



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	08	2022		31	07

## Section A Reference and administration details

<b>Charity name</b>	Wivelsfield County Primary School Parent Teacher Association	
<b>Other names charity is known by</b>	Wivelsfield Primary School and Nursery PTA	
<b>Registered charity number (if any)</b>	1033350	
<b>Charity's principal address</b>	Wivelsfield Primary School	
	South Road	
	Wivelsfield Green	
	<b>Postcode</b>	RH17 7QN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lou Blake	Chair		
2	Sarah Theakstone	Vice Chair		
3	Tanya Hadfield Walker	Treasurer		
4	Leanne Teo	Secretary		
5	Gail Morgan			
6	Rhea Varley. September to January			
7	Claire Usher			
8	Stella Phillips			
9	Faye Strong			
10	Bryony Sinclair			
11	Gemma Rogers			
12	Alice Melliush			
13	Stewart Hornby			
14	Cathy Sturgess			
15	Jessica Awcock (teacher)			
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

--

Section B

Structure, governance and management

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Constitution 12/10/1993
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>● policies and procedures adopted for the induction and training of trustees;</li> <li>● the charity’s organisational structure and any wider network with which the charity works;</li> <li>● relationship with any related parties;</li> <li>● trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	
--	--

Section C

Objectives and activities

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

To advance the education of the pupils in the school particular by:

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

Running events for the school and raising funds to support the provision of resources for the school and additional experiences for the pupils via a contribution to the cost of specific items or general expenses lines that match the charity's stated objectives.

The Trustees are aware of and have regard to the guidance issued by the Charity Commission on public benefit.

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

**Additional details of objectives and activities (Optional information)**

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

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

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Firstly, we wanted to say a big thank you to everyone once again for your continued support.

We had a super successful year and this could not have been achieved without all of your help, whether that be through donations, helping out at events or simply supporting everything we have done throughout this academic year...we cannot thank you enough!

We operated three successful school fayres and a record breaking refreshments stand at the London to Brighton Bike Ride. We also produced our first cookbook as well as our usual discos.

As you can see below the budget is looking really healthy for 23/24 and this will truly benefit all the children at Wivelsfield. Next year we are looking to spend a big chunk of these funds on enhancing the children's forest school experiences and also supporting the expansion of the school into the nursery, making sure all our little Wrens get off to the best possible start here at Wivelsfield!!! We will also continue to donate to each individual class so they can purchase their own wish lists of resources.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

To hold cash reserves to the value of £2000. This is to mitigate any potential impact from the charity suffering from a shortfall of fundraising.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

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

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

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Lou Blake

Full name(s)

Lou Blake

Position (eg Secretary, Chair, etc)

Chair

Date

5/7/24



### **Independent examiner's report to the trustees of Wivelsfield Primary School PTA**

I report to the trustees on my examination of the accounts of the Wivelsfield Primary School PTA (the "Charity") for the year ended 31 July 2023.

### **Responsibilities and basis of report**

As the charity trustees of the Charity 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 Charity'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.

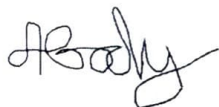
### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records;
3. the accounts do 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.

Signed:



Name: Ailsa Body (FCA)

Relevant membership of professional bodies: Institute of Chartered Accountants in England and Wales (ICAEW)

Address: 28 Woodhall Close, Cuckfield, West Sussex, RH17 5HJ

Date: 20<sup>th</sup> September 2023

Signed off.

20.9.23. ~~W. Lane~~ (Chair of PTA) Louise Blane



## **Recommendations:**

### **1. Petty cash**

The petty cash level through income at the end of the year is rather high (£1,305). For an organisation this size it would normally be in the order of a few tens of pounds, often labelled "miscellaneous income". In future years, if the amount was again of this order, it would be prudent to allocate to a given income stream. This will help the transparency of the accounts.

### **2. Profitability of events**

Within your accounts, if not already present within your workings, it would be useful to have a column netting off the income and expenditure for each event, so you have an easy way of viewing the profitability on an event-by-event basis. It would take minutes to prepare and would help in the planning of future events should resources become more limited going forward. E.g. if an event run predominantly for fundraising took a lot of time / volunteers to prepare but didn't raise much money, the resources could be more effectively allocated. This, obviously, doesn't include other elements of the PTA, which are predominantly to enhance the community.

