: 09, Year: 2018

To

Day: 31, Month: 08, Year: 2019

Section A Reference and administration details

Charity name

Melbourn Primary School PTFA

Other names charity is known by

Registered charity number (if any)

1059889

Charity's principal address

Melbourn Primary School

Mortlock Street

Melbourn, Royston Cambs

Postcode

SG8 6DB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chair	Oct 2018 – Oct 2019	
2		Treasurer	Oct 2018 – Oct 2019	
3		Secretary	Oct 2018 – Oct 2019	
4			Oct 2018 – Oct 2019	
5			Oct 2018 – Oct 2019	
6			Oct 2018 – Oct 2019	
7			Oct 2018 – Mar 2019	
8				
9		Chair	Sept 2018 – Oct 2018	
10			Sept 2018 – Oct 2018	
11			Sept 2018 – Oct 2018	
12			Sept 2018 – Oct 2018	
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	PTFA UK Model Constitution 2011
How the charity is constituted <small>(eg. trust, association, company)</small>	Parent, Teacher & Friends Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees Elected from Membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The PTFA has a safeguarding policy & it is a requirement that all trustees undergo a DBS check.

The charity is a member of Parentkind which provides Public Liability Insurance as well as support and guidance.

We have a Conflict of Interest Policy in place.

Trustees, are given an induction pack on commencement of term. Details of the Charities Policies & Procedures as well as links to Charity Commission Documents are included

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

- To Advance the education of the pupils in the school by
1. Developing effective relationships between staff, parents & other associated with the school.
 2. Engaging in activities or providing facilities which support the school

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity has complied with their duty to have due regard for public benefit when undertaking activities & allocating funds.

Main Activities; Social events held at the school - Fireworks display, Summer Fayre, Quiz, Disco & film nights.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have great support from parent volunteers who all help for no remuneration. We have endeavoured to find alternative ways to increase funding by – sponsorship & fund matching.

Summary of the main achievements of the charity during the year

Money raised by the charity has funded the following things this year.

Library Books
Lunchtime Equipment
PE Equipment
Lion King Coaches & Theatre Snacks
Year 6 Books & more

We have enjoyed great support from the parents at the school & all events have been well attended.

Section E Financial review

Brief statement of the charity's policy on reserves	We hold reserves of between £3000 - £5000. This allows capacity for unforeseen expenditure and allows us to pay deposits for events.
Details of any funds materially in deficit	Not applicable

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity principal source of funds comes from fundraising activities held within the school. We have received sponsorship from local businesses and donations from companies who support fund match schemes.



Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)	Chair	
Date	28/06/20	

Melbourn Primary School PTFA
Charity Number: 1059889
Accounts
Year to 31st August 2019

Presented at the Melbourn Primary School PTFA AGM on 9th October 2019

Charity name

Melbourn County Primary School Parent Teacher and Friends Association

Registered charity number

1059889

Charity's principal address

Melbourn Primary School

18 Orchard Road

Melbourn

SG8 6HL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chair		
2		Treasurer		
3		Secretary		
4				
5				
6				
7				
8				
9				

Summary of the objects of the charity set out in its governing document

The object of the Association is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school;
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Melbourn Primary School PTFA

Charity Number: 1059889

Financial Review

	Period start date				Period end date		
From	01	09	2018	To	31	08	2019

Brief statement of the charity's policy on reserves

The agreed policy is to hold reserves of £3,000 - £5,000 in order to meet cashflow requirements and to hold an appropriate level of contingency funds in order to manage risk.

The cash held at 31st August 2019 was £36,076 (2018: £20,980), of which £25,000 is ring-fenced for the Year 5 and 6 toilet refurbishment, £2,000 to kit out a sensory room for children with special needs, £1,334 for PE equipment, £500 for blinds and £110 for library books, subject to approval of a fully costed proposal from the Headteacher. The remaining £7,132 (2018: £11,480) is greater than the reserves policy range, but any remaining money above the reserves cap will be allocated together with profits made in 2019/20 to the remaining Year 4 toilets, estimated to cost £20,000.

Details of any funds materially in deficit

There are no funds in deficit.

Further financial review details (Optional information)

Principal sources of funds (including any fundraising)

The PTFA held fundraising events throughout the year, including a summer fayre, fireworks night, quiz night, Christmas cards, discos, movie nights, cake stalls and a spelling bee. In total the fundraising events raised £28,619 (2018: £25,936) gross income and £18,259 (2018: £15,919) net profit.

