

**Riverhead Infants' School Parent Teacher Association**  
**Trustees Annual Report For The Financial Year Ended 31 August 2024**  
Registered Charity Number 1024375

**CHARITY TRUSTEES**

Rebecca Skinner, Angharad Swain, Mridula Murali, Hannah Diddams, Vicki Grimwood, Bridget Wolfe

**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 pupils at the School. This is achieved by:

- Developing relationships between staff, parents and others associated with the school;
- Engaging in activities which support the School and advance the education of its pupils;
- Assisting in the provision of educational facilities and equipment at the School; and
- Engaging in fund raising activities.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The PTA is governed by the Constitution adopted 8<sup>th</sup> July 1993, as amended on 19 October 2022. Membership consists of all parents, guardians and carers of pupils attending Riverhead Infants' 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-Chairs and Treasurer.

For the year ended 31 August 2024, the PTA Committee was headed by the Officers listed below:

CHAIR	Rebecca Skinner
VICE-CHAIRS	Angharad Swain (resigned March 2024) Mridula Murali
TREASURER	Hannah Diddams

For the year to 31 August 2023, the Officers of the PTA Committee were as follows:

CHAIR	Rebecca Skinner (elected October 2021)
VICE-CHAIRS	Angharad Swain (elected October 2021) Mridula Murali (elected October 2022)
TREASURER	Hannah Diddams (elected October 2022)

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**ACHIEVEMENTS AND PERFORMANCE**

The PTA had a successful year of fundraising, with net funds raised before payments for charitable activities totalling £17,910 (2023: £22,238). The fundraising highlight was our annual Spring Fair raising an impressive £7,571 (2023: £6,662). The PTA also successfully raised £2,320 (2023: £2,650) from raffles, namely the advent calendar, Christmas hamper and Easter egg raffles. Nearly new and cake sales throughout the year contributed £1,337 (2023: £1,297), movie nights £1,111 (2023: £1,049) and quiz nights £591 (2023: £1,030). Finally, the PTA participated in the Tesco 'Blue Chip' Scheme for the second year in a row, receiving a fantastic £1,000.

Throughout the year, the PTA supported some wonderful projects at the School, providing total funds of £25,661 (2023: £45,701). Firstly, funding was provided for completion of the interior finishes and furnishings in the new outdoor reading, with costs totalling £4,557. Later in the year saw the development of the forest school area, with the PTA funding new fencing at a total cost of £7,031. The PTA also purchased waterproofs for the forest school, costing £1,007. The summer months saw the construction of a new outdoor stage and mud kitchen, costing £4,500. A further £3,915 of funds enabled each year group to go on an educational outing through the provision of coaches. Furthermore, the PTA supported the School's Christmas activities, Starlight Safari event and general classroom resources.

Surplus funds of £1,988 (2023: £9,739) 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 help and support of the parents and teachers of the School.

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

Approved by the Trustees on 19 September 2024 and signed on their behalf by:

Rebecca Skinner (Chair)

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

I report to the trustees on the accounts of the Riverhead Infants' School Parent Teacher Association for the year ended 31 August 2024.

**RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER**

The Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The Trustees consider that an audit is not required for this financial year under section 144(2) of 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 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission under section 145(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**

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 2011 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 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.

Tara Wright  
31 Serpentine Road  
Sevenoaks  
TN13 3XR  
Date: 23 May 2025

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**STATEMENT OF RECEIPTS AND PAYMENTS**

*The funds are unrestricted*

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS FROM FUNDRAISING ACTIVITIES</b>		
Spring/Summer Fair	10,578	8,663
Spring Ball and Dress Swap	-	15,448
Nearly New Uniform and Cake Sales	1,541	1,507
Movie Night	1,234	1,226
Miscellaneous	2,069	1,836
Christmas Carols	444	820
Advent Calendar Raffle	498	526
Christmas Hamper Raffle	1,535	1,661
Christmas Wreath Workshop	1,620	880
Quiz Nights	910	1,534
Easter Egg Raffle	395	582
Bangers and Bingo	679	595
School Disco	1,126	1,150
Pizza Making and Wine Tasting Events	1,053	1,742
Riverhead Carnival	315	-
Magician Show	-	1,049
Tea Towels	1,983	1,502
Break the Rules Day	339	-
External fundraisers	328	687
Leavers' Hoodies	1,517	1,554
Fireworks Tickets	-	425
Stripe and Classlist Fees	-	-
Sports Day	186	114
	<b>28,350</b>	<b>43,501</b>
<b>INVESTMENT INCOME</b>		
Bank Interest	108	170
<b>TOTAL RECEIPTS</b>	<b>28,458</b>	<b>43,671</b>