### **3. Internet banking**

I can't see evidence of internet banking? This would be useful for the transparency of payments and, after the initial pain of setting it up, will make payments to volunteers for expenses easy and faster. It's better to avoid cash payments for items wherever possible to reduce the risk of errors and the perception of fraud.

### **4. Cash management**

There is currently a large balance in your current account. This is likely to have a lower rate of interest than your reserve account. If a current account is used for more payments, it is also more at risk (though still at a very low level) of cloning leading to theft etc.

Given the surplus at year end it would be beneficial to move funds to your reserve account or similar. If you haven't yet set up internet banking (point 3), this would be another useful reason to do so. Access to accounts online mean that, for most accounts, money can be moved instantly to benefit from the additional security and interest.

### **5. Allocated funds**

I can't see if you have this, but a listing of future expected expenditures is useful within the accounts. It helps motivate for future fundraising (if it is seen there are large amounts of cash at present, people may be less inclined to be proactive for example). It is also a useful tool to ensure the school utilises funds available to them but considers that the funds are limited and hard won. Such funds could be kept in the reverse account.

It was a successful year for fundraising! Congratulations everyone!



**Wivelsfield Primary School PTA**  
Registered Charity No: 1033350

Treasurer: Tanya Walker, 9 Fair Place, South Road, Wivelsfield Green, RH11 7QR

**Accounts for the year ended 31 July 2023**

**Income**

Christmas Fete	4,822
Summer fayre	3,756
May Fair	2,843
Easter events	136
L2B bike ride	5,065
Sports Day	312
Yr 5/6 production	403
Tea Towels	739
100 Club	825
Cake sales	0
School Disco's	882
Charity Bin	882
Donations - Charities Trust	0
Waitrose	0
Wivelsfield Parish Council	0
Easyfundraising	855
PTA Big Raffle	36
PA Equipment	1,500
Misc	585
Golf Days	0
grand national sweepstake	66
mothers day shop	370
cook book	350
Childrens Xmas Cards	169
Frozen Friday	282
Movie Night	0
KS1 Party	0
Big Bang	0
Non Uniform Day	0
Penny Jars	249
Petty Cash	1,305
Second hand uniform	106
Foreign Coin Collection	0
Nativity Refreshments	49

**Total fundraising receipts**

**Fundraising expenditure**

Christmas Bazaar	1,206
Summer Fair	980
Easter events	36
L2B bike ride	710
Sports Day	114
Yr 5/6 production	387
Tea Towels	451
100 Club	803
School Disco's	239
KS1 party	0
Frozen Friday	66
Cake sales	0
mothers day shnp	49
may fair	422
childrens xmas cards	11
petty cash	1,307
cook book	192
equipment	302
Reception starter packs	29
teddy bears picnic	14
multiskills	71
nativity refreshments	52
Big Bang	0

**Total fundraising payments**

**Total fundraising receipts over payments**

**Other expenditure**

Equipment (school requests):	1,739
class donations	0
Pond repairs	0
Outdoor Gym	0
Outdoor Learning/Classroom	0
Music Lessons	3,303
Playground Shelters	0
Forest school	0
PTA Shed Maintenance	196
PTA Subscriptions & Licences	223
Christmas Party Gifts & celebrations	423
Leavers Hoodies	630
PTA Sundries	430
music equipment	113
PA system	2,235
transport help towards trips	90
first aid course	75
coronation cakes	39
misc	350
General (e.g. teas, coffees, gazebos)	0

**Total other expenditure**

**Yearly Expenditure Total**

**Surplus/(deficit) for the year**

**Opening Balances at 1st August 2022**

Current Account	5,915
Business Reserve Account	2,023
Petty Cash	0
<b>Total Funds Available at 1 August 2022</b>	<b>7,938</b>

