

# AMHERST SCHOOL P T A

England & Wales · Charity number 1002301

## Details

---

Other names	AMHERST COUNTY JUNIOR SCHOOL P T A, AMHERST SCHOOL PTA
Status	Registered
Legal form	Other
Registered	1991-03-21
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	Amherst School Witches Lane Sevenoaks TN13 2AX
Phone	01732452577
Email	<a href="mailto:amherst-chair@outlook.com">amherst-chair@outlook.com</a>

## Activities

---

**Objects:** TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL

**Activities:** Fund raising activities to provide and assist in the provision of facilities for education at the school

## Classification

---

- **How:** Provides Other Finance, Provides Human Resources
- **What:** Education/training
- **Who:** Children/young People

## Geography

---

- **Area of benefit:** IN PRACTICE, SEVENOAKS, KENT
- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£50,735	£58,819	-	-
2024-08-31	£43,061	£25,891	-	-
2023-08-31	£45,159	£28,962	-	-
2022-08-31	£47,105	£167,771	-	-
2021-08-31	£86,677	£20,493	-	-

## Trustees

Name	Role	Appointed
<b>Amanda Louise Pearce</b>	Chair	2025-02-05
Andrew Reid		2016-09-13
Anna Sofianos		2026-01-16
Katharine Louise Ghela		2024-11-12
Kevin Flynn		2025-10-07
Natasha Liow		2024-11-12

**AMHERST SCHOOL P T A**

England & Wales - Charity number 1002301

---

# Accounts

---



**Receipts and payments accounts**

For the period  
from

01/09/2024

To

31/08/2025

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Christmas Bazaar	10,330	-	-	10,330	10,254
Summer BBQ	11,227	-	-	11,227	12,539
Leavers' Disco	850	-	-	850	770
Elfridges	1,668	-	-	1,668	1,320
Cake & Hotdog Sale	1,339	-	-	1,339	635
Uniform Sale	1,105	-	-	1,105	635
School Disco	1,475	-	-	1,475	1,230
Family Quiz	141	-	-	141	-
Quiz Night	502	-	-	502	687
Estate Agent Advertising	1,300	-	-	1,300	-
Ice Cream Sale	872	-	-	872	-
Team Amherst Merchandise	2,236	-	-	2,236	2,062
Riverhead Carnival	433	-	-	433	315
Valentines Raffle	-	-	-	-	51
Silent Auction	-	-	-	-	607
Spring Ball	5,250	-	-	5,250	6,462
Bank Interest	1,518	-	-	1,518	531
Match Funding	9,426	-	-	9,426	4,422
Cashback Schemes	832	-	-	832	-
Donation	231	-	-	231	174
Miscellaneous	-	-	-	-	367
<b>Sub total (Gross income for AR)</b>	<b>50,735</b>	<b>-</b>	<b>-</b>	<b>50,735</b>	<b>43,061</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>50,735</b>	<b>-</b>	<b>-</b>	<b>50,735</b>	<b>43,061</b>
<b>A3 Payments</b>					
Christmas Bazaar	1,553	-	-	1,553	1,234
Summer BBQ	5,529	-	-	5,529	5,434
Leavers' Disco	781	-	-	781	759
Elfridges	624	-	-	624	1,085
Cake & Hotdog Sale	123	-	-	123	-
School Disco	344	-	-	344	415
Quiz Night	50	-	-	50	-
Family Quiz	79	-	-	79	-
Ice Cream Sale	355	-	-	355	-
Team Amherst Merchandise	1,708	-	-	1,708	1,547
Riverhead Carnival	-	-	-	-	-
Valentines Raffle	-	-	-	-	13
Staff Gifts	550	-	-	550	550
Parent Kind Membership	162	-	-	162	153
Miscellaneous	568	-	-	568	142
Donations to Amherst School	46,393	-	-	46,393	14,559
<b>Sub total</b>	<b>58,819</b>	<b>-</b>	<b>-</b>	<b>58,819</b>	<b>25,891</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>58,819.00</b>	<b>-</b>	<b>-</b>	<b>58,819.00</b>	<b>25,891</b>
<b>Net of receipts/(payments)</b>	<b>(8,084.00)</b>	<b>-</b>	<b>-</b>	<b>(8,084.00)</b>	<b>17,170</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>70,861.00</b>	<b>-</b>	<b>-</b>	<b>70,861.00</b>	<b>53,691</b>
<b>Cash funds this year end</b>	<b>62,777.00</b>	<b>-</b>	<b>-</b>	<b>62,777.00</b>	<b>70,861</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current A/C	1,068	-	-
	Deposit A/C	26,989	-	-
	Notice A/C	34,719	-	-
	PayPal	1	-	-
		-	-	-
	<b>Total cash funds</b>	<b>62,777</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))


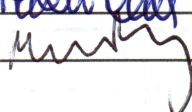
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

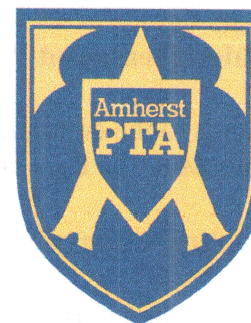
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ANDREW REID	7/10/25
	MATTHEW PENNY	7/10/28

**Amherst School PTA**  
**Annual report for the financial year ending 31<sup>st</sup> August 2025**  
**Registered charity number 1002301**



**Trustees Annual Report**

Amherst School PTA  
Witches Lane,  
Sevenoaks  
TN13 2AX

<b>Officers</b>	<b>Name</b>	<b>Dates acted if not for whole year</b>
Chair	Lydia Sage	
Vice Chair	Natasha Liow	
Secretary	Alexandra Evans	01-Sep-24 to 10-Jan-25
Secretary	Amanda Pearce	05-Feb-25 to 31-Aug-25
Treasurer	William Penry	

<b>Other</b>	<b>Name</b>	<b>Dates acted if not for whole year</b>
Trustee/Headteacher	Andrew Reid	
Trustee	Anna Patten	01-Sep-24 to 13-Nov-24
Trustee	Tom Kennedy	
Trustee	Helen Buttivant	
Trustee	Katharine Ghela	12-Nov-24 to 31-Aug-25

**Structure, Governance and Management**

Amherst School PTA is governed by its Constitution that was updated in November 2024. Membership includes all parents/guardians and teaching staff.

