

**Riverhead Infants' School Parent Teacher Association**  
**Trustees Annual Report For The Financial Year Ending 31 August 2022**  
**Registered Charity Number 1024375**

**CHARITY TRUSTEES**

Danielle Joyce, Angharad Salmon, Rebecca Skinner, Angharad Swain, Maria Holden,  
Sandra Bradley, Helene Bligh

**REGISTERED ADDRESS**

Worships Hill, Riverhead, Sevenoaks, Kent TN13 2AS.

**OBJECTIVES AND ACTIVITIES**

The objective of the Riverhead Infants' School Parent Teacher Association (the PTA) is to advance the education of the pupils in the School. The PTA may:

- Develop relationships between staff, parents and others associated with the school;
- Engage in activities which support the School and advance the education of the pupils;
- Provide and assist in the provision of facilities for education at the School, not normally provided by the Local Education authority; and
- Engage in fund raising activities.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The PTA is governed by the Constitution adopted 6<sup>th</sup> July 1993. Membership consists of all parents, guardians and carers of any pupil attending Riverhead Infants' School (the School) and all staff (teaching and non-teaching) currently employed by the School. Management of the PTA is vested in a Committee consisting of at least one representative per class group, a minimum of one teacher and the following Officers: Chair, Vice-Chair, Treasurer, Secretary.

For the year ended 31 August 2022, the PTA Committee was headed by the Officers listed below:

<b>CHAIR</b>	Danielle Joyce (elected October 2019)
<b>TREASURER</b>	Angharad Salmon (elected October 2019)
<b>SECRETARY</b>	Maria Holden (elected October 2019)

**Riverhead Infants' School Parent Teacher Association**  
**Trustees Annual Report For The Financial Year Ending 31 August 2022**  
**Registered Charity Number 1024375**

**STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)**

For the year to 31 August 2021, the Officers of the PTA Committee were as follows:

CHAIR	Danielle Joyce (elected October 2019)
VICE-CHAIRS	Hayley Hansford (elected October 2019, resigned October 2021) Emily Pegg (elected October 2019, resigned October 2021) Rebecca Skinner (elected October 2021) Angharad Swain (elected October 2021)
TREASURER	Angharad Salmon (elected October 2019)
SECRETARY	Maria Holden (elected October 2019)

**ACHIEVEMENTS AND PERFORMANCE**

The PTA enjoyed another successful year raising net funds before payments for charitable activities totalling £15,094 (2021: £11,611). COVID19 continued to partially restrict the fundraising activities of the PTA with indoor gatherings of people not being possible for much of the year. As such the Michaelmas Market and Spring Ball - both traditionally large fundraising events for the PTA - were not held. On a more positive note the School held its first Summer Fair since 2019 raising an impressive £6,864. The event was well enjoyed by all. The PTA also successfully raised £3,416 (2021: £4,620) through Michaelmas activities; namely an advent calendar raffle and a Christmas hamper raffle. A raffle was also held at Easter raising £657. Nearly new, cake and ice cream sales throughout the year contributed £1,845 and movie nights £2,401 to the total of funds raised.

In the year, the PTA provided the School with funds of £12,444 (2021: £21,149) and as at year end had pledged a further £2,000 for the building of a ramp, £7,000 for the surfacing of the football cage with astroturf and £15,000 for the replacement of the friendship shelter. These sums were unpaid as at year end. The funds provided to the School in the year ended 31 August 2022 provided a classroom resource kitty for each teacher, supported the School's Wellbeing Garden project and enabled each year group to go on an educational outing through the provision of coaches. A significant sum (£5,000) was donated to the School to contribute to the playground renovations. The PTA also funded a welcome gift (water bottle and lunch bands) for all new entrants into the school, and supported the School's Jubilee celebrations, Starlight Safari event and Summer Carnival event. The PTA invested in the following capital items in the year: nine gazebos and a candy floss machine.

Surplus funds of £33,202 (2021: £29,283) were available at the financial year end. None of this could have been achieved without the dedication and hard work of the Committee, or the selfless help and support of the parents and teachers of the School.

The accounts have been drawn up on the receipts and payments basis, which is consistent with the previous year.

Approved by the Trustees on 13 October 2022 and signed on their behalf by:

Danielle Joyce (Chair) 

**Riverhead Infants' School Parent Teacher Association**  
**Trustees Annual Report For The Financial Year Ending 31 August 2022**  
**Registered Charity Number 1024375**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RIVERHEAD INFANTS' SCHOOL PARENT TEACHER ASSOCIATION**

I report on the accounts of the Riverhead Infants School Parent Teacher Association for the year ended 31 August 2022.

**RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER**

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this financial 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;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 1345(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 under section 1345(5)(b) of the 2011 Act. 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 the Trustees concerning any such matters. The procedures undertaken do not provide all of 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:

- 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 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michelle Kemp  
6 The Old Garden  
Sevenoaks, Kent  
TN13 2RJ  
13 October 2022

**STATEMENT OF RECEIPTS AND PAYMENTS**

The funds are unrestricted

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS FROM FUNDRAISING ACTIVITIES</b>		
Canvas Bags	0	636
Carols on the Common	301	0
Firework Tickets	793	0
Miscellaneous	1	674
Jotters	0	653
Michaelmas Activities	3,489	5,285
Nearly New Uniform Sales and Cake Sales	1,606	1,102
Quiz Night	624	0
Riverhead Carnival	726	0
Thank yous for teachers	0	627
Summer toy raffle	0	1,095
Tea Towels	1,723	615
Ice lollies	421	314
Summer Fair	11,996	395
External fundraisers	692	683
Leaver's Hoodies	1,552	1,370
Movie Night	2,779	1,998
Stripe and Square Fees	0	0
Lunch Wristbands	0	0
Easter Raffle and Decorate an Egg	696	1,155
Bangers and Bingo	474	0
Other Income & Payments	0	1,267
Silly Billy Easter Party	0	426
	<b>27,872</b>	<b>18,298</b>
<b>RECEIPTS FROM CHARITABLE ACTIVITIES</b>		
Christmas	385	1,173
School Disco	884	590
Jubilee Celebration	0	0
Term Cards	0	0
Starlight Safari	0	0
Summer Carnival Event	0	25
Sports Day	0	0
	<b>1,268</b>	<b>1,788</b>
<b>INVESTMENT INCOME</b>		
Bank Interest	16	4
<b>TOTAL RECEIPTS</b>	<b>29,156</b>	<b>20,086</b>

	2022 £	2021 £
<b>COSTS OF GENERATING FUNDS</b>		
Canvas Bags	0	-407
Carols on the Common	-217	0
Firework Tickets	-632	0
Miscellaneous	-1,207	-938
Jotters	0	-843
Michaelmas Activities	-73	-665
Nearly New Uniform Sales and Cake Sales	-343	0
Quiz Night	0	0
Riverhead Carnival	-344	0
Thank yous for teachers	-1,010	-877
Summer toy raffle	0	0
Tea Towels	-1,067	-355
Ice lollies	-40	-141
Summer Fair	-5,132	-160
External fundraisers	-67	0
Leaver's Hoodies	-1,453	-1,292
Movie Night	-379	-240
Stripe and Square Fees	-581	-457
Lunch Wristbands	0	-231
Easter Raffle and Decorate an Egg	-39	0
Bangers and Bingo	-76	0
Other Income & Payments	0	0
Silly Billy Easter Party	0	-150
	<b>-12,658</b>	<b>-6,556</b>
<b>PAYMENTS FOR CHARITABLE ACTIVITIES</b>		
Christmas	-635	-1,612
School Disco	-389	-60
Jubilee Celebration	-338	0
Term Cards	0	0
Starlight Safari	-66	0
Summer Carnival Event	-614	-450
Sports Day	0	0
<i>Resources for the School:</i>		
Classroom Resources	-1,093	-11,897
Books and Contribution to Library	0	-5,999
Educational Visits and Shows	-3,550	0
Outdoor Resources	-5,760	-1,131
	<b>-12,444</b>	<b>-21,149</b>
<b>GOVERNANCE COSTS</b>		
Lotteries Registration	-20	-20
Parentkind Membership	-116	-111
Bank Charges	0	0
	<b>-136</b>	<b>-131</b>
<b>TOTAL PAYMENTS</b>	<b>-26,238</b>	<b>-27,836</b>
<b>NET RECEIPTS/(PAYMENTS)</b>	<b>3,918</b>	<b>-7,750</b>
<b>CASH AT START OF YEAR</b>	<b>29,283</b>	<b>37,033</b>
<b>CASH AT END OF YEAR</b>	<b>33,202</b>	<b>29,283</b>
<b>CASH PER BANK RECONCILIATION</b>	<b>33,202</b>	<b>29,283</b>

<b>NET INCOME FROM CHARITABLE ACTIVITIES</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>NET INCOME FROM FUNDRAISING ACTIVITIES</b>		
Canvas Bags	0	229
Carols on the Common	84	0
Firework Tickets	161	0
Miscellaneous	-1,206	-264
Jotters	0	10
Michaelmas Activities	3,416	4,620
Nearly New Uniform Sales and Cake Sales	1,264	1,102
Quiz Night	624	0
Riverhead Carnival	382	0
Thank yous for teachers	-1,010	-250
Summer toy raffle	0	1,095
Tea Towels	656	260
Ice lollies	381	173
Summer Fair	6,864	236
External fundraisers	625	683
Leaver's Hoodies	99	78
Movie Night	2,401	1,758
Stripe and Square Fees	-581	-457
Lunch Wristbands	0	-231
Easter Raffle and Decorate an Egg	657	1,155
Bangers and Bingo	398	0
Other Income & Payments	0	1,267
Silly Billy Easter Party	0	276
	<b>15,214</b>	<b>11,739</b>
<b>INVESTMENT INCOME</b>		
Bank Interest	16	4
<b>GOVERNANCE COSTS</b>		
Lotteries Registration	-20	-20
Parentkind Membership	-116	-111
	<b>-136</b>	<b>-131</b>
<b>TOTAL NET FUNDS RAISED</b>	<b>15,094</b>	<b>11,612</b>