**Surplus/(deficit) for the year**

**Closing Balances at 31 July 2023**

Current Account	15,217
Business Reserve Account	2,023
Petty Cash	0
<b>Total Funds at 31 July 2023</b>	<b>17,240</b>

	2022-23	2022-23	2021-22	2021-22	2020-21	2020-21
	£	£	£	£	£	£
Income						
Christmas Fete	4,822		1,677		949	
Summer fayre	3,756		3,220			
May Fair	2,843					
Easter events	136		542			
L2B bike ride	5,065		831			
Sports Day	312		1,303			
Yr 5/6 production	403		434			
Tea Towels	739		80		666	
100 Club	825		931		1,180	
Cake sales	0		336			
School Disco's	882		411		0	
Charity Bin	882		1,632		1,602	
Donations - Charities Trust	0		0		0	
Waitrose	0		500		0	
Wivelsfield Parish Council	0		200		0	
Easyfundraising	855		600		348	
PTA Big Raffle	36		311		306	
PA Equipment	1,500					
Misc	585		115		138	
Golf Days	0		350		0	
grand national sweepstake	66					
mothers day shop	370					
cook book	350					
Childrens Xmas Cards	169		103		240	
Frozen Friday	282		568		51	
Movie Night	0		0		169	
KS1 Party	0		0		180	
Big Bang	0		0		0	
Non Uniform Day	0		510		853	
Penny Jars	249		0		0	
Petty Cash	1,305		0		37	
Second hand uniform	106		23		0	
Foreign Coin Collection	0		232		0	
Nativity Refreshments	49		0		0	
<b>Total fundraising receipts</b>	<b>26,589</b>		<b>14,908</b>		<b>6,718</b>	
Fundraising expenditure						
Christmas Bazaar	1,206		969		0	
Summer Fair	980		1,193		0	
Easter events	36		82		0	
L2B bike ride	710		364			
Sports Day	114		282			
Yr 5/6 production	387		20			
Tea Towels	451		377		0	
100 Club	803		1,040		985	
School Disco's	239		0		0	
KS1 party	0		24			
Frozen Friday	66		38			
Cake sales	0		50		0	
mothers day shnp	49					
may fair	422					
childrens xmas cards	11					
petty cash	1,307					
cook book	192					
equipment	302					
Reception starter packs	29					
teddy bears picnic	14					
multiskills	71					
nativity refreshments	52					
Big Bang	0		0		0	
<b>Total fundraising payments</b>	<b>7,440</b>		<b>4,438</b>		<b>985</b>	
<b>Total fundraising receipts over payments</b>	<b>19,148</b>		<b>10,470</b>		<b>5,733</b>	
Other expenditure						
Equipment (school requests):	1,739					
class donations	0		2,300			
Pond repairs	0				15,000	
Outdoor Gym	0				50	
Outdoor Learning/Classroom	0					
Music Lessons	3,303		3,580		3,545	
Playground Shelters	0				124	
Forest school	0		500			
PTA Shed Maintenance	196				1,401	
PTA Subscriptions & Licences	223		208		111	
Christmas Party Gifts & celebrations	423		0		263	
Leavers Hoodies	630		310		570	
PTA Sundries	430		0		0	
music equipment	113					
PA system	2,235					
transport help towards trips	90					
first aid course	75					
coronation cakes	39					
misc	350					
General (e.g. teas, coffees, gazebos)	0		531		0	
<b>Total other expenditure</b>	<b>9,846</b>		<b>7,429</b>		<b>21,064</b>	
<b>Yearly Expenditure Total</b>	<b>17,286</b>		<b>11,867</b>		<b>22,049</b>	
<b>Surplus/(deficit) for the year</b>	<b>9302</b>		<b>3,041</b>		<b>(15,331)</b>	
Opening Balances at 1st August 2022						
Current Account	5,915		2,874		18,206	
Business Reserve Account	2,023		2,023		2,023	
Petty Cash	0		0		0	
<b>Total Funds Available at 1 August 2022</b>	<b>7,938</b>		<b>4,897</b>		<b>20,228</b>	
<b>Surplus/(deficit) for the year</b>	<b>9,302</b>		<b>3,041</b>		<b>(15,331)</b>	
Closing Balances at 31 July 2023						
Current Account	15,217		5,915		2,874	
Business Reserve Account	2,023		2,023		2,023	
Petty Cash	0		0		0	
<b>Total Funds at 31 July 2023</b>	<b>17,240</b>		<b>7,938</b>		<b>4,897</b>	



### **Independent examiner's report to the trustees of Wivelsfield Primary School PTA**

I report to the trustees on my examination of the accounts of the Wivelsfield Primary School PTA (the "Charity") for the year ended 31 July 2023.

