

**Friends of Leckhampton Primary Schools PTA**

**Annual Report and Accounts**

**Year Ended 31st August 2024**

**Friends of Leckhampton Primary Schools PTA**

**Annual Report and Accounts**

**Year Ended 31st August 2024**

**CONTENTS**

1. Objectives and Achievements
2. Trustees Annual Report
3. Reference and Administration
4. Statement of Financial Activities
5. Balance Sheet
6. Trustee Remuneration and Expenses

# **Friends of Leckhampton Primary Schools PTA**

## **Annual Report and Accounts**

**Year Ended 31st August 2024**

### **OBJECTIVES**

To advance the education of pupils in the school in particular by

1. Developing effective relationships between the staff and parents and others associated with the school.
2. Engaging in activities of or providing facilities or equipment which support the school and advance the education of the pupils.

### **ACHIEVEMENTS**

The Friends of Leckhampton Primary School organised several events during this year, their work made a positive impact in the community.

The events included the Lido splash, Christmas Card artwork, new parents welcome event, Christmas fair, Quiz and Fish and Chip night, year 6 leaver night and the ever-popular Summer fair.

# **Friends of Leckhampton Primary Schools PTA**

## **Annual Report and Accounts**

### **Year Ended 31st August 2024**

#### **TRUSTEE ANNUAL REPORT**

Welcome to the Annual General Meeting.

This report details the work of FoLPS for the period of September 2023 to August 2024.

Clara and myself are in danger of becoming old hands at this now as Co-Chairs of FoLPS; and we've been helped brilliantly throughout the year and at every event by our regular committee members and all the various volunteers and staff who come to the fore, especially at Christmas and Summer.

Both Clara and I offer our heartfelt thanks to the committee for their unwavering commitment to the cause, but more than that the fun and laughter that we have all shared as we all seamlessly talk about 5 different topics at the same time at every committee meeting!

We have been really fortunate to have Miss Porter leading a senior leadership team that wholeheartedly supports our cause, all alongside Mrs East and the administrative staff who deal with our deliveries and varied queries with such patience and understanding! Without these people the PTA would not function as we do. We would like to say a particular thank you to Miss Bird who's constant open and receptive approach to our various suggestions has really helped us to achieve even more this year.

The primary function of the PTA is to raise funds, our fundraising activities will be detailed presently within the Treasurer's report, but I must state that while we continue to exceed our expected annual totals in terms of fundraising, the committee feel that we are now matching this with increasing spend within the school and we look forward to this continuing in the years to come, with a particular focus on supporting the curriculum and the renewal of books and reading materials for all year groups.

Events undertaken this year included the Lido splash, Christmas Card artwork, new parents welcome event, Christmas fair, several Quiz and Fish and Chip nights, school discos, year 6 leaver night and the ever-popular Summer fair.

We also added in the popular Sports Day refreshment and a World Book Day sale to the list and are looking to add new events so we can do something most months, with Bingo being our new addition for 2024/25. We have benefited from a number of amazing sponsors and donations, so thank you so much to all the companies and individuals who have helped this year.

Our fundraising efforts, coupled with other donations, this past year amounted to a fantastic £29.6k, thanks to all those events and contributions I just mentioned. This is a big 3 thousand pound increase on the year before. We have no reason to doubt that we can't continue to

# **Friends of Leckhampton Primary Schools PTA**

## **Annual Report and Accounts**

**Year Ended 31st August 2024**

### **TRUSTEE ANNUAL REPORT (CONT)**

maintain this level of fundraising as year and have set a conservative target of £25k to match our budgeted spend for 2024-25. This leaves us with flexibility throughout the year to help the

school with any particular aspect of school life that they may ask for. More details of which you will hear about in the treasurers report as well.

Clara is particularly pleased that we have a small team of volunteers helping run the school shop but we always need more to help spread the load, so please do reach out to us if you can help with this vital function for all parents and carers within the school.

