



Trustees' Annual Report for the period

| | | | | | | | |
|------|-------------------|----|------|--------|-----------------|----|------|
| | Period start date | | | T o | Period end date | | |
| | 1 | 09 | 2022 | | 31 | 08 | 2023 |
| From | | | | | | | |

Section A Reference and administration details

Charity name

Churchill School PTA

Other names charity is known by

Churchill Primary School PTA

Registered charity number (if any)

1054839

Charity's principal address

Churchill Primary School

Rysted Lane

Westerham

Postcode

TN16 1EZ

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 Amber Salako | | | Amber Salako |
| 2 Emily Fever | | | Emily Fevyer |
| 3 Laura Urch | | | Laura Urch |
| 4 Priya Mallinson | | | Priya Mallinson |
| 5 | | | |
| 6 | | | |
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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

| | | |
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| | | |
| | | |
| | | |
| | | |

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) | Trustees are elected and seconded at the AGM by other Core and Ordinary Committee members. |

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.

Section C

Objectives and activities

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

To advance the education of pupils in the school. Develop relationships between staff, parents and others associated with school. Help to provide facilities and equipment which support the school and advance the education of the pupils.

Firework Display
 Happy Circus
 Christmas Fair
 Summer Fete
 Christmas Raffle
 Quiz Nights
 Cake Sales
 Table Top Sales
 Year 6 Production refreshment
 Sports Day refreshment
 Children's Movie Nights
 School Disco

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)

I confirm that Trustees have had regard to the guidance issued by the Charity Commission on public benefit and that all the above was held at Churchill School and all proceeds directly benefited Churchill School in accordance with our Constitutional objects.

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.

Summary of the main achievements of the charity during the year

Firework Display - very successful
Happy Circus - very successful
Quiz Nights - very successful
Raffle - very successful
Christmas Fair
Summer Fete
Cake Sales
Table Top Sales
Year 6 Production refreshment
Sports Day refreshment
Children's Movie Nights
School Disco

Section E

Financial review

Brief statement of the charity's policy on reserves

For our 'Churchill Little Helpers Fund' we retain a small amount of funds always in the bank (to enable school to aid all requests for support from low income school families in need of assistance towards school trips and activities)

Details of any funds materially in deficit

N/A

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

This report has been prepared on behalf of the previous, out-going Chair who is no longer on a Trustee or at the school. The included information is true to the best of our knowledge and belief. The entire Committee has changed.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

A Salako

Full name(s)

Amber Salako

| | | |
|--|-------|--|
| Position (eg Secretary, Chair, etc) | Chair | |
|--|-------|--|

| | |
|-------------|------------|
| Date | 10.03.2024 |
|-------------|------------|

Churchill Church of England Primary School PTA

1st September 2022 - 31st August 2023

BANK RECONCILIATION - Community 50396257

| | £ | £ |
|----------------------------------|------------------|------------------|
| Opening balance as at 01/09/22 | 17,322.23 | |
| Income | 29,660.71 | |
| Expenses | | 29,508.41 |
| Closing balance as at 31/08/2023 | | 17,474.53 |
| | <u>46,982.94</u> | <u>46,982.94</u> |

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Churchill Church of England Primary School PTA

1st September 2019 - 31st August 2023

Origins of income

| | 1 | 2021 - 2022 | 2020 - 2021 | 2019 - 2020 | £ |
|--|------------|-------------|-------------|-------------|-----------|
| B/F | 17,322.23 | 13,470.17 | 6,834.95 | - | |
| General | 3,758.65 | 3,852.06 | 3,129.13 | 6,434.69 | 17,174.53 |
| Local Giving laptop appeal and laptop donation | (3,506.09) | | 3,506.09 | | - |
| Road Safety Appeal | (400.26) | | | 400.26 | - |
| Grant for trees | 300.00 | | | | 300.00 |
| Closing bank balance as at 24.04.23 | 17,474.53 | 17,322.23 | 13,470.17 | 6,834.95 | 17,474.53 |

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This is the year I took over so not sure what the source of income was for the opening balance of £1,218.80. I have therefore included it in General.