The Association is managed by a Committee of Trustees, comprising the Chair, Vice-Chair, Secretary, Treasurer, and other elected Members. Trustees are elected annually at the AGM (with Officers limited to five years in role). The Committee must have a minimum of five Trustees, including at least one member of the teaching staff.

Trustees meet each term, may co-opt members to fill vacancies, and oversee finances, activities, and compliance with charity law.

**Objectives and Activities**

The PTA's aim is to advance pupils' education by fostering strong links between staff, parents, and the community; supporting the school through events and initiatives; and providing facilities or resources not normally supplied by the Local Authority.

## Achievements and Performance

Thanks to the continued work of the Committee, the unwavering support of our parents and local businesses, the PTA raised £38,309 during the year.

Key fundraising events for 2024/5:

Christmas Bazaar	£8,777
Summer BBQ	£5,698
Spring Ball	£5,250
After-School Sales	£2,838
School Disco	£1,131
Elfridges	£1,044

In addition to the profits above the PTA raised the following amounts during the year:

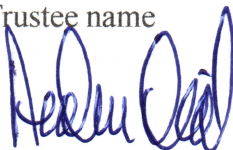
Match Funding	£9,426
Bank Interest	£1,518
Estate Agent Advertising	£1,300
Cashback Schemes	£832

The PTA donated £46,393 to Amherst School during the year to fund the replacement of the IT suite, travel costs of the annual school pantomime trip, plus contributions towards the Christmas lunch and sports day.

Unrestricted cash funds of £62,777 were available at the financial year end.

Approved by the Trustees on 7<sup>th</sup> October 2025 and signed on their behalf by:

Trustee name



ANDREW RED 7.10.25



**Section A Independent Examiner's Report**

**Report to the trustees**

Charity Name  
Amherst School PTA

**On accounts for the year ended**

31 August 2025	<b>Charity no (if any)</b>	1002301
----------------	----------------------------	---------

**Set out on pages**

Receipts and Payments Accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2025.

**Responsibilities and basis of report**

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

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*H. Diddams*

**Date:**

30 September 2025

**Name:**

Hannah Diddams

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

The Institute of Chartered Accountants in England and Wales

**Address:**

17 High Street  
Brasted  
Kent TN16 1JA

**AMHERST SCHOOL PTA****Trustee Annual Report for Year Ending 31st August 2025**

Charity Number 1002301

APPROVED BY INDEPENDENT EXAMINER

	24/25			23/24			Change	
	Income	Expense	Net	Income	Expense	Net	Net £	Net %
£								
<b>Fund Raising Activities</b>								
Christmas Bazaar	10,330	(1,553)	8,777	10,254	(1,234)	9,020	(243)	(3%)
Summer BBQ	11,227	(5,529)	5,698	12,539	(5,434)	7,105	(1,407)	(20%)
Spring Ball	5,250	-	5,250	-	-	-	5,250	
Match Funding	9,426	-	9,426	4,422	-	4,422	5,004	113%
Cake & Hotdog Sale	1,339	(123)	1,216	635	-	635	581	91%
Uniform Sale	1,105	-	1,105	635	-	635	470	74%
Estate Agent Advertising	1,300	-	1,300	-	-	-	1,300	
Cashback Schemes	832	-	832	-	-	-	832	
Ice Cream Sale	872	(355)	517	-	-	-	517	
School Disco	1,475	(344)	1,131	1,230	(415)	815	316	39%
Miscellaneous	-	(567)	(567)	367	(142)	225	(792)	(352%)
Quiz Night	502	(50)	452	687	-	687	(235)	(34%)
Family Quiz	141	(79)	62	-	-	-	62	
Silent Auction	-	-	-	607	-	607	(607)	(100%)
Team Amherst Merchandise	2,236	(1,708)	527	2,062	(1,547)	515	12	2%
Riverhead Carnival	433	-	433	315	-	315	118	38%
Elfridges	1,668	(624)	1,044	1,320	(1,085)	235	809	344%
Staff Gifts	-	(550)	(550)	-	(550)	(550)	0	0%
Valentines Raffle	-	-	-	51	(13)	38	(38)	(100%)
Donation	231	-	231	174	-	174	57	33%
Leavers' Disco	850	(781)	69	770	(759)	11	58	526%
	<b>49,216</b>	<b>(12,263)</b>	<b>36,953</b>	<b>36,068</b>	<b>(11,179)</b>	<b>24,889</b>	<b>12,064</b>	<b>48%</b>
<b>Payments to Charitable Activities</b>								
Donations to Amherst School	-	(46,393)	(46,393)	-	(14,559)	(14,559)	(31,834)	219%
<b>Investment Income</b>								
Bank Interest	1,518	-	1,518	531	-	531	987	186%
<b>Governance Costs</b>								
Parent Kind Membership	-	(162)	(162)	-	(153)	(153)	(9)	6%
<b>Total Movement in Funds</b>	<b>50,734</b>	<b>(58,818)</b>	<b>(8,083)</b>	<b>36,599</b>	<b>(25,891)</b>	<b>10,708</b>	<b>(18,791)</b>	<b>(175%)</b>
Cash & Receivables at Start of Year			70,861			60,153		
Cash & Receivables at End of Year			62,777			70,861		
<b>Movement in Cash</b>			<b>(8,083)</b>			<b>10,708</b>		

To be agreed by Trustees by show of hands at the AGM

**AMHERST SCHOOL P T A**

England & Wales - Charity number 1002301

---

# Accounts

---

**Amherst School PTA**  
**Annual report for the financial year ending 31<sup>st</sup> August 2024**  
**Registered charity number 1002301**



**Trustees Annual Report**

Amherst School PTA  
 Witches Lane,  
 Sevenoaks  
 TN13 2AX

<b>Officers (outgoing)</b>	<b>Name</b>	<b>Dates acted if not for whole year</b>
Chair	Hayley Hansford	01-Sep-23 to 31-Aug-24
Vice Chair	Nicole Miles	01-Sep-23 to 31-Aug-24
Secretary	Annie Peel	01-Sep-23 to 18-Jul-24
Treasurer	Steven Harrison	01-Sep-23 to 27-Jun-24

<b>Officers (incoming)</b>	<b>Name</b>	<b>Dates acted if not for whole year</b>
Chair	Lydia Sage	19-Jul-24 to 31-Aug-24
Vice Chair	Natasha Liow	19-Jul-24 to 31-Aug-24
Secretary	Alexandra Evans	19-Jul-24 to 31-Aug-24
Treasurer	William Penry	28-Jun-24 to 31-Aug-24

<b>Other</b>	<b>Name</b>	<b>Dates acted if not for whole year</b>
Trustee/Headteacher	Andrew Reid	
Trustee	Tom Kennedy	
Trustee	Anna Patten	
Trustee	Helen Buttivant	12-Sep-23 to 31-Aug-24

**Structure, Governance and Management**

Amherst School Parent Teacher Association (PTA) is governed by the Constitution adopted in 1990 and reviewed in 2003 and 2008. Membership consists of all parents and/or guardians of pupils attending Amherst School and all teachers on the staff of the school. Management of the PTA is vested in a Committee consisting of a Chair, Vice-Chair, Secretary and Treasurer, together with a minimum of six other members who serve until the commencement of the next AGM. Temporary vacancies are filled by co-opting existing Committee members to the offices which have been vacated.

