

**TRUSTEES' ANNUAL REPORT 2023/2024**  
**For Clare House Parent Teacher Association**

Reporting period: 1 August 2023 and 31 July 2024

Charity number: 1069643

Address: Clare House Primary School, Overbury Avenue, Beckenham BR3 6YP

Trustees during the period:

Shamineh Mavalvala (Co-Chair)

Tibisai Mendez (Co-Chair)

Laura Knight (Treasurer)

Kirk Jackson (Secretary)

Clare House PTA is a charitable association. Trustees are elected by members at the Annual General Meeting and manage the charity on a voluntary basis. The trustees meet bi-monthly (or more frequently when necessary) to oversee the charity's activities and finances.

The purpose of Clare House PTA is to support the education and wellbeing of pupils at Clare House by raising funds for additional resources and activities. The trustees have had regard to the Charity Commission's guidance on public benefit and confirm that the charity's activities are carried out for the benefit of the pupils and school community.

During the year, the PTA organised fundraising and community activities including Winter and Summer Fairs, Halloween and Easter events, pre-loved uniform sales, bake sales, and fireworks and pantomime ticket sales. Funds raised were used to support the school by funding classroom resources, reading books, Bromley Youth Music Trust programme, equality training, and swimming top-ups.

Total income for the period was £34,290 and total expenditure was £36,904. Funds carried forward into the 24/25 year were £28,374.

These accounts were independently audited by Edd Castledine (member of ICAEW).

The trustees are responsible for preparing this report and the financial statements in accordance with charity law. This report was approved by and signed by the trustees on 30 November 2025.

Shamineh Mavalvala  
Clare House PTA  
Co-Chair

Tibisai Mendez  
Clare House PTA  
Co-Chair



**Clare House Primary School Parent Teacher Association****Charity registration number****1069643**

Statement of Financial Activities between 1 August and 31 July

	<b>2023/2024</b>	<b>2022/2023</b>
	<b>£</b>	<b>£</b>
<b><u>Incoming Resources</u></b>		
Income in furtherance of the charities objects (note1)	32,517	32,307
Gift Aid	-	905
Grants & Donations	1,773	3,159
Bank interest received	-	-
Total Incoming Resources	34,290	36,371
<b><u>Resources Expended</u></b>		
Cost in furtherance of the charities objects (note1)	13,213	11,728
Bank charges	167	215
Charitable activities	23,523	24,895
Total Resources Expended	36,903	36,838
<b>Net Incoming / (Outgoing) Resources</b>	<b>(2,613)</b>	<b>(467)</b>
<b>Funds brought forward</b>	<b>30,988</b>	<b>31,455</b>
<b>Funds carried forward</b>	<b>28,374</b>	<b>30,988</b>

	<b>31 July 2024</b>	<b>31 July 2023</b>
	<b>£</b>	<b>£</b>
<b><u>Balance sheet</u></b>		
Current Assets:		
Cash and Bank	27,278	30,749
Stock on hand	-	180
Gift Aid receivable	-	50
Debtors	1,209	146
Total Current Assets	28,487	31,125
Current Liabilities / Accrued Donation / Prize	113	138
<b>Net Assets</b>	<b>28,374</b>	<b>30,987</b>
<b>Financed by</b>	<b>28,374</b>	<b>30,987</b>

**Clare House Primary School Parent Teacher Association****Charity registration number****1069643**

	<b>2023/2024</b>	<b>2022/2023</b>
	<b>£</b>	<b>£</b>
<b><u>Note 1. Charities activities</u></b>		
Revenue	32,517	32,307
Expenses	(13,213)	(11,728)
Charities activities (net)	19,304	20,579
<b><u>Net income by activity:</u></b>		
Summer Fair	7,384	6,464
Christmas Fair	6,086	5,790
Christmas Pantomime	464	629
Halloween	1,688	727
Circus	1,390	-
Easter	1,013	1,190
Uniform	702	1,241
Bingo Night	588	(26)
Cake sales (2 sales)	435	-
Club 100	363	289
Easyfundraising / Amazon Smile	132	750
Own clothes day	104	-
Fireworks	81	323
Sports Day	81	122
Curry & Quiz	(21)	428
Fun Friday sales (5 sales)	-	738
Xmas Party	-	672
Year Six Leavers Party	-	445
World Book Day	-	375
Table Tennis events	-	19
Ping Pong table sales	-	240
Summer Party	-	221
Bags2school	-	199
Coronation	-	195
Sundry	(1,185)	(454)
	19,304	20,579



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Clare House Primary School Parent Teacher Association

On accounts for the year  
ended

31 July 2024

Charity no  
(if any)

1069643

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Signed by:

Edd Castledine

Date:

18/11/2025

Name:

Edd Castledine

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

ICAEW

Address:

82 Manor Way

Beckenham

BR3 3LR

Only complete if the examiner needs to highlight 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.**

None.