The committee currently numbers around 10, 6 of whom are formal trustees of the Charity. At this point last year we did fear that our ageing constitution and the dwindling numbers of committee members would put FoLPS future at risk, but thanks to all the new parents from the reception year (our prime recruiting grounds!), our steadfast team from previous reception year parents and an emergency AGM to change the constitution, we are arguably in one of the strongest positions in recent years, both with how many people give up their time and our levels of fund raising.

In closing, a final word of appreciation yet again to the volunteers, staff and everyone involved in making Folps, your PTA, such a success. We certainly look forward to working even more closely with the school this academic year to provide even more funds for the various great ideas that the school staff continue to have.

**Richard and Clara – Co-Chairs of FoLPS**

# **Friends of Leckhampton Primary Schools PTA**

## **Annual Report and Accounts**

**Year Ended 31st August 2024**

### **REFERENCE AND ADMINISTRATION**

Friends of Leckhampton Primary School Trustees

|                  |                               |
|------------------|-------------------------------|
| Lyndsey Treharne | Appointed 25th September 2019 |
| Daniel Dickens   | Appointed 1st September 2022  |
| Kate West        | Appointed 1st September 2022  |
| Hester Cole      | Appointed 1st September 2022  |
| Richard Johnes   | Appointed 21st September 2022 |
| Clara Jackson    | Appointed 21st September 2022 |
| Stewart Mowbray  | Appointed 21st September 2022 |

|                    |                                     |
|--------------------|-------------------------------------|
| Governing Document | Constitution adopted 11th July 2001 |
|--------------------|-------------------------------------|

|                |         |
|----------------|---------|
| Charity Number | 1088142 |
|----------------|---------|

|                           |   |
|---------------------------|---|
| Charity Principle Address | Leckhampton Primary School<br>Hall Road<br>CHELTENHAM<br>GL53 0HP |
|---------------------------|---|

# Friends of Leckhampton Primary Schools PTA

## Annual Report and Accounts

Year Ended 31st August 2024

### STATEMENT OF FINANCIAL ACTIVITIES

Period : Year Ended 31st August 2024

|                          |      | Unrestricted Funds |           | Restricted Funds |   | Total Funds |           | Total Funds  |
|--------------------------|------|--------------------|-----------|------------------|---|-------------|-----------|--------------|
|                          | Note | 2024               |           | 2024             |   | 2024        |           | 2023         |
| Income                   |      |                    |           |                  |   |             |           |              |
| Donations                | 1    | £                  | 1,028.00  | £                | - | £           | 1,028.00  | £ 528.00     |
| Activities Income        | 2    | £                  | 26,899.69 | £                | - | £           | 26,899.69 | £ 20,854.25  |
| Other Income             | 3    | £                  | 1,765.60  | £                | - | £           | 1,765.60  | £ 1,523.50   |
| Total Income             |      | £                  | 29,693.29 | £                | - | £           | 29,693.29 | £ 22,905.75  |
| Expenditure              |      |                    |           |                  |   |             |           |              |
| Raising Funds            | 4    | £                  | -         | £                | - | £           | -         |              |
| Charitable Activities    | 5    | -£                 | 30,893.84 | £                | - | -£          | 30,893.84 | -£ 29,042.71 |
| Total Expenditure        |      | -£                 | 30,893.84 | £                | - | -£          | 30,893.84 | -£ 29,042.71 |
|                          |      |                    |           |                  |   |             |           |              |
| Net Income (Expenditure) |      | -£                 | 1,200.55  | £                | - | -£          | 1,200.55  | -£ 6,136.96  |
|                          |      |                    |           |                  |   |             |           |              |
| Reconciliation of Funds  | 6    |                    |           |                  |   |             |           |              |
| Total Funds b/fwd        |      | £                  | 27,872.60 | £                | - | £           | 27,872.60 | £ 35,542.81  |
| Total Funds c/fwd        |      | £                  | 26,672.05 | £                | - | £           | 26,672.05 | £ 29,405.85  |