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<b>STATEMENT OF RECEIPTS AND PAYMENTS (Continued)</b>	<b>2024</b>	<b>2023</b>
<i>The funds are unrestricted</i>	<u>£</u>	<u>£</u>
<b>COSTS OF GENERATING FUNDS</b>		
Spring/Summer Fair	(3,007)	(2,001)
Spring Ball and Dress Swap	-	(10,839)
Nearly New Uniform and Cake Sales	(204)	(210)
Movie Night	(123)	(177)
Miscellaneous	(87)	(82)
Christmas Carols	(350)	(630)
Advent Calendar Raffle	(28)	-
Christmas Hamper Raffle	(79)	(73)
Christmas Wreath Workshop	(1,402)	(755)
Quiz Nights	(319)	(504)
Easter Egg Raffle	-	(46)
Bangers and Bingo	(185)	(62)
School Disco	(469)	(448)
Pizza Making and Wine Tasting Events	(785)	(1,234)
Riverhead Carnival	-	-
Magician Show	-	(165)
Tea Towels	(1,373)	(1,216)
Break the Rules Day	-	-
External fundraisers	-	-
Leavers' Hoodies	(1,367)	(1,566)
Fireworks Tickets	-	(340)
Stripe and Classlist Fees	(596)	(925)
	<u><b>(10,375)</b></u>	<u><b>(21,273)</b></u>
<b>PAYMENTS FOR CHARITABLE ACTIVITIES</b>		
Christmas Activities	(846)	(537)
Thank Yous for Teachers	(164)	(363)
Mrs Bligh's Leaving Tea	-	(261)
Starlight Safari	(108)	(15)
Classroom Resources	(3,242)	-
General Resources	(291)	-
Educational Visits and Shows	(3,915)	(4,500)
Outdoor Resources	(17,096)	(40,026)
	<u><b>(25,661)</b></u>	<u><b>(45,701)</b></u>
<b>GOVERNANCE COSTS</b>		
Lotteries Registration	(20)	(20)
Parentkind Membership	(153)	(140)
	<u><b>(173)</b></u>	<u><b>(160)</b></u>
<b>TOTAL PAYMENTS</b>	<u><b>(36,209)</b></u>	<u><b>(67,134)</b></u>
<b>TOTAL NET MOVEMENT IN FUNDS</b>	<u><b>(7,751)</b></u>	<u><b>(23,463)</b></u>

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<b>STATEMENT OF RECEIPTS AND PAYMENTS (Continued)</b>	<b>2024</b>	<b>2023</b>
<i>The funds are unrestricted</i>	<u>£</u>	<u>£</u>
<b>NET INCOME FROM FUNDRAISING ACTIVITIES</b>		
Spring/Summer Fair	7,571	6,662
Spring Ball and Dress Swap	-	4,609
Nearly New Uniform and Cake Sales	1,337	1,297
Movie Night	1,111	1,049
Miscellaneous	1,983	1,754
Christmas Carols	94	190
Advent Calendar Raffle	470	526
Christmas Hamper Raffle	1,456	1,588
Christmas Wreath Workshop	218	125
Quiz Nights	591	1,030
Easter Egg Raffle	395	536
Bangers and Bingo	494	533
School Disco	657	702
Pizza Making and Wine Tasting Events	268	508
Riverhead Carnival	315	-
Magician Show	-	884
Tea Towels	610	286
Break the Rules Day	339	-
External fundraisers	328	687
Leavers' Hoodies	150	(12)
Fireworks Tickets	-	85
Stripe and Classlist Fees	(596)	(925)
Sports Day	186	114
	<u><b>17,975</b></u>	<u><b>22,228</b></u>
<b>PAYMENTS FOR CHARITABLE ACTIVITIES</b>	<b>(25,661)</b>	<b>(45,701)</b>
<b>INVESTMENT INCOME</b>		
Bank Interest	<b>108</b>	<b>170</b>
<b>GOVERNANCE COSTS</b>		
Lotteries Registration	(20)	(20)
Parentkind Membership	(153)	(140)
	<u><b>(173)</b></u>	<u><b>(160)</b></u>
<b>TOTAL NET MOVEMENT IN FUNDS</b>	<u><u><b>(7,751)</b></u></u>	<u><u><b>(23,463)</b></u></u>
<b>CASH AT START OF YEAR</b>	<b>9,739</b>	<b>33,202</b>
<b>CASH AT END OF YEAR</b>	<b>1,988</b>	<b>9,739</b>

*The Charity had no other assets or liabilities as at the 31 August 2024 or 31 August 2023.*