



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Septemb er	2021		31	August	2022

Section A Reference and administration details

Charity name

Bentfield Primary School PTA

Other names charity is known by

Registered charity number (if any)

1052274

Charity's principal address

Bentfield Primary School

Rainsford Road

Stansted Mountfitchet, Essex

Postcode

CM24 8DX

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	Anna Cotgreave	Treasurer		
2	Sarah Billett	Co-Chair		
3	Anna Hobbs	Co-Chair		
4	Suzanne Harding	Secretary		
5	Sue Pollard			
6				
7				
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14				
15				
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17				
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19				
20				

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

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by previous trustees

Additional governance issues (Optional information)

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

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

The objective of the PTA is to advance the education of the pupils of the school through; developing extended relationships between staff, parents & other groups associated with the school; organising and engaging in fundraising activities throughout the school; providing such facilities or items for educational, emotional and wellbeing support at the school (not provided from statutory funds).

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)

All proceeds from events and activities organised by the Association are used to support the work of the school. Decisions about expenditure priorities are taken by members of the Association at meetings, in conjunction with the school's senior management team, and in this respect the Association has due regard to the guidance issued to the Charity Commission on public benefit.

The Charity benefits the primary school aged children attending Bentfield Primary School.

Trustees are not paid

Additional details of objectives and activities (Optional information)

All our events are run by parent volunteers with support from the school staff. We would not be able to operate without them.

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

We had another successful year of fundraising, and for that we give thanks to the PTA members, as well as PTA volunteers, including the parents and carers at the school, as well as the staff members who give up their time.

The most successful event of the year is the annual Music in the Park event, which made over £12,000 profit. We also held three discos, which generated almost £2,500 revenue, as well as several other fun events, including a Summer Fayre and sponsored matchbox event and Easter egg hunt. Additionally, we were the grateful recipients of a donation from a charitable trust of £10,000, which will be used to further the charity's aims.

The PTA were able to make a number of donations to the school, including paying for the panto, funding playground equipment, the leavers books and party, and most significantly a donation to the sensory room. As well as this the PTA funded Jubilee pin badges for all pupils.

Section E

Financial review

Brief statement of the charity's policy on reserves

We use our current account to fund the aims of the charity aiming to keep the balance of the account in excess of £10,000.

Details of any funds materially in deficit

None.

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

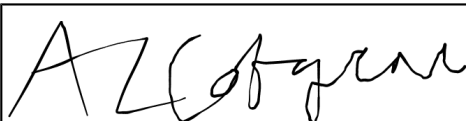
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Anna Cotgreave

Position (eg Secretary, Chair, etc)

Treasurer

Date

27.6.23



Receipts and payments accounts

For the period
from

1-Sep-21

To

31-Aug-22

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 £
A1 Receipts				
Sponsored Bounce	71	-	-	71
Discos	2,444	-	-	2,444
Matchbox money	1,106	-	-	1,106
Bags to School	151	-	-	151
Donation	101	-	-	101
Christmas Tree Raffle	440	-	-	440
Christmas Event	1,468	-	-	1,468
Amazon Smile	230	-	-	230
Cauliflower christmas cards	325	-	-	325
Music in the Park	17,165	-	-	17,165
Easter egg hunt	311	-	-	311
Smarties challenge	443	-	-	443
Doughnut Friday	42	-	-	42
Summer Fayre	926	-	-	926
Anonymous donation	10,000	-	-	10,000
	-	-	-	-
Sub total (Gross income for AR)	35,223	-	-	35,223
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	35,223	-	-	35,223
A3 Payments				
Disco expenses	897	-	-	897
Matchbox expense	7	-	-	7
Christmas event expenses	925	-	-	925
Licence fee	136	-	-	136
Donation to school - panto, playground equipment, sensory room, leavers books, etc.	8,416	-	-	8,416
Music in the Park expenses	5,139	-	-	5,139
Easter egg hunt expense	81	-	-	81
Smarties challenge - prize and expense	60	-	-	60
Doughnut Friday expense	59	-	-	59
Summer Fayre expense	1,007	-	-	1,007
	-	-	-	-
Sub total	16,726	-	-	16,726
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	16,726	-	-	16,726
Net of receipts/(payments)	18,497	-	-	18,497
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	15,296	-	-	15,296
Cash funds this year end	33,792	-	-	33,792

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	PTA bank account	33,792	-
		-	-
		-	-
	Total cash funds	33,792	-
	(agree balances with receipts and payments account(s))	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

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

Signature	Print Name
	Anna Cotgreave

CC16a

Last year

to the nearest £

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**Endowment
funds**
to nearest £

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OK

**Endowment
funds**
to nearest £

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**Current value
(optional)**

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**Current value
(optional)**

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**When due
(optional)**

Date of
approval

6/27/2023



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Bentfield Primary School PTA

**On accounts for the year
ended**

31 August 2022

**Charity no
(if any)**

1052274

Set out on pages

(remember to include the page numbers of additional sheets)

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 trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 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:

27 June 2023

Name:

Victoria Nunn

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

Chartered Accountant

Address:

120 Inderwick Road

Crouch End

London, N8 9JY

Only complete if the examiner needs to highlight 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.