# Friends of Leckhampton Primary Schools PTA

## Annual Report and Accounts

Year Ended 31st August 2024

### BALANCE SHEET

Period : Year Ended 31st August 2024

|                                 | Note | 2024 |             | 2023 |             |
|---------------------------------|------|------|-------------|------|-------------|
| <b>Fixed Assets</b>             |      |      |             |      |             |
| Tangible Assets                 | 7    | £    | -           | £    | -           |
| <hr/>                           |      |      |             |      |             |
| <b>Fixed Assets</b>             |      |      |             |      |             |
| Debtors                         |      | £    | -           | £    | -           |
| Cash in Bank and in Hand        |      | £    | 26,672.05   | £    | 29,405.85   |
| <b>Total Current Assets</b>     |      | £    | 26,672.05   | £    | 29,405.85   |
| <br>                            |      |      |             |      |             |
| <b>Liabilities</b>              |      |      |             |      |             |
| Creditors due within one year   |      | £    | -           | £    | -           |
| <hr/>                           |      |      |             |      |             |
| <b>Net Current Assets</b>       |      |      | £ 26,672.05 |      | £ 29,405.85 |
| <br>                            |      |      |             |      |             |
| <b>Net Assets</b>               |      |      | £ 26,672.05 |      | £ 29,405.85 |
| <hr/>                           |      |      |             |      |             |
| <b>The Funds of the Charity</b> | 6    |      |             |      |             |
| Unrestricted Funds              |      |      | £ 26,672.05 |      | £ 29,405.85 |
| Restricted Funds                |      |      |             |      |             |
| <b>Total Funds c/fwd</b>        |      |      | £ 26,672.05 |      | £ 29,405.85 |

# Friends of Leckhampton Primary Schools PTA

## Annual Report and Accounts

Year Ended 31st August 2024

### TRUSTEE REMUNERATION AND EXPENSES

No trustee was paid for their service as a trustee.

The nature of expenses incurred were for event costs that relate exclusively and are necessary for fulfilling the charity objects.

#### Trustees Expenses Paid

| Date:                      | Trustee:        | Expense               | £                |
|----------------------------|-----------------|-----------------------|------------------|
| 03/10/2023                 | Clara Jackson   | Welcome Gift          | £67.58           |
| 03/10/2023                 | Clara Jackson   | Quiz Drinks           | £81.00           |
| 31/10/2023                 | Richard Johnes  | Event License Fee     | £21.00           |
| 20/11/2023                 | Richard Johnes  | Lights                | £53.99           |
| 20/11/2023                 | Stewart Mowbray | Event Drinks          | £130.00          |
| 20/11/2023                 | Hester Cole     | Christmas Sweets      | £168.87          |
| 21/11/2023                 | Stewart Mowbray | Event Food and Drinks | £333.45          |
| 23/11/2023                 | Richard Johnes  | Merchant Card Reader  | £39.99           |
| 23/11/2023                 | Kate West       | Marquee               | £729.00          |
| 24/11/2023                 | Richard Johnes  | Merchant Card Reader  | £64.80           |
| 30/11/2023                 | Clara Jackson   | Santa Gifts           | £202.21          |
| 30/11/2023                 | Clara Jackson   | Even Food and Drinks  | £64.10           |
| 05/12/2023                 | Stewart Mowbray | Christmas Lighting    | £44.75           |
| 17/04/2024                 | Clara Jackson   | Even Food and Drinks  | £63.05           |
| 05/06/2024                 | Stewart Mowbray | Event Food            | £402.75          |
| 19/06/2024                 | Richard Johnes  | Summer License Fee    | £21.00           |
| 19/06/2024                 | Hester Cole     | Summer Sweets         | £184.29          |
| 01/07/2024                 | Stewart Mowbray | Event Food            | £174.29          |
| 02/07/2024                 | Richard Johnes  | A4 Stands             | £44.98           |
| 04/07/2024                 | Clara Jackson   | Event Food and Drinks | £770.00          |
| 22/07/2024                 | Clara Jackson   | Event Food            | £23.37           |
| 22/07/2024                 | Clara Jackson   | Event Food            | £54.00           |
| <b>Total Expenses Paid</b> |                 |                       | <b>£3,738.47</b> |

Lyndsey Treharne, Daniel Dickens and Kate West received £Nil reimbursement for expenses.

