



Section A

Independent Examiner's Report

Report to the trustees

Busbridge Infant School PTA

On accounts for the year  
ended

31 July 2025

Charity no  
(if any)

1064985

Set out on pages

1 to 10

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 07 / 2025**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

18/05/2026

Name:

Matthew Ellis FCCA

Relevant professional  
qualification(s) or body  
(if any):

ACCA

Address:

34 Quatermile Road

Godalming

Surrey, GU7 1TJ

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

N/A



**BUSBRIDGE INFANT SCHOOL PTA**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2025**



**BUSBRIDGE INFANT SCHOOL PTA**  
**ANNUAL REPORT AND ACCOUNTS**  
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**BUSBRIDGE INFANT SCHOOL PTA**  
**ANNUAL REPORT AND ACCOUNTS**

**CHARITY INFORMATION**

Charity Name	Busbridge Infant School PTA
Charity Registration Number	1064985
Principal Address	Busbridge Infant School Hambledon Road Godalming Surrey GU7 1PJ



**BUSBRIDGE INFANT SCHOOL PTA**  
**ANNUAL REPORT AND ACCOUNTS**  
**TRUSTEES' ANNUAL REPORT**

The trustees present their annual report and accounts for the year ended 31 July 2025.

**Trustees**

The names of the charity trustees managing the charity on the date the annual report is signed are as follows:

Mrs R Greatbatch (Chair)  
Mrs P Williams (Vice Chair)  
Mrs H Buckley (Treasurer)  
Mrs K Hulme (Secretary)  
Mrs A Chalk (Headteacher)

**Structure, Governance and Management**

Busbridge Infant School PTA was formed in 1978. It is constituted by Articles of Association adopted at that time and subsequently revised in 1995. The Association became a Registered Charity on 23 October 1997 (Charity Number 1064985). New trustees are appointed or re-appointed annually by the members of the charity. Membership of the charity is open to all parents and guardians of pupils and teaching staff of the school.

**Objects and Activities**

The objects of the charity set out in its governing document are as follows:

1. To advance the education of the pupils of Busbridge Infant School.
2. To develop more extended relationships between staff, parents and others associated with the school.
3. To engage in activities which support the school and advance the education of pupils attending it.
4. To provide and assist in the provision of such facilities and items for education at the school which are not usually provided from statutory funds.

The charity's activities focus on organising various fundraising extra-curricular events for the pupils, staff and parents, and providing assistance to the school on special events. In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit.

Any purchases are made in consultation with the Head Teacher and teaching staff and generally comprise items that would not otherwise be funded by the Local Education Authority (LEA) or South Farnham Educational Trust which the school now is part of.

**Achievements and Performance**

The PTA has had another brilliant year. We started the school year with £21,311, raised £29,280 during the year with £17,978 profit on events and spent/committed to £19,333 on the school. The PTA also had expenses of £329 and ended the year with a closing cash balance of £31,126. Full details of the contributions are included in the accounts.



We raised £5,097 from the Summer Fete and raffle, £1,804 from the Summer Camp, £1,005 from the adult quiz, £947 from wreath making and Bouncing for Books raised £1,984. We introduced the great fun 2025 challenge which raised an impressive £2,099.

We also ran several events for the children and parents to simply have fun which is one of the aims of the PTA. Break the Rules Day raised £365, Elfridges raised £1,011, the Disco raised £411 and the Sports Day refreshments raised £255.

The children also designed Christmas cards, sales of which earned us £270 profit. Thank you to everyone involved in the Christmas trees this year, we made an amazing profit of £1,338.

We were able to give BIS funds of £6,806 over the course of the year as well as helping with small additional extra gifts to provide fun for the children. This include covering the costs of things such as books, furniture and IT for the school. We additionally committed to a donation of £12,500 for the proposed woodland shelter.

The PTA relies entirely on the voluntary efforts of its committee and parents to organise and run events and activities. All such work is greatly appreciated, and many of our profits are generated entirely due to the generosity of people giving time and resources. This money makes such a difference to the school.

### **Future Plans**

We will be supporting the expansion of the IT provision within school, funding more enjoyable experiences for the children and supporting the completion of the woodland shelter.

### **Declaration**

The trustees declare that they have approved the trustees' report above, and the report is signed on behalf of the charity's trustees by:



Rachel Greatbatch  
Chair

Date: 20/5/26.



