



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Southborough C of E Primary School PTA

No (if any)
1072957

CC16a

Receipts and payments accounts

For the period
from

Period start date
01/09/2023

To

Period end date
31/08/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
100 Club	1,236	-	-	1,236	1,340
Events	31,410	-	-	31,410	18,245
Match Funding	3,250	-	-	3,250	1,620
Online Shopping Commission	231	-	-	231	241
Second Hand Uniform Sales	1,026	-	-	1,026	788
Gift Aid	420	-	-	420	347
Gift Aid Donations (GASDS)	1,191	-	-	1,191	1,388
Sales of Goods	3,339	-	-	3,339	1,837
Interest	135	-	-	135	-
Sub total (Gross income for AR)	42,239	-	-	42,239	25,806
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	42,239	-	-	42,239	25,806
A3 Payments					
100 Club Winnings	499	-	-	499	580
Events	7,638	-	-	7,638	5,922
Support Costs (Administrations)	300	-	-	300	456
Raising Funds (Just Giving)	216	-	-	216	216
Professional Fees	201	-	-	201	128
Southborough C of E Primary School Donations	18,558	-	-	18,558	19,840
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	27,413	-	-	27,413	27,142
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,413	-	-	27,413	27,142
Net of receipts/(payments)	14,826	-	-	14,826	- 1,335
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,840	-	-	19,840	21,175
Cash funds this year end	34,666	-	-	34,666	19,840

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Business Bank Instant	32,177	-	-
	Lloyds Treasurers Account	2,108	-	-
	Petty Cash	381	-	-
	Total cash funds	34,666	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

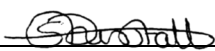
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Sarah Dunstall	24/06/2024
		24/06/2024

Trustees Annual Report 2022-2023

September 2022 – August 2023

Southborough C of E Primary School PTA
Registered Charity Number: 1072957

Southborough C of E Primary School
Broomhill Park Road
Tunbridge Wells
TN4 0JY

www.southborough.kent.sch.uk/pta

Reference and Administrative Details

Board of Trustees	Nicola Glover (Chair appointed 20 th March 2023) Kathryn Green (Treasurer appointed 14 th November 2019) Bridget Colver (appointed 15 th March 2022) Philippa Farrell (appointed 20 th March 2023) Sarah Dunstall (New treasurer - appointed 20 th March 2023) Samantha Geenty (appointed April 21 st at EAGM)
Charity number	1072957
Registered office	Southborough C of E Primary School Broomhill Park Road Tunbridge Wells TN4 0JY
Chair of Trustees	Nicola Glover (Bridget Colver officially stepped down as chair 31 st Dec 2022)
Independent examiner	Susan Terblanche

Structure, Governance and Management. Governing Document

Southborough C of E Primary School Parent Teachers Association (hereafter known as 'The PTA') was registered with Charitable Status and on 1st October 1997. The charity's governing document is Southborough C of E Primary School PTA Constitution

We have a board of trustees as board who are responsible for the running of The PTA as above who meet at least 4 times a year. We also have a wider committee of volunteers known as The PTA Committee who make themselves available to help at events. During the larger events, we also ask for additional parent/carers volunteers and teachers to help which cannot be quantified.

Objectives and Activities

The charity's purpose, as set out in the charity's constitution, is to raise money by fundraising within the school for resources and projects for the school, for the benefit of the pupils and for their educational needs.

Our strategic aim

To raise money to allow for resources to enhance the education of the school at Southborough C of E Primary school. We also aim to contribute to a greater mental health of the children by providing activities which enhance their wellbeing. Our sense of community within the school is important and we endeavour to gather parents as volunteers for events to enrich lives and build friendships. The connection between teachers and parents also plays a role in this which creates good relationships and a positive environment.

