



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2021		31	08	2022

## Section A Reference and administration details

Charity name CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

Other names charity is known by

Registered charity number (if any) 1052857

Charity's principal address TOWNCOURT LANE  
PETTS WOOD  
ORPINGTON  
Postcode BR5 1EL

### 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	MRS JOANNE CUMMINS	CHAIR		
2	MRS REBECCA LANCETT	VICE CHAIR		
3	MRS SUHASINI GADGIL	TREASURER		
4	MR DARREN LANCETT	TREASURER		
5	MR PAUL EDENS	SECRETARY		
6	MRS SUSIE SERGANT	PRESIDENT		
7	MRS CLAIRE HOBDA	COMMITTEE		
8	MRS ABIGAIL BROWN	COMMITTEE		
9	MRS. CAROLINE EDNEY	COMMITTEE		
10	MRS JENNY TAYLOR	COMMITTEE		
11	MRS DANIELA EGAN	COMMITTEE		
12	MR BEN HODGKINS	COMMITTEE		
13	MRS NICKY MURRAY	COMMITTEE		
14	MRS HELEN NOLAN	COMMITTEE		

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

Name	Dates acted if not for whole year

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution) Constitution. The constitution of Crofton Junior School Parent Teacher Association was adopted on 3/10/95 and amended 1/10/96.

How the charity is constituted  
(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

The Charity is constituted as an Association.

Under the Constitution as amended the Committee shall comprise of a President, Chair, Secretary and Treasurer together with up to twenty-five other members of the Committee (to include additional officers appointed). In addition, the President may nominate up to two members of the teaching staff and the Governing Body may nominate one Governor Representative Representative to serve as members of the Committee.

The Committee shall be elected at the AGM and shall hold office until the next AGM. The President shall be an ex-officio member of the Committee not required to offer himself/herself for re-election by General Meeting.

Nominations for election to the Committee may be made by one member and seconded by another.

The Trustees of the Association shall be from the President, Chairman, Secretary and Treasurer as elected by the Annual General Meeting.

## Section C

## Objectives and activities

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

The object of the Association is to advance the education of pupils in the School in particular to:

- develop more extended relationships between the staff, parents and others associated with the School
- engage in activities which support the School and advance the education of pupils attending it.
- Provide and assist in the provision of such facilities or items for education at the School (not provided from statutory funds) as the Committee in consultation with the Governing body shall from time to time determine.

The Association shall be non-party political and non-sectarian

**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)**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Association's aims and objectives and in planning future activities.

Crofton Junior School Parent Teacher Association is a group of parents and staff volunteers. This group raises money for the school by running a varied programme of events throughout the school year.

The Crofton Junior School Parent Teacher Association holds regular committee meeting where staff, parents and others associated with the School are always welcome to participate.

## Section D

## Achievements and performance

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

As UK came out of the covid pandemic, this year PTA could carry out many of the fund-raising activities, that included Christmas raffle, Santa dash, Christmas card project, Spook sale, Comedy night, Dougies and Pizza night, Mother's day gift shop, Father's day gift shop, Fun Friday.

This year the PTA enrolled with Your school lottery and continued with Amazon Smile to get charity funds on eligible purchases.

The PTA run uniform shop also provided a steady stream of income towards the fund throughout the year.

PTA organised Queen's jubilee event celebrations and the year ended with the Leavers party for the Year6 pupils.

PTA's own initiative Woodland project -Forest school took some shape this year with many enthusiastic Crofton families participating in the Sunday morning sessions. This will carry on throughout the new school year and beyond.

Overall year 2021-22 was quiet successful in terms of fund raising and helping the school and the community.

## Section E

## Financial review

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

The Association may set aside funds for special purposes or as reserves against future expenditure.