## Objectives and Activities

The object of the Association is to advance the education of the pupils in the school. In furtherance of the object the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school
- b) Engage in activities which support the school and advance the education of the pupils attending it
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority)

## Achievements and Performance

Thanks to the continued work of the Committee, the unwavering support of our parents and local businesses, the PTA raised net cash and change in receivables\* funds of £25,267 during the year.

Key fundraising profits for 2023/4:

Christmas Bazaar	£9,020
Summer BBQ	£7,105
Cake and Uniform Sales	£1,098
School Disco	£815
Quiz Nights	£687

It is important to note that the organisation of events and fundraising activities for the year were implemented by Officers coming to the end of their two-year term (Hayley, Nicole, Annie and Steven). The incoming Officers thank the 2022-4 team for their excellent contribution, their efforts in assisting a smooth transition and laying a fantastic foundation for future success.

The PTA donated £14,559 to Amherst School during the year to fund the replacement of the Octagon and for the travel costs of the annual school pantomime trip.

Match funding raised £4,422, in addition to the key fundraising profits above. This contribution is well appreciated, however it continues the decline in match funding from a high of £32,427 in 2020/21. The Officers are focussing their efforts on increasing Member participation in match funding, with initiatives such as a match funding awareness evening in November 2024 and setting match funding recruitment targets for class representatives.

Unrestricted cash funds of £70,861 were available at the financial year end to be used for future projects and activities.

\*During the 2022/3 financial year Amherst PTA jointly held a Coronation Ball with Riverhead Infant School PTA which raised a fantastic sum of £6,462. Amherst PTA's share of profit was received at the beginning of the 2023/4 financial year, and therefore included in the headline figures for the previous year.

Approved by the Trustees on 12<sup>th</sup> November 2024 and signed on their behalf by:

 ANDREW REID 12/11/24

Trustee name



**Receipts and payments accounts**

For the period from	01/09/2023	To	31/08/2024
---------------------	------------	----	------------

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Christmas Bazaar	10,254	-	-	10,254	14,674
Summer BBQ	12,539	-	-	12,539	12,959
Leavers Disco	770	-	-	770	736
Secrets Room	1,320	-	-	1,320	1,288
Cake/Uniform Sales	1,098	-	-	1,098	1,794
Advent Calendar	-	-	-	-	436
School Disco	1,230	-	-	1,230	2,415
Quiz Nights	687	-	-	687	1,968
Team Amherst Merchandise	2,062	-	-	2,062	1,858
Riverhead Carnival	315	-	-	315	-
Valentines Raffle	51	-	-	51	161
Wildlife Calendar	-	-	-	-	280
Fireworks	-	-	-	-	147
Silent Auction	607	-	-	607	-
Spring Ball	6,462	-	-	6,462	-
Deposit Account Interest	531	-	-	531	210
Match Funding	4,422	-	-	4,422	4,855
Other Fundraising	713	-	-	713	1,378
<b>Sub total (Gross income for AR)</b>	<b>43,061</b>	<b>-</b>	<b>-</b>	<b>43,061</b>	<b>45,159</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>43,061</b>	<b>-</b>	<b>-</b>	<b>43,061</b>	<b>45,159</b>
<b>A3 Payments</b>					
Christmas Bazaar	1,234	-	-	1,234	3,496
Summer BBQ	5,434	-	-	5,434	5,914
Leavers Disco	759	-	-	759	395
Secrets Room	1,085	-	-	1,085	857
Cake/Uniform Sales	-	-	-	-	94
Advent Calendar	-	-	-	-	10
School Disco	415	-	-	415	461
Quiz Nights	-	-	-	-	65
Team Amherst Merchandise	1,547	-	-	1,547	1,036
Riverhead Carnival	-	-	-	-	-
Valentines Raffle	13	-	-	13	-
Wildlife Calendar	-	-	-	-	120
Staff Gifts	550	-	-	550	517
Misc Expenses	293	-	-	293	1,703
Donations to Amherst School	14,559	-	-	14,559	14,292
<b>Sub total</b>	<b>25,891</b>	<b>-</b>	<b>-</b>	<b>25,891</b>	<b>28,962</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>25,891.00</b>	<b>-</b>	<b>-</b>	<b>25,891.00</b>	<b>28,962.00</b>
<b>Net of receipts/(payments)</b>	<b>17,170.00</b>	<b>-</b>	<b>-</b>	<b>17,170.00</b>	<b>16,197.00</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	53,691.00	-	-	53,691.00	37,494.00
<b>Cash funds this year end</b>	<b>70,861.00</b>	<b>-</b>	<b>-</b>	<b>70,861.00</b>	<b>53,691.00</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current A/C	1,246.00	-	-
	Deposit A/C	9,392.00	-	-
	Notice A/C	60,221.00	-	-
	PayPal	2.00	-	-
	Petty Cash	-	-	-
	<b>Total cash funds</b>	<b>70,861</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B2 Other monetary assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

**B3 Investment assets**

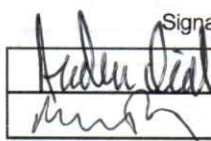

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

**B5 Liabilities**

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ANDREW REID	12/11/24
	MATTHEW WILLIAM PENNY	12/11/24



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name

Amherst School PTA

**On accounts for the year  
ended**

31 August 2024

**Charity no  
(if any)**

1002301

**Set out on pages**

Receipts and Payments Accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2024.