Our strategic objectives

In order to achieve our aims we endeavour to:

- Carry out 3 large family events throughout the year for children and parents to enjoy.
- Carry out smaller events throughout the year for children and parents to enjoy.
- Sell second hand uniform which raises funds which also helps parents save money.
- Carry out other events just for the children to improve their wellbeing.
- Donate money to the school for resources needed.
- Communicate with parents.
- Ask parents what events they would like to see take place.

Public Benefit

The Board of Trustees have had regard to the Charity Commission's guidance on public benefit in the review of our aims and objectives and the planning of our activities. Further details on our activities and how they benefit the public are detailed in the following section.

Achievements and Performance

2022-2023 was a rollercoaster for us a PTA team.

At the beginning of September, we had several trustees step down after their 3 years in position. With no parents volunteering as new trustees this left us with a team of just 2-3 to organise and run Fireworks and Christmas. These had already been confirmed and paid for so went ahead as planned.

Fire Works – was our usual sold-out event with glow items on sale, a uniform sale and BBQ. Despite the rain the fireworks continued as planned!

Christmas Fair – was back inside this year and we were overwhelmed with how popular it was. We used the main hall for most of our game stalls and year 2 classrooms for the Tombolas, toy room and external stall holders, with Father Christmas on the stage for a photo opportunity and small gift. We also had a BBQ which although was popular will be reviewed for future Christmas events as it was very cold and damp for the team cooking and serving outside. We introduced a game card system for our games stalls which enabled parents to purchase these using their cards rather than bringing lots of coins or cash with them which were popular.

In January we regrouped, confirmed a new Chair (already a Trustee) and recruited 2 new trustees.

We decided our fundraising activities for the next 2 years would be focused on bringing the school community together in a variety of fun and engaging ways.

We ran a substantial number of activities of which led to a record-breaking financial year for us!

Bake Sales

The wet weather affected the sales leading to them being postponed a few times; however, they were as popular as ever when they did take place. Any cakes left over from these events were donated to local food banks and churches as well as the school team!

Sponsored Bounce

This was about bringing some fun for the children into the school day. Every child had the opportunity to be sponsored by their friends and family to bounce for 1 minute on a bouncy castle as many or as little times as they wanted. The children had a brilliant time, and we raised a staggering amount of money from it.

Sports Day Refreshments

This run by the PTA, alongside a second-hand uniform sale. It was a very hot day, and cold drinks were very appreciated. We took donations for this, which we were then able to recover gift aid on. We also purchased Ice Poles for all children at the school to enjoy after their races.

Summer Fair

The event held on a very hot day, the day after sports day which led to lower numbers than normal attending unfortunately. However, the event itself was a success with games stalls, a BBQ, Bar, Ice cream, Slush Machines, Bouncy Castles, craft activities and a raffle. We had lots of prizes donated by local businesses but due to us not being able to offer presales due to a lack of volunteers it did not raise as much money as normal. Like with our Christmas Fair we used the game card system for the games stalls.

Family Film Night

Our 1st new event where parents (Early Years & KS1) were invited to come along to enjoy the summer evening with a drink and some food whilst their children enjoyed a film in our hall.

Discos – were run for our KS2 children on 2 different evenings and parents were also invited to come along to enjoy the summer evening with a drink and some food whilst their children danced the night away. There was an outside break area for ice-creams and tattoos.

For both Film Night and Discos, we did not charge to attend as we wanted to encourage as many of the school to come along as possible, but we covered our costs and made a profit with the bar, ice-creams, and donations from the Fish & Chips Van.

Uniform Sales

These were as popular as ever however due to the bad weather we ran fewer than normal.

We continued our focus on community and worked with the Church next to our school to restart Friday Café to enable parents to meet and relax before pick up as well as hosting some of our PTA events.

The learning outcomes from the year and from a survey completed by parents in July 2023 were:

- Plan events at the start of the year so hall availability and everyone can plan diaries.
- Adult only events
- Monitor costs of events

- Purchases online for pre-orders.
- Use more local businesses.
- More sponsorship opportunities

Overall, it was an amazing year, and we raised a huge amount of money for the school, whilst having a lot of fun as a whole school community.