Churchill Church of England Primary School PTA

1st September 2022 - 31st August 2023

Profit and Loss for each income stream

| | B/F from 2022 | Income | Expenses | ADJUSTMENTS | To be paid or received | C/F to 2023- 2024 | Total per item |
|----------------------------------|------------------|-----------|-------------|-------------|------------------------------|----------------------|-------------------|
| Local Giving monthly | | 303.30 | (96.00) | | | | 207.30 |
| Lottery | | 1,234.90 | | | | | 1,234.90 |
| Amazon Smile | | 414.25 | | | | | 414.25 |
| Xmas Raffle | | 1,752.30 | | | | | |
| Xmas Market stall holders | | 930.00 | (1,484.14) | | | (240.00) | 3,277.67 |
| Xmas Market general | | 2,319.51 | | | | | |
| Disco | | 679.57 | (58.67) | | | | 620.90 |
| Hot Dogs | | 161.00 | (14.90) | | | | 146.10 |
| February Quiz | | 2,098.10 | (1,018.00) | | | | 1,080.10 |
| Cake sale | | 355.02 | | | | | 355.02 |
| FLOAT | | 1,006.70 | (900.60) | (126.10) | | | (20.00) |
| Funday Summer | | 2,163.33 | (451.16) | | | | 1,712.17 |
| Ice Lolly Sales | | 573.21 | (165.27) | | | | 407.94 |
| General Donation | | 500.00 | | | | | 500.00 |
| Sensory Garden | (1,134.27) | 1,058.43 | (902.77) | | | | (978.61) |
| Movie Night & Car Park | (921.97) | 250.87 | (356.20) | | | | (1,027.30) |
| Fireworks | (500.00) | 6,649.40 | (4,749.68) | | | | 1,399.72 |
| Pumpkins | | 100.14 | | | | | 100.14 |
| Churchill Little Helpers account | | 374.90 | | | | | 374.90 |
| Grants for School | | 300.00 | | | | | 300.00 |
| Doughies | | 249.56 | (183.50) | | | | 66.06 |
| Thrift Sale | | 157.63 | (63.00) | | | | 94.63 |
| Circus | | 5,670.59 | (3,544.18) | | | | 2,126.41 |
| Easy Fundraising | | 138.69 | | | | | 138.69 |
| Yr 6 | | 30.00 | (200.00) | | | | (170.00) |
| Tuck shop | | 189.31 | | | | | 189.31 |
| Mothers Day | | | | 126.10 | | | 126.10 |
| School | | | (8,745.29) | | | | (8,745.29) |
| Sundries | | | (111.29) | | | | (111.29) |
| Parentkind | | | (140.00) | | | | (140.00) |
| Year 6 Party | 200.00 | | (200.00) | | | | 0.00 |
| Sports Day | | | (62.17) | | | | (62.17) |
| Staff Room | | | (4,377.84) | | | | (4,377.84) |
| Classroom floats | | | (900.00) | | | | (900.00) |
| Cakes for Teaching Assistants | | | (12.00) | | | | (12.00) |
| Churchill Little Helpers account | | | (374.90) | | | | (374.90) |
| Pumpkins | | | (37.90) | | | | (37.90) |
| Forest School | | | (126.96) | | | | (126.96) |
| Easter Eggs | | | (205.00) | | | | (205.00) |
| FUTURE EVENTS | | | (26.99) | | | 240.00 | 213.01 |
| | (2,356.24) | 29,660.71 | (29,508.41) | 0.00 | 0.00 | 0.00 | 805.57 |
| BANK | 17,322.23 | 29,660.71 | (29,508.41) | | | | 17,474.53 |

| School expenses breakdown | |
|--|-----------------|
| Tree surgery | 847.20 |
| Lego for Lego therapy | 49.00 |
| Skateboard coaching | 360.00 |
| IT equipment - Ipad's - HP laptops - Charging caddys | 3,894.02 |
| Xmas bits | 82.68 |
| Doodlemaths | 1,056.60 |
| Class trips contribution | 1,600.00 |
| Accessories for dance show | 42.93 |
| Kings coronation book marks | 265.56 |
| Wonderdome | 547.30 |
| | 8,745.29 |
| Sundries | |
| Poppy wreath | 20.00 |
| Wheelbarrow for poly tunnel | 81.30 |
| Staple gun | 9.99 |
| | 111.29 |
| Staff room | |
| Cups, plates | 430.59 |
| Ikea kitchen | 2,487.05 |
| Electrics | 1,460.20 |
| | 4,377.84 |

Cotton candy sugar expense and £240 for xmas market 2023

INCOME

[illegible]

1st September 2022 - 31st August 2023

INCOME

[illegible]

INCOME

[illegible]