**Responsibilities and basis  
of report**

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

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's  
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:** 4 October 2024

**Name:**

Hannah Diddams

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

The Institute of Chartered Accountants in England and Wales

**Address:**

17 High Street

Brasted

Kent. TN16 1JA

**AMHERST SCHOOL P T A**

England & Wales - Charity number 1002301

---

# Accounts

---

**Amherst School PTA**  
**Annual report for the financial year ending 31<sup>st</sup> August 2023**  
**Registered charity number 1002301**



**Trustees Annual Report**

Amherst School PTA  
Witches Lane,  
Riverhead,  
Sevenoaks  
TN13 2AX

**Chair:** Hayley Hansford

**Vice Chair:** Nicole Miles  
Beth Harrison

**Secretary:** Angharad Salmon

**Treasurer:** William Penry

**Trustees:** Andrew Reid  
Emma Baker  
Tom Kennedy  
Helen Buttivant  
Anna Patten

**Structure, Governance and Management**

Amherst School Parent Teacher Association (PTA) is governed by the Constitution adopted in 1990 and reviewed in 2003 and 2008. Membership consists of all parents and/or guardians of pupils attending Amherst School and all teachers on the staff of the school. Management of the PTA is vested in a Committee consisting of a Chair, Vice-Chair, Honorary Secretary and Honorary Treasurer, together with a minimum of six other members who serve until the commencement of the next AGM. Temporary vacancies are filled by co-opting existing Committee members to the offices which have been vacated.

**Objectives and Activities**

The object of the Association is to advance the education of the pupils in the school. In furtherance of the object the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school
- b) Engage in activities which support the school and advance the education of the pupils attending it
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority)
- d) Engage in fund raising activities

## Achievements and Performance

Thanks to the continued work of the Committee, the unwavering support of our parents and support from local businesses, the PTA raised net cash and receivable\* funds of £36,951 during the year.

The PTA were able to revert back to their traditional events after a couple of years with a variety of COVID restrictions. Net funds raised from some key fundraising events were:

Christmas Bazaar	£11,178
Summer BBQ	£7,045
Coronation Ball	£6,462*
Quiz Nights	£1,903
Cake and Uniform Sales	£1,700
Team Amherst Merchandise	£822

\*During the year we held our Coronation Ball, which was the first ball held jointly with Riverhead Infant School PTA since 2019, raising a fantastic £6,462 for the school. The transfer of cash for Amherst's share from this event was received at the beginning of the next financial year, but is included in the headline figures above.

After two years of targeted fundraising for The Grand Design Project between 2019-21 the PTA continued its aims from last year of raising funds to be available to the school when needed. As such, the PTA made three donations totalling £14,292 to meet the school's requests for new iPads, new class TV screens and to cover the travel costs for the annual school panto trip.

The match funding scheme raised a total of £4,855 which was lower than last year and represents quite a drop from 2-3 years ago. I would suggest that the families joining the school through the more restrictive "Covid years" of 2020-22 were less informed than previous years about match funding due to this normally being via an in person event that was not possible during this time. This observation will be passed to the next PTA lead team with the recommendation that they hold some sort of Match Funding specific event to try to reignite the enthusiasm for this important method of fundraising.

Unrestricted cash funds of £53,691 and other monetary assets of £6,462 were available at the financial year end to be used for future projects and activities.

Approved by the Trustees on 5th July 2024 and signed on their behalf by:



**Tom Kennedy**  
Trustee



**Receipts and payments accounts**

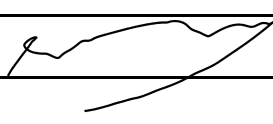
For the period from	01-Sep-22	To	31-Aug-23
---------------------	-----------	----	-----------

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Christmas Bazaar	14,674	-	-	14,674	8,976
Summer BBQ	12,959	-	-	12,959	14,815
Leavers Photos/Disco	736	-	-	736	340
Christmas Secrets Room	1,288	-	-	1,288	1,662
Cake/Uniform Sales	1,794	-	-	1,794	1,589
Artwork4Schools	-	-	-	-	2,327
Advent Calendar	436	-	-	436	611
Quiz Nights	1,968	-	-	1,968	800
Valentines Raffle	161	-	-	161	383
Team Amherst Merchandise	1,858	-	-	1,858	3,070
Mothers Day	-	-	-	-	420
Easter Eggs	-	-	-	-	357
Riverhead Carnival	-	-	-	-	344
Wildlife Calendar	280	-	-	280	-
Movie Night	-	-	-	-	788
Fireworks	147	-	-	147	-
School Disco	2,415	-	-	2,415	1,265
Office Staff Collection	-	-	-	-	366
Deposit Account Interest	210	-	-	210	3
Total Matchfunding	4,855	-	-	4,855	6,797
Other Fundraising	1,378	-	-	1,378	2,191
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>45,159</b>	-	-	<b>45,159</b>	<b>47,105</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	<b>45,159</b>	-	-	<b>45,159</b>	<b>47,105</b>
<b>A3 Payments</b>					
Christmas Bazaar	3,496	-	-	3,496	1,779
Summer BBQ	5,914	-	-	5,914	7,488
Cake/Uniform Sales	94	-	-	94	303
Advent Calendar	10	-	-	10	-
Valentines Raffle	-	-	-	-	68
Christmas Secrets Room	857	-	-	857	679
School Disco	461	-	-	461	395
Team Amherst Merchandise	1,036	-	-	1,036	2,087
Artwork4Schools	-	-	-	-	1,879
Mothers Day	-	-	-	-	378
Quiz Nights	65	-	-	65	-
Movie Night	-	-	-	-	129
Wildlife Calendar	120	-	-	120	-
Leavers Photos/Disco	395	-	-	395	530
Riverhead Carnival	-	-	-	-	25
Jubilee Gifts	-	-	-	-	743
Charities Commission Refund	-	-	-	-	630
Staff Gifts	517	-	-	517	366
Misc Expenses	1,705	-	-	1,705	292
Donations to Amherst School	14,292	-	-	14,292	150,000
	-	-	-	-	-
<b>Sub total</b>	<b>28,962</b>	-	-	<b>28,962</b>	<b>167,771</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

<b>Total payments</b>	28,962	-	-	28,962	167,771
<b>Net of receipts/(payments)</b>	16,197	-	-	16,197	(120,666)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	37,494	-	-	37,494	158,160
<b>Cash funds this year end</b>	53,691	-	-	53,691	37,494

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current A/C	30,696	-	-
	Deposit A/C	22,313	-	-
	PayPal	682	-	-
	<b>Total cash funds</b>	<b>53,691</b>	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Money owed by Riverhead Infant School PTA for share of Spring Ball net funds raised	6,462	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Tom Kennedy	4 July 2024	



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name

Amherst School PTA

**On accounts for the year  
ended**

31 August 2023

**Charity no  
(if any)**

1002301

**Set out on pages**

Receipts and Payments Accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2023.

