

Riverhead Infants' School Parent Teacher Association
Trustees Annual Report For The Financial Year Ended 31 August 2023
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 8th 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 2023, the PTA Committee was headed by the Officers listed below:

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

For the year to 31 August 2022, the Officers of the PTA Committee were as follows:

CHAIR	Danielle Joyce (elected October 2019, resigned October 2022)
VICE-CHAIRS	Rebecca Skinner (elected October 2021) Angharad Swain (elected October 2021)
TREASURER	Angharad Salmon (elected October 2019, resigned October 2022)
SECRETARY	Maria Holden (elected October 2019, resigned October 2022)

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ACHIEVEMENTS AND PERFORMANCE

The PTA saw many changes this year, not only with a new team of Officers, but also a new management team at the school, who welcomed Mr King as head teacher. It was a successful year of fundraising, with net funds raised before payments for charitable activities totalling £22,228 (2022: £16,719). The fundraising highlight of the year was the Coronation Ball, which was the first ball held jointly with Amherst School PTA since 2019, raising a fantastic £4,609 for the School. This was followed by our annual Summer Fair raising an impressive £6,662 (2022: £6,864). The PTA also successfully raised £2,650 (2022: £4,073) from raffles, namely the advent calendar, Christmas hamper and Easter egg raffles. There were some new events too, comprising the children's magician show, take home pizza making kits and Christmas wreath workshop, raising £884, £508 and £125 respectively. Nearly new and cake sales throughout the year contributed £1,297 (2022: £1,264), quiz nights £1,030 (2022: £624) and movie nights £1,049 (2022: £2,401). Finally, the PTA participated in the Tesco 'Blue Chip' Scheme, receiving a fantastic £1,000.

Throughout the year, the PTA supported some wonderful projects at the School, providing total funds of £45,701 (2022: £12,681). The largest project was the replacement of the Friendship Shelter, with a donation of £21,200 to fully fund the new structure. After Easter, construction of the new outdoor reading room was well underway, with completion of the main structure in the summer term. The PTA have contributed £16,926 for the work to date, with the interior finishes planned for next autumn. A further £4,500 of funds enabled each year group to go on an educational outing through the provision of coaches and £2,000 was donated from the new ramp to improve accessibility at the front of the school. Furthermore, the PTA supported the School's Christmas activities, Starlight Safari event, Mrs Bligh's leaving tea and Summer Carnival event.

Surplus funds of £9,739 (2022: £33,202) 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 12 September 2023 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 2023.

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.

Joanna Ruff
23 Woodfields
Sevenoaks, Kent
TN13 2RA
21 June 2024

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STATEMENT OF RECEIPTS AND PAYMENTS

The funds are unrestricted

	2023	2022
	£	£
RECEIPTS FROM FUNDRAISING ACTIVITIES		
Pizza Making Events	1,742	-
Christmas Carols	820	301
Firework Tickets	425	793
Miscellaneous	1,836	1
Advent Calendar Raffle	526	481
Christmas Hamper Raffle	1,661	3,008
Christmas Wreath Workshop	880	-
Nearly New Uniform and Cake Sales	1,507	1,606
Quiz Nights	1,534	624
Riverhead Carnival	-	726
Magician Show	1,049	-
Tea Towels	1,502	1,723
Ice lollies	-	421
Summer Fair	8,663	11,996
External fundraisers	687	692
Leavers' Hoodies	1,554	1,552
Movie Night	1,226	2,779
Spring Ball and Dress Swap	15,448	-
Easter Egg Raffle	582	696
Bangers and Bingo	595	474
School Disco	1,150	884
Sports Day	114	-
	43,501	28,756
RECEIPTS FROM CHARITABLE ACTIVITIES		
Christmas Activities	-	385
Jubilee Celebration	-	-
Thank yous for teachers	-	-
Mrs Bligh's leaving tea	-	-
Starlight Safari	-	-
Summer Carnival Event	-	-
	-	385
INVESTMENT INCOME		
Bank Interest	170	16
TOTAL RECEIPTS	43,671	29,157

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STATEMENT OF RECEIPTS AND PAYMENTS (Continued)

The funds are unrestricted

	2023	2022
	£	£
COSTS OF GENERATING FUNDS		
Pizza Making Events	(1,234)	-
Christmas Carols	(630)	(217)
Firework Tickets	(340)	(632)
Miscellaneous	(83)	(1,207)
Advent Calendar Raffle	-	-
Christmas Hamper Raffle	(73)	(73)
Christmas Wreath Workshop	(755)	-
Nearly New Uniform and Cake Sales	(210)	(343)
Quiz Nights	(504)	-
Riverhead Carnival	-	(344)
Magician Show	(165)	-
Tea Towels	(1,216)	(1,067)
Ice lollies	-	(40)
Summer Fair	(2,001)	(5,132)
External fundraisers	-	(67)
Leavers' Hoodies	(1,566)	(1,453)
Movie Night	(177)	(379)
Stripe and Classlist Fees	(925)	(581)
Spring Ball and Dress Swap	(10,839)	-
Easter Egg Raffle	(46)	(39)
Bangers and Bingo	(62)	(76)
School Disco	(448)	(389)
Sports Day	-	-
	(21,273)	(12,037)
PAYMENTS FOR CHARITABLE ACTIVITIES AT THE SCHOOL		
Christmas Activities	(537)	(635)
Jubilee Celebration	-	(338)
Thank yous for teachers	(363)	(1,010)
Mrs Bligh's leaving tea	(261)	-
Starlight Safari	(15)	(66)
Summer Carnival Event	-	(614)
FUNDING OF RESOURCES FOR THE SCHOOL		
Classroom Resources	-	(1,093)
Educational Visits and Shows	(4,500)	(3,550)
Outdoor Resources	(40,026)	(5,760)
	(45,701)	(13,066)
GOVERNANCE COSTS		
Lotteries Registration	(20)	(20)
Parentkind Membership	(140)	(116)
	(160)	(136)
TOTAL PAYMENTS	(67,134)	(25,239)
NET (PAYMENTS)/RECEIPTS	(23,463)	3,918

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STATEMENT OF RECEIPTS AND PAYMENTS (Continued)	2023	2022
<i>The funds are unrestricted</i>	£	£
NET INCOME FROM FUNDRAISING ACTIVITIES		
Pizza Making Events	508	-
Christmas Carols	190	84
Firework Tickets	85	161
Miscellaneous	1,753	(1,206)
Advent Calendar Raffle	526	481
Christmas Hamper Raffle	1,588	2,935
Christmas Wreath Workshop	125	-
Nearly New Uniform and Cake Sales	1,297	1,264
Quiz Nights	1,030	624
Riverhead Carnival	-	382
Magician Show	884	-
Tea Towels	286	656
Ice lollies	-	381
Summer Fair	6,662	6,864
External fundraisers	687	625
Leavers' Hoodies	(12)	99
Movie Night	1,049	2,401
Stripe and Classlist Fees	(925)	(581)
Spring Ball and Dress Swap	4,609	-
Easter Egg Raffle	536	657
Bangers and Bingo	533	398
School Disco	702	495
Sports Day	114	-
	22,228	16,719
NET PAYMENTS FOR CHARITABLE ACTIVITIES	(45,701)	(12,681)
INVESTMENT INCOME		
Bank Interest	170	16
GOVERNANCE COSTS		
Lotteries Registration	(20)	(20)
Parentkind Membership	(140)	(116)
	(160)	(136)
TOTAL NET MOVEMENT IN FUNDS	(23,463)	3,918
CASH AT START OF YEAR	33,202	29,283
CASH AT END OF YEAR	9,739	33,202