Thank you to all the former members of the PTA for their contribution and time as well as the school team for all their support.

Plans for the future

This year we plan to continue to organise fun events for everyone which may include Fireworks, Christmas Fair, Quiz Night, Theme Days, Inset Day Activities, Discos, Infant Party, Golden Ticket Event, Sponsored activity, summer fun day, adult evenings and maybe more...

We are also aiming to make our events more environmentally friendly. Recycling bins are already available at all our events but not everyone uses them – so needs to be a focus.

Our AGM for this year was held in September repeated at 3 different parent meetings to ensure we got to present to as many parents as possible. Less parents are getting involved in organising or volunteering at our events and so we wanted to explain exactly what the PTA is about, share our amazing results and hopefully drive engagement to get involved. We also proposed at this event to introduce the Parent Kind Constitution highlighting the key changes and so enabling us to operate as a smaller team. All parents agreed. This now needs to go through the formal process with the Charity Commission.

Financial Review

The trustees report a profit after school donations of £14,826 as of 31st August 2023. We carried forward reserves £19,840 and the total cash balance as of 31st August is £34,666. The majority will be used to go towards a discovery learning hub amongst other things that are in discussion between the school and the PTA.

This was a very successful year for the PTA, after costs our events raised an incredible £30,851. This could be attributed to the fact this is the first year after the pandemic that all our events were run without constraints. It has been wonderful to have been do this after a difficult few years for everyone.

The sponsored bounce (£8,323) and the Christmas fair (£6,608) alone contributed to almost half the money raised. It was our most successful Christmas fair to date in terms of fund raising. We are incredibly grateful to everyone who sponsored the children and attended our events.

Use of Funds:

With the money raised the PTA were able to donate £15,307 to the school for the following

Jubilee Celebration & Coronation Bookmarks	£3,718.19
Infant Christmas party	£259.76
Film Night & Junior Discos (Free Event)	£504.27
Classroom Donations (£75 for each classroom)	£1,575.00
New Glockenspiels	£500.00
New IT equipment	£5,750.00
IT equipment for Art Curriculum	£1,800.00
New Sports Kits	£1,200.00

Financial Reserves

It is the policy of the charity that only a minimum of reserves are kept in the bank unless the school requests we keep hold of a certain amount of money being held for a certain purpose, so the aim is in general to have a low balance at the year end.

As we are raising money for a Discovery Hub, we have more money held than usual due to this.

Risk Management

Financial risk

The charity has a treasurer and Chair has access to the bank account to keep accountability of all money going in and out. A second person needs to be added to our bookkeeping site following the former Treasurer stepping down. We also have a 2-signatory policy of bank payments which makes this secure and protects each individual. At the end of the year, all transactions are checked by an independent party not within the PTA to add extra accountability. Any money counted after an event is double checked before paying in, and all records kept. All petty cash is kept in a locked safe and is only able to be accessed by a small number of individuals of staff on school premises. As we raised over £25k in gross income an Independent Examiner was also appointed.

Risk Assessments

Risk assessments are taken place for each event, all activities are assessed which follows the procedure needed within the school.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Independent examiner's report to the Trustees of Southborough C of E School PTA

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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:



Name:

Susan Terblanche, CA(SA)

Address:

60 Norman Road, Tunbridge Wells, Kent, TN1
2RP

Date:

19th June 2024

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Report and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. New Trustees would be chosen from amongst parents of Southborough C of E school and have integrity and leadership ability and who also share the same values and vision. On being appointed, new Trustees will work alongside existing Trustees to gain an understanding of the role that they have undertaken.

Trustees will only be in positions for 2 years and are voted in at the AGM which was held on 22nd, 21st & 25th September 2023 (repeated the meeting 3 times for all year groups across the school at a parent presentation).

This report was approved by the Trustees, on 23rd May 2024 and signed on their behalf by:



N Glover
Chair of the Board of Trustees
Date: 23rd May 2024