**Responsibilities and  
basis of report**

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

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:** 1 July 2024

**Name:**

Hannah Diddams

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

The Institute of Chartered Accountants in England and Wales

**Address:**

17 High Street

Brasted

Kent. TN16 1JA

**AMHERST SCHOOL P T A**

England & Wales - Charity number 1002301

---

# Accounts

---



## **Amherst School PTA**

Annual Report for the Financial Year Ending 31 August 2022

Registered Number 1002301

### **Trustees Annual Report**

**Chair :-** Ursula du Toit

**Vice Chair:-** Sam Goddard

**Secretary:-** Sally Elliott

**Treasurer:-** Jo Ruff

**Trustees:** Mr A Reid  
Emma Baker  
Karyn Palmer  
Tom Kennedy  
Anna Patten

### **Structure, Governance and Management**

Amherst School Parent Teachers Association (PTA) is governed by the Constitution adopted in 1990 and reviewed in 2003 and 2008. Membership consists of all parents and/or guardians of pupils attending Amherst School and all teachers on the staff of the school. Management of the PTA is vested in a committee consisting of a Chair, Vice-Chair, Honorary Secretary and Honorary Treasurer, together with a minimum of six other members who serve until the commencement of the next AGM. Temporary vacancies are filled by co-opting existing Committee members to the offices which have been vacated.

### **Objectives and Activities**

The object of the Association is to advance the education of the pupils in the school. In furtherance of the object of the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school
- b) Engage in activities which support the school and advance the education of the pupils attending it
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority)

d) Engage in fund raising activities

### **Achievements and Performance**

Thanks to the continued work of the committee, the unwavering support of the parents and local business, the PTA raised a net amount of £29,334 during the year. The PTA also made a donation to the school of £150,000 for the completely self-funded Amherst Grand Design in Sept 2021 from its Unrestricted funds previously raised over the last couple of years. The PTA also provided each pupil of the school with commentative book mark to celebrate the Queen's Jubilee in Jun 2022.

The PTA found it self in another uncertain year of fundraising due to the continuation implications for the school of Covid 19. Therefore, we had hi-bred year of fundraising activities, remote, restricted to pupil only attendance and full school community attendance.

Some key fund raising events:-

Christmas events	£9,324
Summer BBQ	£7,737
Team Amherst Merchandise	£983
Quiz night	£800
Movie night	£660

The match funding scheme was again really well supported, raising a total of £6,167, received in the year, with the application for additional funding made re the Summer BBQ of £12,472 that as at the financial year end had not been deposited to the charity bank account and not included in the financial year figures.

Unrestricted funds of £37,494 were available at the financial year end to be used for future projects and activities.



## Receipts and payments accounts

CC16a

For the period from	01-Sep-21	To	31-Aug-22
---------------------	-----------	----	-----------

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Christmas Bazaar	8,976	-	-	8,976	11,724
Summer BBQ / BBQ in a Box	14,815	-	-	14,815	1,853
Leavers Photo's /Disco	340	-	-	340	396
Christmas secrets room	1,662	-	-	1,662	1,697
Cake/Ice Cream and 2nd hand uniform sales	1,589	-	-	1,589	3,086
Artwork 4 schools	2,327	-	-	2,327	2,402
Christmas Advent Calander	611	-	-	611	556
Quiz Night	800	-	-	800	1,551
Valentines raffle	383	-	-	383	631
Team Amherst Merchandise	3,070	-	-	3,070	10,896
Mothers day	420	-	-	420	2,490
Easter eggs	357	-	-	357	1,067
Riverhead carnival	344	-	-	344	-
Movie night	788	-	-	788	-
School disco	1,265	-	-	1,265	-
Office staff collection	366	-	-	366	-
Deposit account interest	3	-	-	3	-
Total Matchfunding	6,797	-	-	6,797	32,427
Other fundraising	2,191	-	-	2,191	1,961
Cooking classes x 3				-	2,400
Amherst Cookbook				-	818
Amherst camping				-	170
Fathers day				-	1,753
Non uniform day				-	124
Refunds - Summer BBQ				-	3,888
Photography competition				-	595
1000m Challenge / Amherst Down Under	-	-	-	-	341
Escape room				-	1,126
Great Amherst event				-	1,465
Scavenger hunt				-	1,260

**Sub total(Gross income for AR)**

47,105

-

-

47,105

86,677

**Total receipts**

47,105

#

-

#

-

#

47,105

86,677

### A3 Payments

Christmas Bazaar	1,779	-	-	1,779	2,452
Summer BBQ / BBQ in a box	7,488	-	-	7,488	1,394
Cake/ice cream & 2nd hand uniform sales	303	-	-	303	15
Valentines raffle	68	-	-	68	48
Christmas secrets room	679	-	-	679	774
School disco	395	-	-	395	55
Team Amherst Merchandise	2,087	-	-	2,087	5,917
Artwork 4 schools	1,879	-	-	1,879	1,895
Mothers day	378	-	-	378	1,520
Movie night	129	-	-	129	-
Year 6 Leavers Disco & Photos	530	-	-	530	
Jubilee Gifts - Amherst children	743	-	-	743	
Riverhead carnival	25	-	-	25	
Charities Commission refund	630	-	-	630	
Office staff gifts	366	-	-	366	
Misc expenses	292	-	-	292	230
Donation to Amherst School - New Building	150,000	-	-	150,000	
Escape room	-	-	-	-	290
Summer BBQ - Bouncy Castle	-	-	-	-	3,548

Scavenger hunt	-	-	-	-	34
Cooking class x3	-	-	-	-	97
Amherst Cookbook	-	-	-	-	505
Fathers day	-	-	-	-	1,153
Easter egg events	-	-	-	-	36
Amherst camping	-	-	-	-	8
Quiz night	-	-	-	-	448
Photography competition	-	-	-	-	73
<b>Sub total</b>	<b>167,771</b>	<b>-</b>	<b>-</b>	<b>167,771</b>	<b>20,492</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>167,771</b>	<b>-</b>	<b>-</b>	<b>167,771</b>	<b>20,492</b>
<b>Net of receipts/(payments)</b>	<b>- 120,666</b>	<b>-</b>	<b>-</b>	<b>- 120,666</b>	<b>66,185</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>158,160</b>	<b>-</b>	<b>-</b>	<b>158,160</b>	<b>91,975</b>
<b>Cash funds this year end</b>	<b>37,494</b>	<b>-</b>	<b>-</b>	<b>37,494</b>	<b>158,160</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account A	7,471	-	-
	Bank Account B	30,003	-	-
	Petty cash	20	-	-
	<b>Total cash funds</b>	<b>37,494</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



**Independent examiner's report  
on the accounts**

**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	Charity Name Amherst School PTA		
<b>On accounts for the year ended</b>	31 August 2022	<b>Charity no (if any)</b>	1002301
<b>Set out on pages</b>	Section 3 , Receipts and Payments , Accounts		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 /08 /2022**.

