

# BROXBOURNE CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales · Charity number 1062809

## Details

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Other names	BROXBOURNE C OF E J.M.I SCHOOL PARENT TEACHER ASSOCIATION
Status	Registered
Legal form	Other
Registered	1997-06-11
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Mill Lane Broxbourne Herts EN10 7AY
Phone	01992462419
Email	<a href="mailto:pta@broxbourne-pri.herts.sch.uk">pta@broxbourne-pri.herts.sch.uk</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL.

**Activities:** Fundraising.

## Classification

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- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** HERTFORDSHIRE
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£26,357	£7,167	-	-
2024-08-31	£26,314	£31,111	-	-
2023-08-31	£22,073	£25,077	-	-
2022-08-31	£20,873	£6,198	-	-
2021-08-31	£12,670	£16,242	-	-
2020-08-31	£15,770	£31,360	-	-

## Trustees

Name	Role	Appointed
Kate Osborne		2024-09-13

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# Accounts

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# TRUSTEES' ANNUAL REPORT

*Broxbourne CE Primary Parent Teacher Association*

For the year ended 31 August 2025 (1 September 2024 to 31 August 2025)

## Section A Reference and Administration Details

<b>Charity name</b>	Broxbourne CE Primary Parent Teacher Association
<b>Also known as</b>	Broxbourne CE Primary PTA
<b>Registered charity number</b>	1062809
<b>Principal address</b>	Mill Lane Broxbourne EN10 7AY
<b>Financial year</b>	1 September 2024 to 31 August 2025
<b>Basis of accounting</b>	Receipts and Payments

## Charity Trustees

#	Trustee Name	Office (if any)	Dates (if not whole year)	Appointed by
1	Kate Osborne	Chair		Elected by parent body
2	Jen Conway	Vice Chair		Elected by parent body
3	Lauren Shand	Treasurer		Elected by parent body
4	Clair Weeks	Secretary		Elected by parent body

## Advisers

<b>Independent Examiner</b>	Jame Lamb
<b>Bank</b>	Barclays Bank, Hoddesdon

## Section B Structure, Governance and Management

<b>Type of governing document</b>	Constitution
<b>How the charity is constituted</b>	Unincorporated association
<b>Trustee selection method</b>	Elected by parent and carer body at Annual General Meeting

## Additional Governance Information

New trustees are welcomed with an induction meeting with the Chair and Treasurer, at which they receive a copy of the PTA constitution, the most recent annual accounts, and the current bank mandate. The responsibilities of charity trustees are explained with reference to the Charity Commission's guidance for trustees (CC3).

The PTA operates as a flat committee structure. The Chair, Vice chair, Treasurer and Secretary form the core committee, supported by a wider group of volunteer parents. All significant spending decisions are agreed by a quorum at a committee meeting and minuted accordingly.

The PTA works closely with the school's Headteacher and Senior Leadership Team to identify and agree priorities for PTA-funded projects. The Headteacher attends formal PTA meetings in an ex-officio capacity and is not a charity trustee.

The main risks identified by trustees are: (i) loss of key volunteers, mitigated by broad involvement of parents in events; (ii) reputational risk, mitigated by transparent financial reporting and adherence to the constitution; (iii) data protection, mitigated by compliance with school GDPR policy.

## Section C Objectives and Activities

### Objects of the Charity

The object of the PTA is to advance the education of pupils at Broxbourne CE Primary by developing effective relationships between the staff, parents and others associated with the school, and by engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

### Main Activities Undertaken for the Public Benefit

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit when reviewing the charity's objectives and planning activities.

The PTA's principal activities during 2024/25 were the organisation of fundraising events open to the whole school community, including discos, fairs, gift sales, uniform sales, and community social events. Proceeds have been used to fund educational enrichment and resources for the benefit of all pupils at Broxbourne CE Primary.

All activities are open to families connected to the school without restriction. Uniform sales benefit families directly by providing affordable second-hand school uniform.

### Contribution of Volunteers

The PTA relies entirely on the time and goodwill of volunteer parents and carers. During 2024/25, volunteers contributed their time across 34 fundraising events. The PTA is grateful to all parents, carers, and school staff who gave their time.