## Independent Examiners Report

FOR:

**Friends of Leckhampton Primary (PTA)**

Registered Charity Number : 1088142

Financial Year End 31st August 2024

# Contents

| Section   | Page |
|---|------|
| 1. Statement of Assurance                         | 3    |
| 2. Introduction and Scope of Examination          | 4    |
| 3. Governance and Oversight                       | 5    |
| 4. Financial Performance Summary (FY 2023–24)     | 6    |
| 5. Application of Funds to Charitable Objectives  | 7    |
| 6. Treasurer’s Controls and Financial Stewardship | 8    |
| 7. Conclusion and Recommendations                 | 9    |

# Statement of Assurance

My report on the accounts of Friends of Leckhampton Primary School (FoLPS) for the financial year ended 31 August 2024, which have been prepared in accordance with the accounting policies set out in the charity's constitution and the requirements of the Charities Act 2011.

The examination was carried out under Section 145 of the Charities Act 2011.

The work was planned and performed so as to provide all the information and explanations necessary to give reasonable assurance that the accounts are free from material misstatement.

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the accounting requirements of the Charities Act 2011 have not been met;

In my opinion, the financial statements present a true and fair view of the charity's affairs and are properly prepared in accordance with the Charities Act 2011 and relevant UK guidance for small charities.

Signed:

Zoe Harding MAAT  
Independent Examiner  
B2B Accountancy Ltd

Date: 17 October 2025

# Introduction and Scope of Examination

This independent examination has been carried out in accordance with Section 145 of the Charities Act 2011 and the Charity Commission's guidance set out in CC32: Independent Examination of Charity Accounts. The charity under review, Friends of Leckhampton Primary (PTA), is a registered charity established to advance the education of pupils at Leckhampton Primary School by developing effective relationships between staff, parents, and others associated with the school, and by providing additional resources to enhance the learning environment. The purpose of this report is to review and comment on the governance arrangements, financial management, and compliance with statutory and constitutional obligations during the reporting period.

The examination has been conducted on the basis of the charity's accounting records, minutes, and supporting documentation supplied by the trustees and treasurer. It is not a full audit and therefore does not provide the same level of assurance as one. Instead, the independent examiner's role is to consider whether any material matters have come to their attention which might suggest that accounting records have not been kept properly, or that the accounts do not comply with the requirements of the Charities Act 2011. The scope also includes an assessment of the systems in place for financial governance and the degree to which the charity's activities align with its stated charitable objectives.

In undertaking this examination, reference has been made to the charity's governing document, the Charity Commission's Statement of Recommended Practice (SORP) for Charities (FRS 102), and best practice guidance for Parent Teacher Associations. The review also considers whether the trustees have acted in accordance with their legal duties under charity law, particularly with regard to safeguarding assets, managing funds prudently, and ensuring that all activities directly or indirectly further the charity's educational objectives.

The findings of this examination provide assurance to stakeholders, including the trustees and supporters of Friends of Leckhampton Primary, that appropriate governance and financial oversight are in place to sustain the charity's good work within the local community.

# Governance and Oversight

This report has been prepared for the Chairman and Committee of Friends of Leckhampton Primary School (FoLPS) in my capacity as Independent Examiner. It is based on the financial statements, Treasurer's Report, and supporting event schedules for the financial year ended 31 August 2024.

FoLPS continues to operate under strong governance, consistent with Charity Commission best practice for small charities.

The elected committee which comprises the Chairman, Treasurer, Secretary, and volunteer officers has maintained collective decision-making processes, clear financial authorisation, and transparent recordkeeping. Regular meetings and AGM documentation evidence open communication and accountability.