**Responsibilities and basis of report**

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

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:**  **Date:**

**Name:**

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

Address:	<b>65 Mount Pleasant Road</b>
	<b>Weald, Sevenoaks</b>
	<b>Kent TN14 6QB</b>

**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.**

**AMHERST SCHOOL P T A**

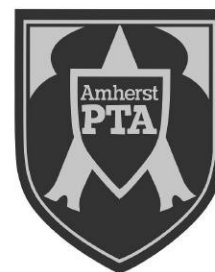
England & Wales - Charity number 1002301

---

# Accounts

---

## **Treasurer's End of Year Accounts 2020/21 (1<sup>st</sup> September 2020-31st August 2021)**



Please find enclosed the following documents to make up the Amherst School PTA 2020/21 Year End Accounts (in order):

- Trustees Annual Report
- Independent examiner's report on the accounts
- Receipts and payments accounts
- Expenses forms for reference with Section A3 of "Receipts and payments accounts" document
- Expenses forms relating to Xmas Bazaar for reference with Section A3 of "Receipts and payments accounts" document
- Monthly bank statements for main PTA account with Natwest Bank (Bank Account A)
- Monthly bank statements for PTA savings account with Natwest Bank (Bank Account B)
- Treasurer Active Banking
- Event Payments sheet
- Match Funding totals
- Treasurer handover letter

### ***Expenses Forms***

The Expenses forms that are included for reference largely do not include the receipts relating to the claim. This is in large part due to us accepting Expenses Claims forms via email to ease the burden in the school office and thus pictures of the receipts were emailed with the forms. As I printed these Expenses Forms to include for reference I deemed it unnecessary to also print the many receipts due to it being a large amount of paper being used and rather time consuming, given the formatting of photos required. However these are all available, on request.

### ***Monthly Bank Statements***

The PTA has two bank accounts with Natwest Bank, the main one where we conduct all of our general banking and a second account that was set up prior to 2019 as it provided more interest. The statements for both accounts are included but the second account has not been actively used during this accounting period, with the odd transaction through the year being any interest earned.

### ***Treasurer Active Banking***

This document is a list of all of the actions that I have taken as treasurer with regards to paying money into the PTA bank account or making payments from the account. All other activity is either linked payments (like Stripe), transfer deposits by companies or individuals or automated payments (like parent kind).

### ***Event Payments Sheet***

This spreadsheet details each event that is listed in section A1 of the accounts and directs the reader to where each payment was received from and how each expense was paid. The way that our

payments system is structured is such that an event will be listed on the pta-events website where payment can be made for this event. These payments are facilitated by the company “Stripe” who then transfer the funds to our bank account. As these transfers are made within a day or two of the payment being made on pta-events they do not correlate with the total made in any event as we may have an event available for purchase over several weeks which thus means lots of payments via Stripe to our bank account. Further to this, Stripe do not differentiate between events so when we quite often have multiple events running the bank account will only see general payments and not payments divided by event. The event totals are thus taken from the pta-events website and not via the amount deposited into the PTA bank account as this would be impossible to calculate.

### ***Match Funding Totals***

This spreadsheet simply lists the amount of each individual match funding payment that we have received with the date, largely for corroboration with our bank account. Match funding is generally paid by one of three or four agencies and is thus often paid as a lump sum for a group of match funding claims from various companies, often on a monthly or specific day basis. We have contacted and thanked those parents whose companies were generous enough to support us via match funding but for the sake of these accounts it would be unnecessary to list details of these.

I hope that with the documents included and the notes that I have provided it will ease the navigation of the annual accounts but please do not hesitate to email me (sharrisoncapital@gmail.com) should you require any further explanation or information.

Steven Harrison

2020/21 Amherst School PTA Treasurer

Amherst School PTA  
Annual report for the financial year ending 31<sup>st</sup> August 2020  
Registered charity number 1002301



### **Trustees Annual Report**

Amherst School PTA  
Witches Lane,  
Riverhead,  
Sevenoaks  
TN13 2AX

**Chair:** Suse Goodwin

**Vice Chair:** Jeni Brown  
Caroline Frazer

**Secretary:** Charlotte Lynch

**Treasurer:** Steven Harrison

**Trustees:** Emma Baker  
Karen Palmer  
Kirsty Payne  
Martin Pope  
Andrew Reid

### **Structure, Governance and Management**

Amherst School Parent Teacher Association (PTA) is governed by the Constitution adopted in 1990 and reviewed in 2003. Membership consists of all parents and/or guardians of pupils attending Amherst School and all teachers on the staff of the school. Management of the PTA is vested in a Committee consisting of a Chair, Vice-Chair, Honorary Secretary and Honorary Treasurer, together with a minimum of six other members who serve until the commencement of the next AGM. Temporary vacancies are filled by co-opting existing Committee members to the offices which have been vacated.

### **Objectives and Activities**

The object of the Association is to advance the education of the pupils in the school. In furtherance of the object the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school
- b) Engage in activities which support the school and advance the education of the pupils attending it
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority)
- d) Engage in fund raising activities

## **Achievements and Performance**

Thanks to the continued work of the Committee, the unwavering support of our parents and support from local businesses, the PTA raised a net amount of £66,185 during the year.

The PTA unfortunately had another uncertain year of fundraising due to the Covid-19 pandemic restrictions but almost 40 events made this a record year for both number of events and total money raised. Some of the key events raised the following:

Christmas events	£9272
Team Amherst Merchandise	£4979
Cake and uniform sales	£3071
Online Cooking Classes	£2303
Great Amherst Event	£1465
Scavenger Hunt	£1226
Mothers Day Hamper	£970

Due to the overwhelming success of the PTA's aim of raising the funds to enable the school to completely self-fund the Amherst Grand Design project, any further donations to the school were deemed by the school as unnecessary this year.

