



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2022		Day 31	Month 08	Year 2023

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	MS JOANNE CUMMINS	CHAIR		
2	MRS REBECCA LANCETT	VICE CHAIR		
3	MRS ANGELA LOCKWOOD	TREASURER	01/07/23 – 31/08/24	
4	MR BEN HODGKINS	SECRETARY		
5	MRS SUSIE SERGANT	PRESIDENT		
6	MRS CLAIRE HOBDAV	COMMITTEE		
7	MRS ABIGAIL BROWN	COMMITTEE		
8	MRS CAROLINE EDNEY	COMMITTEE		
9	MRS JENNY TAYLOR	COMMITTEE		
10	MRS DANIELA EGAN	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)	The Charity is constituted as an Association.
Trustee selection methods (eg. appointed by, elected by)	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

	<p>teaching staff and the Governing Body may nominate one Governor Representative Representative to serve as members of the Committee.</p> <p>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.</p> <p>Nominations for election to the Committee may be made by one member and seconded by another.</p> <p>The Trustees of the Association shall be from the President, Chairman, Secretary and Treasurer as elected by the Annual General Meeting.</p>
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Section C	Objectives and activities
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<p>Summary of the objects of the charity set out in its governing document</p>	<p>The object of the Association is to advance the education of pupils in the School in particular to:</p> <ul style="list-style-type: none"> • 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. <p>The Association shall be non-party political and non-sectarian</p>
	<p>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.</p> <p>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.</p> <p>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.</p>

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)

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The PTA had a very successful year, running many fund-raising activities including the annual Fireworks night, various Christmas events and discos across all year groups; as well as the ever popular Someone Special gift shops for Mothers Day and Fathers Day. A number of new events were also run, incl Crofton's Got Talent, Quiz night and Easter Bake sale.

Your School Lottery and Amazon Smile also continued to raise funds (although Amazon Smile has now shut)

PTA continue to run the School Uniform shop, providing a steady stream of income

Funds raised allowed the Woodland Project initiative to be completed, providing Forest School activities to children across the school

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

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 *Angela Lockwood*

Full name(s)

JOANNE COMMINS ANGELA LOCKWOOD

Position (eg Secretary, Chair, etc)

CHAIR

TREASURER

Date

22/03/2025

CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

**HIGHLIGHTS OF THE YEAR ENDED
AS AT 31ST AUGUST 2023**

	Notes	2023 £	2022 £
Amounts raised from events	1	19,043.04	18,111.02
Amounts donated to the school			
IT Suite		18,125.44	
Coronation Pin Badges & Cards		981.17	
Jubilee Bookmarks			367.06
Year 6 Photos			450.00
Pantomime		200.00	140.00
Woodlands Project		7,876.30	2,104.68
Leavers Disco			416.71
Play Equipment		1,051.73	
Recorders		522.00	
Table Cloths		100.00	
Total Donated		28,856.64	3,478.45

CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

**RECEIPTS AND PAYMENTS ACCOUNT
AS AT 31ST AUGUST 2023**

	Notes	2023 £	2022 £
Income			
Gross Income		65,648.18	53,567.89
Expenditure		40,730.53	28,876.13
Surplus from fundraising activities	1	24,917.65	24,691.76
Donations received	4	428.79	1,376.44
Net Income		25,346.44	26,068.20
Administrative expenditure	2	(2,905.76)	(2,913.09)
Donations paid	3	(28,856.64)	(3,478.45)
Net Surplus for the year		(6,415.96)	19,676.66

CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

**STATEMENT OF ASSETS
AS AT 31ST AUGUST 2023**

	Notes	2023 £	2022 £
Stock			
Stock - Uniform shop		15,758.19	12,966.11
Mothers Day stock		730.67	517.48
Fathers Day stock		1,580.73	
Prepayment - Outdoor Cinema		1,742.96	
Total stock		19,812.55	13,483.59
Cash funds			
Current account		37,397.52	52,659.41
Cash & Cheques not banked			223.00
Total cash at bank		37,397.52	52,882.41
Total Assets		57,210.07	66,366.00

CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED
AS AT 31ST AUGUST 2023**

	Notes	2023 £	2022 £
1. Surplus from fundraising activities			
Uniform shop		5,874.61	6983.09
Spook sale			237.34
Fireworks		4918.92	3100.76
Santa Dash			920.51
Reindeer Run		682	
Christmas Raffle		2695	3252.6
Pizza night		370	540.4
Comedy night			598.02
Year 4 disco		444.36	577.5
Year 4 family disco		826.28	
Year 5 disco		480.43	471
Mothers Day		1409	2409.64
Fun Friday			537.6
Big PTA Raffle		165	474
Fathers day		1396	1995.61
Yr 6 Leavers Hoodies		808	751.24
Year 3 disco		573.63	514.9
School lottery		1283.4	819.1
Xmas Cards		634	910.8
Teddy Tombola		206	
Xmas Wreath		570.91	
Quiz night		531.24	
Crofton's Got Talent		706.87	
Easter Bake Sale		342	
Total excl. Uniform Shop		19,043.04	18,111.02
2. Expenditure			
Shop expenses		2,839.97	166.19
PTA UK Membership		359.99	299.99
SumUp fees		207.56	112.79
Stripe fees		633.33	1,065.92
Raffle fees			361.33
Lottery licence fees		40.00	40.00
External Noticeboard			866.87
Parentkind		140.00	128.00
Ben's memorial refreshments			6.39
Fireworks - Amazon clicker counters			15.99
Cinema 2023 prepayment		1,742.96	
Mothers Day 2024 prepayment less 2023 stock		(823.48)	
Fathers Day 2024 prepayment less 2023 stock		30.40	
Refunds of 2021 incorrect payments		475.00	
Table Cloths		100.00	
Total		2,905.76	2,913.09

CROFTON JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED AS AT 31ST AUGUST 2023

	Notes	2023 £	2022 £
3. Donations to Crofton Junior School			
IT Suite		18,125.44	
Coronation Pin Badges & Cards		981.17	
Jubilee Bookmarks			367.06
Year 6 Photos			450.00
Pantomime		200.00	140.00
Woodlands Project		7,876.30	2,104.68
Leavers Disco			416.71
Play Equipment		1,051.73	
Recorders		522.00	
Total Donated		28,756.64	3,478.45
4. Donations received			
From Munchkin towards Woodlands project			200
Terracycle fonation			11
Amazon Smile		378.99	253
Online - PTA website		49.8	162.44
Charity Aid Foundation			750
Total donations received		428.79	1376.44
Total Surplus for the year		(12,190.57)	19,912.82

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 2023, which are set out on pages 01 to 04.

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:

Darren Lancett

Address:

98 Kingsway, Petts Wood, Kent. BR5 1PT

Signed:



Date:

24th March 2025