The committee has demonstrated collaboration with parents, and the wider community, ensuring all activities align with the charity's purpose: advancing the education and welfare of pupils at Leckhampton Primary School.

# Financial Performance Summary (FY 2023–24)

The financial records demonstrate a productive and well-managed year, with a wide range of events contributing to fundraising outcomes.

Total income for 2023–24 amounted to £29,693.29, while total expenditure was £30,893.84, resulting in a net deficit of £1,200.55. The small overall deficit reflects planned charitable disbursements rather than operational loss. Event profitability remained strong, and community engagement via events was high.

## Key Income Generating Activities

| Event                                   | Income     | Expenditure | Net Profit   |
|---|------------|-------------|--------------|
| Summer Fair and Raffle                  | £10,131.40 | £3,352.26   | £6,779.14    |
| Christmas Events, Cards, Gifts & Raffle | £7,590.55  | £1,703.55   | £5,887.00    |
| Quiz Nights and Schools Discos x2       | £5,781.62  | £1,767.77   | £1,672.35    |
| Lido Splash                             | £1,960.00  | £940.80     | £1,019.20    |
| Sports Day Drinks                       | £622.52    | £210.66     | £411.86      |
| School Shop                             | £1,765.60  | £24.80      | £1,740.80    |
| Bag2School                              | £277.00    | £0.00       | £277.00      |
| World Day Book Sale                     | £90.60     | £0.47       | £90.13       |
| Donations                               | £1,028.00  | £0.00       | £1,028.00    |
| Year 6 Leavers BBQ                      | £0.00      | £77.37      | (£77.37)     |
| Other Income/Expenses                   | £446.00    | £1,971.24   | (£1,525.24)  |
| School Contribution                     | N/a        | £20,844.92  | (£20,844.92) |
| Total                                   | £29,693.29 | £30,893.84  | (£1200.55)   |

Other income and expense items resulted in a net loss of £1,525.24, reflecting one-off equipment purchases and PTA investments such as a new marquee, sponsorship posters for future events.

# Application of Funds to Charitable Objectives

During the year, FoLPS contributed £20,844.92 to Leckhampton Primary School, supporting educational and enrichment initiatives consistent with its charitable aims.

Key funded items included:

|   |        |
|---|--------|
| • School Trip Subsidies   | £5,755 |
| • Year 6 Activities (Bikability, Isle of Wight Trip and Music Works Course) | £7,447 |
| • Classroom Contribution  | £6,506 |
| • Sports and PE Equipment   | £338   |
| • Music and Recorder Resources  | £798   |

All distributions were approved by the committee and recorded transparently. The funds directly advanced pupils’ educational experiences and well-being, fully meeting FoLPS’ charitable purpose.

# Treasurer's Controls and Financial Stewardship

The Treasurer has discharged duties responsibly and in full compliance with charity law.

Key controls evidenced include:

- Maintaining accurate and detailed accounts, recording income and expenses for each event.
- Reconciling all transactions through SumUp and BACS payments with dual authorisation.
- Comprehensive, event-level financial records and reconciliations for AGM review.

Bank reconciliation and supporting documentation demonstrate clear oversight and prudence.

At year end 31 August 2024, available funds and reserves were sufficient to maintain operations and planned commitments for FY 2024–25, ensuring the charity's financial stability.

# Conclusion and Recommendations

FoLPS continues to be a well-governed, transparent, and community-driven charity. Trustees and volunteers have effectively managed both operational and strategic responsibilities.

The financial deficit in FY 2023–24 was planned and represented reinvestment in educational resources.

Recommendations:

It is recommended that the committee:

1. Maintain current high standards of event reconciliation and documentation.
  2. Review reserve policy annually to ensure sustainable levels of working capital.
  3. Revisit and confirm the charity's objectives at each AGM to ensure ongoing compliance with the Charity Commission register.
  4. Continue exploring new income streams to diversify fundraising sources and support the 2024–25 budgeted commitments of £25,150.
-