The match funding scheme was again really well supported raising a total of £32,427. This total was particularly impressive given the lack of opportunities for the PTA to host in-person events or events involving a high number of volunteers and saw a significant increase over 2019-20 when the regular Xmas Bazaar raised a majority of the match funding total.

Unrestricted Funds of £157,937 were available at the financial year end to be used for future projects and activities.



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: Amherst School PTA

On accounts for the year ended

31<sup>st</sup> August 2021 Charity no (if any): 1002301

Set out on pages

Section 3, Receipts and Payment Accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and basis of report

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

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: [Signature]

Date: 19/5/22

Name: JOANNA RUFF

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

MAAT

Address:

23, Woodfields, Chipstead, Sevenoaks  
Kent TN13 2RA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.

[Empty disclosure box]

Amherst School PTA	1002301
--------------------	---------

**CC16a**

## Receipts and payments accounts

For the period from	1 <sup>st</sup> Sep 2020	To	31 <sup>st</sup> Aug 2021
------------------------	--------------------------	----	---------------------------

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Bangers and Bingo		-	-	-	522
Christmas Bazaar		-	-	11,724	14,598
Summer BBQ/BBQ in a Box		-	-	1,853	4,539
Riverhead Carnival		-	-	-	90
Movie Night		-	-	-	-
Fireworks		-	-	-	567
School Disco (March)		-	-	-	860
Leavers Disco		-	-	396	-
Secrets Room		-	-	1,697	1,330
Cake and Uniform Sales		-	-	3,086	1,019
Photography Competition		-	-	595	416
Artwork4Schools		-	-	2,402	2,432
Spring Ball		-	-	-	-
Advent Calendar		-	-	556	212
Mini Bazaar		-	-	-	279
Quiz Night/Family Bingo		-	-	1,551	2,155
Valentines Raffle		-	-	631	322
Pancake Sale		-	-	-	254
1000M Challenge/Amherst Down Und		-	-	341	2,720
Escape Rooms		-	-	1,126	728
Great Amherst Event		-	-	1,465	-
Scavenger Hunt		-	-	1,260	-
Team Amherst Merchandise		-	-	10,896	-
Cooking Classes x3		-	-	2,400	-
Amherst Cookbook		-	-	818	-
Amherst Camping/ lockdown activities		-	-	170	77
Fathers Day		-	-	1,753	-
Mothers Day		-	-	2,490	-
non non-uniform day		-	-	124	-
Easter Eggs		-	-	1,067	-
Refunds		-	-	3,888	1,794
Total Matchfunding		-	-	32,427	25,219
Other Fundraising		-	-	1,961	438
<b>Sub total(Gross income for AR)</b>	<b>86,677</b>	-	-	<b>86,677</b>	<b>60,571</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	<b>86,677</b>	-	-	<b>86,677</b>	<b>60,571</b>

**A3 Payments**

Bangers and Bingo	-	-	-	37
Christmas Bazaar	-	-	2,452	1,019
Summer BBQ	-	-	1,394	3,021
Riverhead Carnival	-	-	-	25
Quiz Night/Family Bingo	-	-	448	-
Movie Night	-	-	-	-
Amherst Camping/ lockdown activities	-	-	8	-
Valentines Raffle	-	-	48	-
Fireworks	-	-	-	494
School Disco	-	-	55	340
Secrets Room	-	-	774	601
Photography Competition	-	-	73	107
Artwork4Schools	-	-	1,895	2,016
Advent Calendar	-	-	-	40
Escape Room	-	-	290	368
Bouncy Castle	-	-	3,548	1,794
Scavenger Hunt	-	-	34	-
Team Amherst Merchandise	-	-	5,917	-
Cooking Classes x3	-	-	97	-
Amherst Cookbook	-	-	505	-
Fathers Day	-	-	1,153	-
Mothers Day	-	-	1,520	-
Easter Eggs	-	-	36	-
Cake and Uniform Sales	-	-	15	-
Misc. Expenses	-	-	230	215
Christmas Lunch	-	-	-	185
ICT	-	-	-	1,500
Staffroom refreshments	-	-	-	300
Internet/Broadband	-	-	-	3,000
Books	-	-	-	1,000
School Council	-	-	-	500
Donation to School	-	-	-	-
Other charitable activities	-	-	-	-
Shed Refurbishment	-	-	-	1,075
Grand Design Evening	-	-	-	1,084
Staff Gifts	-	-	-	145
<b>Sub total</b>	<b>20,493</b>	<b>-</b>	<b>20,493</b>	<b>18,721</b>

**A4 Asset and investment purchases, (see table)**

	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>20,493</b>	<b>-</b>	<b>-</b>	<b>20,493</b>	<b>18,721</b>
-----------------------	---------------	----------	----------	---------------	---------------

<b>Net of receipts/(payments)</b>	<b>66,185</b>	<b>-</b>	<b>-</b>	<b>66,185</b>	<b>41,850</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>92,639</b>	<b>-</b>	<b>-</b>	<b>92,639</b>	<b>22,359</b>
<b>Cash funds this year end</b>	<b>158,824</b>	<b>-</b>	<b>-</b>	<b>158,824</b>	<b>64,209</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account A	157,253	-	-
	Bank Account B	887	-	-
	PayPal Account	680	-	-
	<b>Total cash funds</b>	<b>158,820</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval


Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Andrew Reid</i>	A. REID	19/5/22