## Section D Achievements and Performance

### Summary of Main Achievements 2024/25

The PTA delivered 34 fundraising events and activities during the year, raising a net surplus of £19,190.03. This represents another strong year of fundraising which will directly benefit pupils at Broxbourne CE Primary.

Key highlights included:

- Christmas Fair (6 Dec 2024): gross income £5,972.46, net £4,629.27 - the PTA's largest single event of the year.
- Summer Fair (28 Jun 2025): gross income £6,991.47, net £4,523.54 - a highly successful community event attended by families across the school.
- Christmas Gift Sale: net £1,332.56, and Autumn Disco: net £1,266.84 - both well-supported by families.

- Regular Lolly Sales, Uniform Sales and Coffee Mornings maintained community engagement throughout the year.
- Easy Fundraising and ASDA Cashpot schemes generated £290.88 in passive income at no cost to families.
- Bank interest of £296.21 earned on reserves held in a savings account.

Funds raised were used to provide: Prime VR – Science Week virtual reality workshop; Anaphylaxis UK – EpiPen training for all staff; Office contributions (comms, resources and admin; Library visit/replenish, Replacement of ICT suite equipment; replacement of year 5 and year 6 desks.

## Section E Financial Review

### Financial Summary

<b>Total receipts</b>	£26,357.49
<b>Total payments</b>	£7,167.46
<b>Net surplus for the year</b>	£19,190.03
<b>Closing bank balance</b>	£41,206.24

### Reserves Policy

The trustees' policy is to maintain a level of free reserves sufficient to cover the cost of running the PTA for approximately 3-6 months, including any committed grants to the school, and to provide working capital for forthcoming events. The trustees consider a target reserve of approximately £5,000-£10,000 to be appropriate for a PTA of this size.

### Funds in Deficit

No funds were in deficit at the year end.

### Principal Sources of Funds

Income was derived entirely from fundraising events organised by volunteers, supplemented by passive income from the Easy Fundraising scheme, ASDA Cashpot (via Parentkind), and interest on deposits. The charity does not receive grants or donations from outside the school community. All fundraising costs are direct event costs only; there are no paid staff or overhead costs.

## Section F Other Information (Optional)

The trustees wish to record their thanks to Broxbourne CE Primary's Headteacher, teaching and support staff for their continued support of PTA activities throughout the year. Thanks are also due to every parent, carer and community member who attended events, donated prizes, or volunteered their time.

## Section G Declaration



# PARENT TEACHER ASSOCIATION

Broxbourne CE Primary

## Statement of Receipts and Payments

For the year ended 31 July 2025

<b>Charity Name:</b>	Broxbourne CE Primary Parent Teacher Association
<b>Charity Number:</b>	1062809
<b>Financial Year:</b>	1 September 2024 to 31 August 2025
<b>Basis of Accounting:</b>	Receipts and Payments
<b>Trustees:</b>	Kate Osborne, Jen Conway, Lauren Shand, Clair Weeks

Description	Receipts (£)	Payments (£)
<b>RECEIPTS</b>		
<b>Fundraising Events</b>	<b>Gross Income</b>	<b>Direct Costs</b>
Pre-Loved Uniform Sale (11 Sept 2024)	£101.00	£101.00
Pre-Loved Uniform Sale (16 Oct 2024)	£35.70	£35.70
Autumn Disco (18 Oct 2024)	£2131.38	£1266.84
Science Week Sales (22 & 23 Oct 2024)	£709.37	£392.00
PTA Parents Christmas Party (30 Nov 2024)	£1120.00	£439.02
PTA Coffee Morning & Uniform Sale (2 Dec 2024)	£147.50	£147.50
Christmas Fair (6 Dec 2024)	£5972.46	£4629.27
Christmas Gift Sale (13 Dec 2024)	£1529.00	£1332.56
Christmas Cards	£90.00	£90.00
Yes Day (24 Jan 2025)	£430.65	£430.65
Donut Sale (7 Feb 2025)	£294.00	£106.50
PJ Day (14 Feb 2025)	£161.00	£161.00
Pre-Loved Uniform & Coffee Morning (12 Mar 2025)	£218.82	£218.82
Disco (14 Mar 2025)	£1694.30	£1245.63
MSO Gift Sale (28 Mar 2025)	£1145.39	£802.34
Name the Easter Bunny & Hamper (31 Mar–3 Apr)	£135.88	£135.88
Donut Sale (4 Apr 2025)	£340.00	£115.00
Lolly Sale (25 Apr 2025)	£50.00	£50.00
Lolly Sale (2 May 2025)	£102.00	£102.00
VE Non-Uniform Day (8 May 2025)	£167.83	£167.83
Lolly Sale (9 May 2025)	£60.00	£32.39
Lolly Sale (16 May 2025)	£80.00	£80.00
Todd Waldock Show (23 May 2025)	£1085.00	£1084.61
Lolly Sale (23 May 2025)	£49.10	£49.10
Pre-Loved Uniform Sale (23 May 2025)	£21.00	£21.00
Lolly Sale (6 Jun 2025)	£50.00	£14.20
Lolly Sale (13 Jun 2025)	£101.40	£101.40
Lolly Sale (20 Jun 2025)	£51.01	£51.01

