

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

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

Independent Examiner	Jame Lamb
Bank	Barclays Bank, Hoddesdon

Section B Structure, Governance and Management

Type of governing document	Constitution
How the charity is constituted	Unincorporated association
Trustee selection method	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

Total receipts	£26,357.49
Total payments	£7,167.46
Net surplus for the year	£19,190.03
Closing bank balance	£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

The trustees declare that they have approved the Trustees' Annual Report above.

Signed on behalf of the charity's trustees:

Chair	Treasurer	Date
Kate Osborne	Lauren Shand	[DD/MM/YYYY]
Signature: 	Signature: 	11-Jun-26

These accounts have been prepared on a receipts and payments basis in accordance with Charity Commission guidance for charities with gross income below £250,000 (CC16). Independent examination is required as gross income exceeds £25,000.

PARENT TEACHER ASSOCIATION

Broxbourne CE Primary

Statement of Receipts and Payments
For the year ended 31 July 2025

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

Description	Receipts (£)	Payments (£)
RECEIPTS		
Fundraising Events	Gross Income	Direct Costs
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
Total Fundraising Events	£25770.40	£7167.46
Other Income		
Bank Interest	£296.21	—
Easy Fundraising	£192.78	—
ASDA Cashpot (Parentkind)	£98.10	—
Total Other Income	£587.09	—
TOTAL RECEIPTS	£26357.49	£7167.46
NET SURPLUS FOR THE YEAR		£19190.03

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>Kate Osborne</u>	Signature: <u>Lauren Shand</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

Charity name	Broxbourne CE Primary Parent Teacher Association
Registered charity no.	1062809
Financial year	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

Examiner's name	James Lamb
Professional qualification	Independent volunteer examiner
Address	[Address] River View, Cozens Lane West, Broxbourne, EN10 6QL
Signature	<u>James Lamb</u>
Date	[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.