### Treasurer Active Banking

<b>Date</b>	<b>Reason</b>	<b>In/Out</b>	<b>Amount</b>
09/10/20	easy fundraising chq	Income	55.38
09/10/20	summer term '20 uniform sale	Income	147.75
09/10/20	Paypal giving	Income	213.61
09/10/20	Sep '20 uniform sale	Income	163.35
19/10/20	Paypal Confirmation	Income	0.01
30/10/20	Xmas4schools	Outgoings	1,895.49
05/11/20	Lotteries annual payment	Outgoings	20.00
09/11/20	secrets room	Outgoings	629.00
09/11/20	secrets room	Outgoings	145.12
17/11/20	Amherst School (hoodies)	Outgoings	2,611.43
19/11/20	outstanding branding hoodies	Outgoings	2,298.68
24/11/20	outstanding branding tote bags (german n	Outgoings	295.00
02/12/20	German mkt expense	Outgoings	33.92
07/12/20	online shop expense	Outgoings	388.80
07/12/20	online shop expense	Outgoings	169.50
07/12/20	online shop expense	Outgoings	218.40
07/12/20	online shop expense	Outgoings	147.60
10/12/20	German mkt expense	Outgoings	420.04
11/12/20	Xmas raffle tickets	Income	1,357.00
11/12/20	Silent Auction	Income	142.00
11/12/20	online shop	Income	20.00
11/12/20	Silent Auction	Income	27.50
11/12/20	easy fundraising chq	Income	41.77
11/12/20	Xmas4schools	Income	40.00
23/12/20	Paypal giving	Income	7.50
23/12/20	Refund from School	Income	2,611.43
04/01/21	outstanding branding hoodies	Outgoings	101.27
04/01/21	parentkind annual subscription	Outgoings	111.00

05/01/21 suse expenses	Outgoings	598.87
06/01/21 suse expenses	Outgoings	500.00
19/01/21 bingo deposit	Outgoings	100.00
29/01/21 outstanding branding hoodies (in addition	Outgoings	14.75
09/02/21 online shop expense	Outgoings	54.00
10/03/21 bingo expense	Outgoings	250.00
12/03/21 mothers day expense	Outgoings	130.00
29/03/21 suse expenses	Outgoings	677.88
29/03/21 suse expenses	Outgoings	1,000.00
23/04/21 ark trading hoodies	Outgoings	47.74
05/05/21 summer fair bouncy castle	Outgoings	937.00
12/05/21 yr6 disco hall	Outgoings	55.00
07/06/21 caroline expenses	Outgoings	1,000.00
07/06/21 caroline expenses	Outgoings	424.81
30/06/21 jeni expenses	Outgoings	505.28
07/07/21 fathers day expense	Outgoings	104.16
09/07/21 suse expenses	Outgoings	517.70
09/07/21 suse expenses	Outgoings	51.00
09/07/21 suse expenses	Outgoings	1,000.00
20/07/21 suse expenses	Outgoings	33.00
20/07/21 suse expenses	Outgoings	103.00
22/07/21 young photographer expense	Outgoings	73.39
22/07/21 summer bbq	Outgoings	874.65
19/08/21 cloud marketing water bottles	Outgoings	658.38
19/08/21 ark trading hoodies	Outgoings	1,283.52
26/08/21 Yr 3 2 <sup>nd</sup> hand uniform sale	Income	88.60
26/08/21 Term 3 2 <sup>nd</sup> hand uniform	Income	124.40
26/08/21 Term 2 2 <sup>nd</sup> hand uniform	Income	93.30
26/08/21 easy fundraising chq	Income	29.98

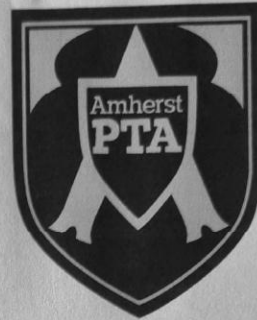
<u>Event</u>	<u>Income</u>	<u>Expenses</u>	<u>Profit</u>
Xmas 4 Schools	2402	1895.49	506.51
Cookie Sale	866.16	14.98	851.18
Great Amherst Event	1465	0	1465
Scavenger hunt	1260	33.85	1226.15
CSI challenge (escape room)	631	290	341
Xmas market	2425	1352.65	1072.35
Xmas Shop	3269.5	991.36	2278.14
Xmas Raffle	3994	108	3886
Advent calendar raffle	556	0	556
Yr 6 games	474	0	474
Silent auction	1561.5	0	1561.5
Secrets Room	1697	774.12	922.88
Festive sweet bags	502	0	502
Additional Team Amherst bags	70	0	70
Team Amherst Hoodies	7520	3731.2	3788.8
Family bingo	1551	448.49	1102.51
school uniform day	124	0	124
Den building	118	7.5	110.5
Jan '21 escape room	495	0	495
Amherst down under	341	0	341
Best dressed cress	11	0	11
Family curry cooking class	510	0	510
Toilet roll competition	41	0	41
Valentines hamper	631	48.34	582.66
Mothers day hamper	2490	1520.29	969.71
Easter cupcakes class	735	97.36	637.64
Easter eggs	1067	35.9	1031.1

Young photographer	595	73.39	521.61
Pizza making class	1155	0	1155
Pick n mix sweets	519	0	519
Team Amherst water bottles	3290	2083.19	1206.81
Amherst Cook Book	817.5	505.28	312.22
Fathers day fun bucket	1752.5	1153.45	599.05
Dinners and winners bbq	1852.5	1394.06	458.44
July ice cream sale	464	0	464
Yr 6 disco	396	55	341
Online uniform donations	117		117
Parent Donations	1408.25		1408.25
Sports Day Ice Pops		33	-33
Car window sticker	16	103	-87
Various PTA Expenses		230	-230
Amazon smile	204.87		204.87
Easyfundraising	127.13		127.13
PayPal Giving	221.12		221.12
Uniform Sales	617.4		617.4
Payments later refunded		3548.43	-3548.43
Refunds	3888.43		3888.43
Fees		146.78	-146.78
Match Funding	32427.46		32427.46
Totals	86676.32	20675.11	66001.21
Bank A/C profit	66181.16		

### Match Funding

30/09/20	10
20/10/21	2000
22/10/21	500
30/10/21	10
11/11/21	30
18/11/21	505
30/11/21	10
18/12/21	495
21/12/21	1000
23/12/21	500
23/12/21	2765
29/12/21	10
11/01/21	2878.34
29/01/21	5100
29/01/21	10
05/02/21	12.5
15/02/21	510
26/02/21	304.37
17/03/21	889
07/04/21	808
07/04/21	2545
16/04/21	1354
29/04/21	500
10/05/21	350
28/05/21	5446
01/06/21	1195
29/06/21	529
05/07/21	1752.5
12/07/21	408.75

32427.46



To whom it may concern,

I confirm that as of 15<sup>th</sup> September 2021 I no longer have any access to bank accounts, email addresses, website log ins or any other information regarding Amherst PTA that I was entrusted with as Treasurer of the PTA. These were all handed over to the new PTA Treasurer on this day.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Steven Harrison', written in a cursive style.

Steven Harrison

2019-2021 Amherst PTA Treasurer