Description	Receipts (£)	Payments (£)
PTA Quiz Night (20 Jun 2025)	£328.00	£328.00
Lolly Sale (27 Jun 2025)	£92.34	£79.80
Summer Fair (28 Jun 2025)	£6991.47	£4523.54
Lolly Sale (4 Jul 2025)	£45.30	£28.85
Pre-Loved Uniform & Coffee Morning (9 Jul 2025)	£155.50	£155.50
Lolly Sale (11 Jul 2025)	£84.00	£84.00
<b>Total Fundraising Events</b>	<b>£25770.40</b>	<b>£7167.46</b>
<b>Other Income</b>		
Bank Interest	£296.21	—
Easy Fundraising	£192.78	—
ASDA Cashpot (Parentkind)	£98.10	—
<b>Total Other Income</b>	<b>£587.09</b>	<b>—</b>
<b>TOTAL RECEIPTS</b>	<b>£26357.49</b>	<b>£7167.46</b>
<b>NET SURPLUS FOR THE YEAR</b>		<b>£19190.03</b>

## Statement of Assets and Liabilities

As at 31 July 2025

Item	Amount (£)
Cash at bank (current account)	5,557.18
Cash at bank (savings / deposit account)	35,649.06
Cash in hand	234.55
Outstanding debtors / creditors (if any)	nil
Tangible assets (equipment, etc.)	nil

## Approval and Signatures

Chair	Treasurer	Date
Kate Osborne	Lauren Shand	10-Jun-26
Signature: <u><i>Kate Osborne</i></u>	Signature: <u><i>Lauren Shand</i></u>	

These accounts have been prepared on a receipts and payments basis in accordance with the Charity Commission guidance for charities with gross income below £250,000 (CC16). They have not been subject to independent examination.

# INDEPENDENT EXAMINER'S REPORT

To the Trustees of

*Broxbourne CE Primary Parent Teacher Association*

For the year ended 31 August 2025

<b>Charity name</b>	Broxbourne CE Primary Parent Teacher Association
<b>Registered charity no.</b>	1062809
<b>Financial year</b>	1 September 2024 to 31 August 2025

## Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the Charity Commission (England and Wales) Directions 2015, and
- 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 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and of explanations given by the 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'.

## Independent Examiner's Statement

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

- 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 Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011

have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

## Examiner Details and Signature

<b>Examiner's name</b>	James Lamb
<b>Professional qualification</b>	Independent volunteer examiner
<b>Address</b>	[Address] River View, Cozens Lane West, Broxbourne, EN10 6QL
<b>Signature</b>	<i>James Lamb</i>
<b>Date</b>	[DD/MM/YYYY] 10-Jun-26

*This report has been prepared for the trustees of the above charity in accordance with the applicable legislation and the Directions issued by the Charity Commission. This report may not be suitable for any other purpose.*

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# Accounts

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<b>Trustees' Annual Report for the period</b>						
		Period start date			Period end date	
<b>From</b>	1	Sept	2023	<b>To</b>	31	Aug
						2025

**Section A Reference and administration details**

<b>Charity name</b>	Broxbourne C of E Primary School Parent Teacher Association
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1062809
<b>Charity's principal address</b>	Mill Lane
<b>Postcode</b>	EN10 7AY

**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	A.Cording	Chair		N/A
2	J. Conway	Vice Chair		N/A
3	K. Osborne	Vice Chair		N/A
4	L. Shand	Treasurer		N/A
5	B. Watson	Secretary		N/A
6	C. Weeks	Secretary		N/A
7				
8				
9				
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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
Bankers	Barclays Bank plc	High Street, Hoddesdon
Independent Examiner	James Lamb	

**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)	Model Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by 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.