## Profit and Loss Account

**Busbridge Infant School PTA**  
**For the Year Ended 31 July**  
**2025**

Financial Statements in GBP

2024/25

2023/24

### Income

Fundraising and social activities	1	29,281	20,362
Interest		-	-
<b>Gross Profit (Loss)</b>		<b>29,281</b>	<b>20,362</b>

### Expenses

Fundraising and social activities	1	11,304	5,989
General Administrative		56	-
Insurance		162	153
Printing / stationery		-	67
PTA Meetings		-	62
Distribution Costs		-	108
Leaving presents		-	50
Other (treats & gifts for children)		111	137
Historic debtors		1,306	-
<b>Total Expenses</b>		<b>(12,939)</b>	<b>(6,566)</b>

<b>Net Income</b>		<b>16,342</b>	<b>13,796</b>
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### Donations

Donations		-	-
Less: Money given to the school	2	19,333	16,147
		<b>(19,333)</b>	<b>(16,147)</b>
<b>Net Income/(Loss)</b>		<b>(2,991)</b>	<b>(2,351)</b>



Balance Sheet

Busbridge Infant School PTA  
For the Year Ended 31 July 2025

Financial Statements in GBP

2025

2024

Current Assets

Debtors	3	1,000	1,306
Bank Accounts	4	30,986	21,261
Cash in Hand	4	140	50
		32,126	22,617

Current Liabilities

Creditors	6	12,500	-
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Net Current Assets

19,626	22,617
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Capital and Reserves

This period profit / loss	(2,991)	(2,351)
Profit carried forward	22,617	24,968
	19,626	22,617



## Financial Report

Busbridge Infant School PTA  
For the Year Ended 31 July 2025

### Cash Report

Opening Cash as at 1 August 2024				21,311.41	23,662.34
Fundraising Events	Income	Expenditure	Surplus	Prior year Surplus	
2025 Challenge	2,138.30	- 39.50	2,098.80	-	
Bouncing for Books	2,153.65	- 170.00	1,983.65		2,166.80
Break The Rules Day	365.00	-	365.00		245.60
Christmas Cards	269.72	-	269.72		221.24
Christmas Tree Sales	1,338.00	- 789.00	549.00		614.50
Cricket	200.00	-	200.00	-	
Disco	655.00	- 243.69	411.31		415.08
Donations	558.35	-	558.35		676.00
Easter Bake Off	298.00	- 20.99	277.01		392.02
Elfridges	2,023.50	- 1,012.61	1,010.89		907.38
Easyfundraising	83.95	-	83.95	-	
Other Income	57.79	- 40.00	17.79	-	
Pumpkins	256.50	-	256.50	-	
Quiz	1,425.00	- 419.33	1,005.67		839.73
Second Hand Uniform Sales	38.00	-	38.00		24.50
Scare the Teacher	-	-	-		105.00
Sports Day Drinks	469.93	- 215.16	254.77		16.59
Strictly Sweep	-	-	-	-	
Summer Camp	5,694.09	- 3,889.97	1,804.12		1,905.31
Summer Disco	-	-	-	-	
Summer Fete & raffle	7,645.62	- 2,548.96	5,096.66		4,964.97
Tea Towels	1,015.00	- 763.38	251.62	-	
Treat Friday	750.00	- 252.93	497.07		67.86
Wreath Making	1,845.00	- 898.10	946.90		810.03
<b>1 Total Fundraising Events</b>	<b>29,280.40</b>	<b>- 11,303.62</b>	<b>17,976.78</b>		<b>14,372.61</b>
Less non cash movements			- 1,000.00	-	
<b>Total Cash Received this year from events</b>			<b>16,976.78</b>		<b>14,372.61</b>



Financial Report

Busbridge Infant School PTA  
For the Year Ended 31 July 2025

Cash Report Continued

Gift Aid Donations			
Donations	-	-	-
2	Donations to School		
Christmas trees/presents	18.00	-	-
Christmas Theatre	-	500.00	-
Y2 lollies	9.00	-	-
School Equipment – Books	1,000.00	-	-
School Equipment - Screens	-	4,500.00	-
School Equipment - Furniture	3,000.00	-	-
School Equipment – IT	2,806.00	-	-
School Equipment – Woodland shelter	12,500.00	-	-
Astroturf	-	8,500.00	-
New Sheds	-	2,000.00	-
Author Visit	-	646.80	-
	-	19,333.00	16,146.80
Expenses			
Stationery/Printing	-	66.98	-
Insurance	162.00	153.00	-
Other (Easter Treats for children)	110.80	137.00	-
Distribution costs	-	107.76	-
Leaving present	-	50.00	-
PTA Meetings	-	62.00	-
Historic debtors	1,306.11	-	-
IT costs	56.40	-	-
	-	1,635.31	576.74
Less non cash movements		12,500.00	1,306.11
4	Closing Cash Balance 31 July 2025		
		31,125.99	21,311.41

Non cash movements

3	Debtors		
Brought forward	1,306.11	1,306.11	-
Movement in year	- new debtors	1,000.00	-
	- bad debts written off	- 1,306.11	-
		1,000.00	1,306.11
5	Creditors		
School	12,500.00	-	-



Helen Buckley

Helen Buckley  
PTA Treasurer  
Date: 19/05/2026  
On behalf of the Committee