

## **Trustees' Annual Report**

for the year ended 31<sup>st</sup> July 2025.

### **1. Reference and Administrative Details**

Charity name: Oaklands PFA

Charity registration number: 1060561

Company registration number: N/A

Principal office address: Oaklands Primary Academy, Oaklands Lane, Biggin Hill, Westerham. TN16 3DN

Trustees during the year:

- Michelle Benstead (Chair)
- Alex Snoad
- Emma Fieldwick

Senior staff / key management personnel: James Robinson (Head Teacher)

Bankers: Natwest

Auditors/Independent examiner: Keith Corderoy

### **2. Structure, Governance and Management**

Type of governing document: Articles of Association

How trustees are appointed: Trustees are appointed by the existing board and confirmed at the AGM

Organisational structure: The charity is governed by a Board of Trustees who organise day-to-day operations along with the volunteer committee for the school.

Risk management: The trustees review key risks annually. Financial sustainability, safeguarding, and health & safety are identified as primary risks, with policies and procedures in place to mitigate them.

### **3. Objectives and Activities**

Charitable objectives:

To raise funds to provide resources and support to all pupils and to advance their education.

Main activities during the year:

- Oaklands Sensory Room
- Oaklands Allotment
- Contribution to School Crossing Patrol
- Contribution to Classroom Supplies
- Contribution to reduce the cost of School Trips

Public benefit statement:

The trustees confirm that they have complied with their duty to have due regard to the Charity Commission's guidance on public benefit.

#### **4. Achievements and Performance**

Overview of the year's achievements: The PFA have raised funds this year for the completion of the Sensory Room and Allotment which will benefit all students within the school.

Key projects delivered:

- Oaklands Sensory Room – Facility created for all students to use
- Oaklands Allotment – Facility created for all students to use

Challenges and lessons learned: Rising costs made fundraising events more of a challenge to encourage the school community to attend and contribute to the cause.

#### **5. Financial Review**

Income and expenditure summary:

- Total income: £39,394
- Total expenditure: £18,766
- Net movement in funds: £20,628

Reserves policy: If the reserves exceed £10,000 the committee will review plans to allocate surplus funds to appropriate projects in line with the PFA's aims.

Significant financial developments:

Going concern statement: The trustees confirm that the charity has adequate resources to continue in operational existence for the foreseeable future.

#### **6. Plans for Future Periods**

The trustees plan to:

- Contribute to the KS2 playground renovation

- Provide cost effective events for the enjoyment of the pupils.
- Utilise match funding to increase the fundraising

#### **7. Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and regulations. They must ensure that the financial statements give a true and fair view of the state of affairs of the charity and comply with the Charities Act 2011 and the Companies Act 2006.

Approved by the Board of Trustees on 2<sup>nd</sup> October 2025 and signed on its behalf by:

Michelle Benstead

Chair of Trustees



## Financial Review

The PTA generated a surplus of £20,627.88 during the year. Total funds carried forward at year end were £20,627.88.

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### Statement of Financial Activities (SOFA)

Income	Unrestricted Funds	Restricted Funds	Total Current Year
Donations and fundraising	£39,071.85	£	£39,071.85
Grants received	£	£	£
Bank interest	£	£	£
Other income	£321.86	£	£321.86
<b>Total Income</b>	<b>£39,393.71</b>	<b>£</b>	<b>£39,393.71</b>

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Expenditure	Unrestricted Funds	Restricted Funds	Total Current Year
Fundraising costs	£4,582.08	£	£4,582.08
School equipment/projects	£13,125.00	£	£13,125.00
Bank charges	£0.00	£	£0.00
Other expenditure	£1,041.40	£	£1,041.40
<b>Total Expenditure</b>	<b>£18,765.83</b>	<b>£</b>	<b>£18,765.83</b>

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| Net Income / (Expenditure) | £ 20,627.88

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**Balance Sheet****Fixed Assets                  Current Year**

Equipment                  £0.00

**Total Fixed Assets £0.00**

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**Current Assets                  Current Year**

Bank current account                  £26,997.08

Savings account                  £0.00

Cash in hand                  £0.00

Debtors / accrued income                  £2,609.00

Prepayments                  £503.60

**Total Current Assets                  £30,109.68**

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**Creditors: amounts falling due within one year Current Year**

Accruals    £9,276.36

Deferred income    £144.00

Other creditors    £61.44

**Total Creditors    (£)9,481.80**

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**Net Current Assets £20,627.88**

**Total Net Assets £20,627.88**

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## Funds of the Charity

Funds	Current Year
Unrestricted funds	£20,627.88
Restricted funds	£0.00
<b>Total Funds</b>	<b>£20,627.88</b>

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## Notes to the Accounts

### 1. Accounting Policies

The accounts have been prepared on an accruals basis.

### 2. Restricted Funds

There are currently no restricted funds.

### 3. Accruals and Prepayments

Accruals of £9276.36 relate to the following

- Invoice of £9,000 for the completed sensory room
- Invoice of £261 for the Year 3 School trip contribution
- Invoice of £15.36 for the cost of the Xero Licence

Prepayments of £503.60 relate to the costs incurred in preparation of the 2025 Christmas fair.

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## Independent Examiner's Report

I report on the accounts of the PTA for the year ended 31-07-25.

Respective responsibilities of trustees and examiner:

The trustees are responsible for the preparation of the accounts.

Examiner Name: KEITH CORDEROY - FCCA

Signed: 

Date: 26-5-26.