### **Responsibilities and basis of report**

As the charity trustees of the Charity 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 Charity'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.

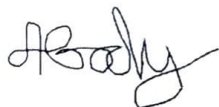
### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records;
3. the accounts do 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.

Signed:



Name: Ailsa Body (FCA)

Relevant membership of professional bodies: Institute of Chartered Accountants in England and Wales (ICAEW)

Address: 28 Woodhall Close, Cuckfield, West Sussex, RH17 5HJ

Date: 20<sup>th</sup> September 2023

Signed At.

20.9.23. ~~Wivelsfield~~ (Chair of PTA) Louise Blane

## **Recommendations:**

### **1. Petty cash**

The petty cash level through income at the end of the year is rather high (£1,305). For an organisation this size it would normally be in the order of a few tens of pounds, often labelled "miscellaneous income". In future years, if the amount was again of this order, it would be prudent to allocate to a given income stream. This will help the transparency of the accounts.

### **2. Profitability of events**

Within your accounts, if not already present within your workings, it would be useful to have a column netting off the income and expenditure for each event, so you have an easy way of viewing the profitability on an event-by-event basis. It would take minutes to prepare and would help in the planning of future events should resources become more limited going forward. E.g. if an event run predominantly for fundraising took a lot of time / volunteers to prepare but didn't raise much money, the resources could be more effectively allocated. This, obviously, doesn't include other elements of the PTA, which are predominantly to enhance the community.

### **3. Internet banking**

I can't see evidence of internet banking? This would be useful for the transparency of payments and, after the initial pain of setting it up, will make payments to volunteers for expenses easy and faster. It's better to avoid cash payments for items wherever possible to reduce the risk of errors and the perception of fraud.

### **4. Cash management**

There is currently a large balance in your current account. This is likely to have a lower rate of interest than your reserve account. If a current account is used for more payments, it is also more at risk (though still at a very low level) of cloning leading to theft etc.

Given the surplus at year end it would be beneficial to move funds to your reserve account or similar. If you haven't yet set up internet banking (point 3), this would be another useful reason to do so. Access to accounts online mean that, for most accounts, money can be moved instantly to benefit from the additional security and interest.

### **5. Allocated funds**

I can't see if you have this, but a listing of future expected expenditures is useful within the accounts. It helps motivate for future fundraising (if it is seen there are large amounts of cash at present, people may be less inclined to be proactive for example). It is also a useful tool to ensure the school utilises funds available to them but considers that the funds are limited and hard won. Such funds could be kept in the reverse account.

It was a successful year for fundraising! Congratulations everyone!





**Wivelsfield Primary School PTA**  
Registered Charity No: 1033350

Treasurer: Tanya Walker, 9 Fair Place, South Road, Wivelsfield Green, RH11 7QR

**Accounts for the year ended 31 July 2023**

**Income**

Christmas Fete	4,822
Summer fayre	3,756
May Fair	2,843
Easter events	136
L2B bike ride	5,065
Sports Day	312
Yr 5/6 production	403
Tea Towels	739
100 Club	825
Cake sales	0
School Disco's	882
Charity Bin	882
Donations - Charities Trust	0
Waitrose	0
Wivelsfield Parish Council	0
Easyfundraising	855
PTA Big Raffle	36
PA Equipment	1,500
Misc	585
Golf Days	0
grand national sweepstake	66
mothers day shop	370
cook book	350
Childrens Xmas Cards	169
Frozen Friday	282
Movie Night	0
KS1 Party	0
Big Bang	0
Non Uniform Day	0
Penny Jars	249
Petty Cash	1,305
Second hand uniform	106
Foreign Coin Collection	0
Nativity Refreshments	49

