



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	September	2022		31	August	2023

## 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				
8				
9				
10				
11				
12				
13				
14				
15				
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)

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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)**

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

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

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

**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 approximately £13,000 profit. We also held three discos, which generated over £1,200 profit, as well as several other fun events, including a Summer Fayre and sponsored Bounce event and Christmas Elfridges event. 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 £25,000 towards new playground equipment and facilities (including a running track) for all children to use. There was also a contribution to the year 6 leavers books and party. On top of this the PTA paid for all children to receive a Coronation bookmark.

## 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

25.6.24



## Receipts and payments accounts

CC16a

For the period  
from

1-Sep-22

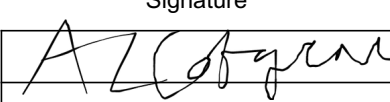
To

31-Aug-23

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Sponsored Bounce	3,095	-	-	3,095	-
Discos	1,904	-	-	1,904	-
		-	-	-	-
Bags to School	72	-	-	72	-
Donation	247	-	-	247	-
Christmas Tree Raffle	182	-	-	182	-
Christmas Event	1,096	-	-	1,096	-
Amazon Smile	269	-	-	269	-
Cauliflower christmas cards	276	-	-	276	-
Music in the Park	17,582	-	-	17,582	-
		-	-	-	-
		-	-	-	-
Doughnut Friday		-	-	-	-
Summer Fayre	338	-	-	338	-
Anonymous donation	10,000	-	-	10,000	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	35,060	-	-	35,060	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	35,060	-	-	35,060	-
<b>A3 Payments</b>					
Disco expenses	673	-	-	673	-
Bounce expense	121	-	-	121	-
Christmas event expenses	312	-	-	312	-
Licence fee	160	-	-	160	-
Donation to school - panto, playground equipment, leavers books, gazebos, etc.					
	26,985	-	-	26,985	-
Music in the Park expenses	3,968	-	-	3,968	-
SumUp machines	148	-	-	148	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	32,367	-	-	32,367	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	32,367	-	-	32,367	-
<b>Net of receipts/(payments)</b>	2,693	-	-	2,693	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	33,792	-	-	33,792	-
<b>Cash funds this year end</b>	36,485	-	-	36,485	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	PTA bank account	33,792	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	33,792	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Anna Cotgreave	6/25/2024



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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 2023

Charity no  
(if any)

1052274

Set out on pages

1-5

(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:

27/6/2024

Name:

VICTORIA NUNN

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

ICAEW CHARTERED ACCOUNTANT  
NUMBER: 1289282

Address:

120 INDERWICK ROAD  
LONDON  
N8 9J7

### Section B

### Disclosure

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.

N/A