In addition £2,966 (2018: £3,566) was earned from income generators (Easyfundraising, charitable donations received and matched funding) and £182 (2018: £276) was spent on miscellaneous expenditure (eg Parentkind membership) and written off stock.

A further £672 (2018: £372) was spent on fixed assets, all of which was expensed this year. The total value of stock at the end of the year was £463 (2018: £356) – an increase in value of £107 from last year – and prepayments was £86 (2018: £494), all of which will be carried forward to 2019/20.

The total profit for the year before donations was £20,371 (2018: £18,836). Please see Appendix A for full details.

Donations to Melbourn Primary School

The PTFA assists the school to deliver the best education for its children by running events that raise money to support curriculum activities and purchase items which would not be available through the school's annual local education authority budget.

The PTFA has paid donations to Melbourn Primary School during the year totalling £5,082 (2018: £17,058). Please see Appendix B for full breakdown.

In addition, £28,945 has been ring-fenced this year, plus £20,000 for 2019/20, as detailed in the brief statement section above.

Appendix A – 2018/19 Summary Income & Expenditure

Description	2018/19				2017/18
	Income	Expenditure	Profit	Profit inc/(Dec) on PY	Profit
Summer Fayre	£8,115	(£2,310)	£5,805	7%	£5,429
Fireworks	£10,117	(£4,504)	£5,613	21%	£4,634
Quiz Night	£1,408	(£496)	£912	(9%)	£1,000
Christmas	£1,813	(£1,299)	£514	(62%)	£1,339
Discos	£3,016	(£1,378)	£1,638	27%	£1,291
Cake stalls	£899	£0	£899	0%	£899
Movie nights	£1,338	(£280)	£1,052	(21%)	£1,328
Spelling Bee	£1,913	(£87)	£1,826		
Total from events	£28,619	(£10,360)	£18,259	15%	£15,919
Non-event income	£2,966		£2,966	(17%)	£3,566
Non-event expenditure		(£854)	(£854)	32%	(£648)
Total before donations	£31,585	(£11,214)	£20,371	8%	£18,836
Donations paid (see Appendix B)		(£5,082)	(£5,082)	(70%)	(£17,058)
TOTAL profit after donations paid in the year	£31,585	(£16,296)	£15,289	760%	£1,778

Bank reconciliation

Description	2018/19	2017/18
Bank b/f @ 1 September 2018	£20,980	£19,624
Total for 2018/19 per above	£15,289	£1,778
Stock movement	(£107)	(£128)
Prepayments movement	(£86)	(£494)
Bank c/f @ 31 August 2019	£36,076	£20,980
Less: Committed costs		
D022 - Donation - Year 6 toilets	(£12,500)	
D023 - Donation - Year 5 toilets	(£12,500)	
D025 - Library books - 100% from spelling bee sponsorship	(£110)	
b/f MPS donation - blinds	(£500)	
b/f MPS donation - kit out a sensory room for children with special needs	(£2,000)	
b/f MPS donation - PE Equipment	(£1,334)	
Committed donations	(£28,944)	(£9,500)
Reserves	£7,132	£1,480

Appendix B – 2018/19 Donations Paid

Description	Amount
D018 Donation - Freddo chocolates for Lion King school trip	£96
D019 Donation - leftover crisps and popcorn from Autumn disco	£20
D020 Donation - Dinner hall and playground equipment	£235
- 4 x zone manager tops	
- 8 x pocket playground games	
- 4 x dining hall apron and hat set	
- 3 x games zone signs	
D020 Donation - Ankle skip pack of 6	£57
D020 Donation - Scoop racket pack, chunky chalk	£30
D021 Donation - Lion King panto coaches contribution	£1,600
D025 Donation - Library books - 100% from spelling bee sponsorship	£1,716
D026 Donation - Year 6 yearbooks	£810
D027 Donation - Ice cream van for year-end treat	£519
TOTAL paid donations	£5,082



Report to the trustees/ members of

MELBOURN PRIMARY SCHOOL PTFA

On accounts for the year ended

31/08/2019

Charity no (if any)

1059889

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (~~either then that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Name:

Relevant professional qualification(s) or body (if any):

Address:

	23/4/2020

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A