**Details of any funds materially in deficit**

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## 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)**

JOANNE CUMMINS SUHASINI GADGIL

**Full name(s)**

JOANNE CUMMINS SUHASINI GADGIL

**Position (eg Secretary, Chair, etc)**

CHAIR TREASURER

**Date**

18/02/2023

# CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

## HIGHLIGHTS OF THE YEAR ENDED

31st AUGUST 2022

	Notes	2022 £	2021 £
<b>Amounts raised from events</b>	1	18,111.02	7,217.00
<b>Amounts donated to the school</b>			
Greenhouse for school garden			263.00
Jubilee Bookmarks		367.06	-
Year 6 photos		450.00	-
Pantomime		140.00	-
Woodlands Project		2,104.68	-
Leavers Disco		416.71	2,034.00
<b>Total Donated</b>		<b>3,478.45</b>	<b>- 2,297.00</b>
<b>Cash funds available at year end</b>		<b>52,882.41</b>	<b>- 32,982.00</b>

# CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

## RECEIPTS AND PAYMENTS ACCOUNT

AS AT 31 AUGUST 2022

	Note	2022 £	2021 £
<b>Income</b>			
Gross income		53,567.89	38,381.00
Expenditure		28,876.13	- 31,164.00
<b>Surplus from fundraising activities</b>	<b>1</b>	<b>24,691.76</b>	<b>7,217.00</b>
 <b>Donations received</b>	 <b>4</b>	 <b>1,376.44</b>	 <b>930.00</b>
 <b>Net income</b>		 <b>26,068.20</b>	 <b>8,147.00</b>
Administrative expenditure	2 -	2,913.09	- 1,946.00
Donations paid	3 -	3,478.45	- 2,297.00
<b>Net surplus for the year</b>		<b>19,676.66</b>	<b>3,904.00</b>

# CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

## STATEMENT OF ASSETS AS AT 31 AUGUST 2022

	2022 £	2021 £
<b>Stock</b>		
Stock - Uniform shop	12,966.11	12,583.00
Xmas Fair and bingo stock		
Mothers Day stock	517.48	
<b>Total stock</b>	12,966.11	12,583.00
<b>Cash funds</b>		
Current account	52,659.41	33,308.00
Crofton Junior School Voluntary Fund Account	-	
Cash & Cheques not banked	223.00	- 326.00
<b>Total cash at bank</b>	52,882.41	32,982.00
<b>Total Assets</b>	65,848.52	45,565.00

## CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2022

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>1. Surplus from fundraising activities</b>		
Uniform shop	6983.09	2006
Spook sale	237.34	0
Fireworks	3100.76	0
Santa Dash	920.51	0
Christmas cyber hunt	0	403
Christmas Raffle	3252.6	2306
Pizza night	540.4	0
Comedy night	598.02	0
Year 4 disco	577.5	0
Year 5 disco	471	0
Mothers Day	2409.64	0
Fun Friday	537.6	0
Big PTA Raffle	474	0
Fathers day	1995.61	0
Yr 6 Leavers Hoodies	751.24	633
Yr 3 disco	514.9	0
School lottery	819.1	0
Xmas Cards	910.8	940
local business donations		929
Total excluding Uniform Shop	<b>18,111.02</b>	<b>7217</b>
<b>2. Expenditure</b>		
Shop expenses	166.19	0
PTA UK Membership	299.99	123
Online Events Management	0	709
Sumup fees	112.79	20
Stripe fees	1065.92	819
Raffle fees	361.33	231
Storage boxes	0	44
Lottery license fees	40	0
External Noticeboard	866.87	0
Parentkind	128	0
Ben's memorial refreshments	6.39	0
Fireworks - Amazon clicker counters	15.99	0
Total	<b>2913.09</b>	<b>1946</b>

<b>3. Donations to Crofton Junior School</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Greenhouse for school garden	0	263
Jubilee Bookmarks	367.06	0
Pantomime	140	0
Woodlands Project	2104.68	0
Year6 leavers photos	450	0
Year 6 leavers disco	416.71	2034
<b>Total</b>	<b>3478.45</b>	<b>2297</b>

<b>4. Donations Recieved</b>		
From Munchkin towards woodlands project	200	0
Terracycle donation	11	18
Amazon smile	253	147
stampastic	0	10
Handstiched home	0	80
Flinns Fitness	0	475
Charities Aid Foundation	0	200
Online -PTA website	162.44	0
Charity Aid Foundation	750	0
<b>Total</b>	<b>1376.44</b>	<b>930</b>

<b>Total Surplus for the year</b>	<b>19,912.82</b>	<b>3904</b>
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**Independent examiner's report to the trustees of the Crofton Junior School Parent Teacher Association (the "Charity")**

I report on the accounts of the Charity for the year ended 31 August 2022, which are set out on pages 01 to 05.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (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
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- To 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. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all 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**

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with section 130 of the 2011 Act
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: 

Louise Smythe

Address: 170 Crofton Lane, Petts Wood, BR6 0BW

Date: 14 November 2022