**Total fundraising receipts**

**Fundraising expenditure**

Christmas Bazaar	1,206
Summer Fair	980
Easter events	36
L2B bike ride	710
Sports Day	114
Yr 5/6 production	387
Tea Towels	451
100 Club	803
School Disco's	239
KS1 party	0
Frozen Friday	66
Cake sales	0
mothers day shnp	49
may fair	422
childrens xmas cards	11
petty cash	1,307
cook book	192
equipment	302
Reception starter packs	29
teddy bears picnic	14
multiskills	71
nativity refreshments	52
Big Bang	0

**Total fundraising payments**

**Total fundraising receipts over payments**

**Other expenditure**

Equipment (school requests):	1,739
class donations	0
Pond repairs	0
Outdoor Gym	0
Outdoor Learning/Classroom	0
Music Lessons	3,303
Playground Shelters	0
Forest school	0
PTA Shed Maintenance	196
PTA Subscriptions & Licences	223
Christmas Party Gifts & celebrations	423
Leavers Hoodies	630
PTA Sundries	430
music equipment	113
PA system	2,235
transport help towards trips	90
first aid course	75
coronation cakes	39
misc	350
General (e.g. teas, coffees, gazebos)	0

**Total other expenditure**

**Yearly Expenditure Total**

**Surplus/(deficit) for the year**

**Opening Balances at 1st August 2022**

Current Account	5,915
Business Reserve Account	2,023
Petty Cash	0
<b>Total Funds Available at 1 August 2022</b>	<b>7,938</b>

**Surplus/(deficit) for the year**

**Closing Balances at 31 July 2023**

Current Account	15,217
Business Reserve Account	2,023
Petty Cash	0
<b>Total Funds at 31 July 2023</b>	<b>17,240</b>

2022-23	2022-23	2021-22	2021-22	2020-21	2020-21
£	£	£	£	£	£
4,822		1,677		949	
3,756		3,220			
2,843					
136		542			
5,065		831			
312		1,303			
403		434			
739		80		666	
825		931		1,180	
0		336			
882		411		0	
882		1,632		1,602	
0		0		0	
0		500		0	
0		200		0	
855		600		348	
36		311		306	
1,500					
585		115		138	
0		350		0	
66					
370					
350					
169		103		240	
282		568		51	
0		0		169	
0		0		180	
0		0		0	
0		510		853	
249		0		0	
1,305		0		37	
106		23		0	
0		232		0	
49		0		0	
<b>26,589</b>		<b>14,908</b>		<b>6,718</b>	
1,206		969		0	
980		1,193		0	
36		82		0	
710		364			
114		282			
387		20			
451		377		0	
803		1,040		985	
239		0		0	
0		24			
66		38			
0		50		0	
49					
422					
11					
1,307					
192					
302					
29					
14					
71					
52					
0		0		0	
<b>7,440</b>		<b>4,438</b>		<b>985</b>	
<b>19,148</b>		<b>10,470</b>		<b>5,733</b>	
1,739					
0		2,300			
0				15,000	
0				50	
3,303		3,580		3,545	
0				124	
0		500			
196				1,401	
223		208		111	
423		0		263	
630		310		570	
430		0		0	
113					
2,235					
90					
75					
39					
350					
		531		0	
<b>9,846</b>		<b>7,429</b>		<b>21,064</b>	
<b>17,286</b>		<b>11,867</b>		<b>22,049</b>	
<b>9302</b>		<b>3,041</b>		<b>(15,331)</b>	
5,915		2,874		16,206	
2,023		2,023		2,023	
0		0		0	
<b>7,938</b>		<b>4,897</b>		<b>20,228</b>	
<b>9,302</b>		<b>3,041</b>		<b>(15,331)</b>	
<b>17,240</b>		<b>7,938</b>		<b>4,897</b>	
15,217		5,915		2,874	
2,023		2,023		2,023	
0		0		0	
<b>17,240</b>		<b>7,938</b>		<b>4,897</b>	