EXPENDITURE

Paperwork received

- Circus deposit
- Compost
- Staff room supplies
- Tree surgery
- Posts and supports for garden
- FLATS for events in 2022
- Movie night refund extra PTA to cover
- £375 gruffalo - £100 for PTA movie night refund - £12 Cakes for TA's
- Movie night & 1 fireworks refund
- Movie night & 1 fireworks refund
- £200 classroom food - £200 year 6 party - £374.90 uniforms & trip
- £183.60 Fireworks processo - £21 TEN for Fireworks event
- Balancing payment for the fireworks event
- Direct debit to Local Giving - annual payment
- Staples
- Brian's gift for pumpkins
- Xmas raffie tickets
- Pizza - Apples & Pears - Marker paint - Pen set
- Postcard for Forest school posts
- Legs for Lego therapy
- Fireworks bear and equipment
- £80.18 advertising - £43.47 Amazon - £68.40 Sum up machines - £59.52 Thali Outlet order - £864.27 Costco - £47.89 Bottle Club
- £29.26 Amazon - £10.42 Amazon
- Fireworks toffee apples
- Fireworks - £2.94 Aldi - £48.90 Sainsburys - £2.30 oil - £14.99
- Carpet protection - £3.92 gluten free rolls - £300 cash payment to band
- £30 keyboard coaching - £3,894.02 IT equipment (iPad - HP iTablet - charging caddy etc) - £82.68 Xmas
- TENs
- Bits for disco
- Bits for Xmas market
- Poppy wreath
- £14.47 MKN for chalk board - £39.94 xmas grotto
- Grotto gifts
- Cash for band playing at Xmas fair
- £14.90 hot dogs - £22.50 disco sweets
- Xmas bags - Xmas party dec or stickers etc - Sweet bags
- Floot top up for Xmas market to make £500 in total for Xmas market
- Cash for band playing at Xmas fair
- Reed table cloths and reindeer food
- Security services at the fireworks night
- Per Priya email 08.11.22 - not in bank
- Muffled wine & reindeer food
- Drinks for xmas market - posters and leaflets
- Raffie tickets - paper chains - food bags - tinsel curtain etc
- Cash from cake sale kept as float
- Sainsburys bits for Xmas fair
- Heat sealer for staff room
- £528.30 Doodlemaths - £1,600 contributions towards trips
- £200 per class
- Fish & chips for Quiz
- Quiz Plant juice expenses
- Excess Quiz income unbanked due to incomplete bags which the post office did not accept
- Feywer! withdrawal cash for float but had to use own bank card
- took money from Quiz banking
- Doughies kit night
- Leaflet for Thrift sale
- Accessories for dance show
- Easter Eggs
- Staff room refit
- TEN for circus
- Flyers for circus
- Animal stall at the summer fun day - DEPOSIT
- Balance of raffie tickets
- Book markers for Kings coronation
- Payment of the Circus balance
- Maria's wheel barrow for poly tunnel work
- Ice lollies
- Cash for Funday floats
- Ice lollies
- Sports Day lollies
- TEN licence & beads for Funday
- Wonderdome & Doodlemaths for school
- Circus & Funday costco receipts
- Cotton candy sugar (not used) & Bubble wands for Funday
- Heavily contributed to lowest book & Party
- Paid to PTA so transferred to the school
- Petalholic balancing payment
- Ice lollies for frozen Friday

Churchill Church of England Primary School PTA

1st September 2022 - 31st August 2023

BANK RECONCILIATION - Premium Account 90156752

| | £ | £ |
|--|-----------------|-----------------|
| Opening balance as at 01/09/22 | 2,952.80 | |
| Income | | |
| Interest 05/09/2022 | 0.91 | |
| Interest 05/12/2022 | 1.46 | |
| Interest 06/03/2023 | 3.20 | |
| Interest 05/06/2023 | 5.39 | |
| Transfer from Main PTA account for year end 2021 | | 374.90 |
| Closing balance as at 31/08/2023 | | 2,588.86 |
| | <u>2,963.76</u> | <u>2,963.76</u> |

This is the Churchill Little Helpers Account

Churchill Church of England Primary School PTA

1st September 2022 - 31st August 2023

BANK RECONCILIATION - Premium Account 20018023

| | £ | £ |
|----------------------------------|-------|-------|
| Opening balance as at 01/09/22 | - | |
| Closing balance as at 31/08/2023 | | - |
| | <hr/> | <hr/> |
| | - | - |
| | <hr/> | <hr/> |
| | - | - |

Independent examiner's report to the trustees of Churchill School PTA 1054839

I report to the charity trustees on my examination of the accounts of Churchill School PTA ('the Association') for the year ended 31 August 2023.

Responsibilities and basis of report:

As the trustees of the Association you are responsible for the preparation of the accounts of the Association in accordance with the requirements of the Charities Act 2011 ('the Act'). You are satisfied that the accounts of the Association are not required by charity law to be audited and have chosen instead to have an independent examination.

I report in respect of my examination of the accounts. I have carried out my examination under section 145 of the 2011 Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act. An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement:

Independent examiner's statement:

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

1. accounting records, with respect to the Association, were not kept as required by section 130 of the 2011 Act and, with respect to its subsidiaries, were not kept as required by section 386 of the Companies Act 2006; or
2. the accounts do not accord with those records; or
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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Mr Robert Kirk

Address: 2 Halliloo Cottage, Halliloo Valley Road, Woldingham, CR3 7HA

Date: 21st September 2024