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**Section C Objectives and activities**

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

<p>To advance the education of pupils in school by:</p> <ul style="list-style-type: none"> <li>- Developing effective relationships between the staff, parents and others associated with the school.</li> <li>- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li> </ul>
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**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 had due regard to the guidance issued by the Charity Commission on public benefit when carrying out their duties.

In planning the PTA's activities for the year, the trustees have considered how these activities will contribute to the charity's purposes and deliver public benefit in accordance with the Charities Act 2011.

The trustees are satisfied that all the PTA's activities are undertaken to further its charitable objectives for the benefit of pupils, parents, carers, and staff of Broxbourne C of E Primary School, and the wider school community.

We are a group of parents who meet every term to organise and host fundraising events for school. We work closely with the head teacher to determine what the school would like us to raise money for, and then organise fun events for the children whilst also raising money.

Highlights of the last year was completing the Playground Project! We also funded a Mathematics subscription, Zoolab for Science Week and year 6 First Aid.

Events this year include:

- Discos
- Uniform sales
- Ice lolly and donut sales
- Easter Egg Hunt
- Christmas and Summer fairs
- Christmas and Mothers and Significant Other gifts sales
- Parents Quiz Night

**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.

## Section D

## Achievements and performance

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

The main achievement for this period was the completion of the Playground Project.

## Section E Financial review

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

We keep £3000 in reserve to ensure we can fund most of the following years events. At the end of 2023 financial year, we had £11,000 in reserves.

**Details of any funds materially in deficit**

**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**

<b>Signature(s)</b>	<i>Kate Osborne</i>	
<b>Full name(s)</b>	Kate Osborne	Lauren Shand
<b>Position (eg Secretary, Chair, etc)</b>	Current Chair	Treasurer
<b>Date</b>	12-Mar-26	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Broxbourne CofE Primary School PTA	No (if any)
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## Receipts and payments accounts

For the period from	Sep-23	To	Aug-24
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Fund Rasing Events Income	£ 24,236.07	-	-	24,236
Donations	5,000	-	-	5,000
Interest	251	-	-	251
Easy Fundraising	86	-	-	86
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>29,573</b>	<b>-</b>	<b>-</b>	<b>29,573</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,573</b>	<b>-</b>	<b>-</b>	<b>29,573</b>
<b>A3 Payments</b>				
Cost of Fund Rasing Events	£ 4,383.87	-	-	4,384
Items for School	31,111.29	-	-	31,111
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>35,495</b>	<b>-</b>	<b>-</b>	<b>35,495</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,495</b>	<b>-</b>	<b>-</b>	<b>35,495</b>
<b>Net of receipts/(payments)</b>	<b>- 5,922</b>	<b>-</b>	<b>-</b>	<b>- 5,922</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>33,623</b>	<b>-</b>	<b>-</b>	<b>33,623</b>
<b>Cash funds this year end</b>	<b>27,701</b>	<b>-</b>	<b>-</b>	<b>27,701</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Bank Account (1)	8,011	-
	Bank Account (2)	21,643	-
		-	-
	<b>Total cash funds</b>	<b>29,654</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Agreement Error

OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature  
  
Kate Osborne

Print Name  
Lauren Shand  
Kate Osborne

**CC16a**



**Last year**

**to the nearest £**

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**Endowment funds**  
to nearest £

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OK

**Endowment funds**  
to nearest £

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**Current value (optional)**

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**Current value (optional)**

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**When due (optional)**


Date of approval


**Independent Examiner's Report to the Trustees of Broxbourne C of E Primary Parent Teacher Association**  
I report on the accounts of the charity for the year ended 31 August 2024.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the Charity Commission (England and Wales) Directions 2015, and
- 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 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and of explanations given by the 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.'

**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 Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011 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.

Examiner's Signature: 

Name: James Lamb

Professional qualification (if any): Independent volunteer examiner

Address: River View, Cozens Lane West, Broxbourne, EN10 6QL

Date: 12-Mar-26