



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1<sup>st</sup> September 2021** To **31<sup>st</sup> August 2022**

**Charity name: Woodlands Primary School Parent Teachers Association (PTA)**

**Charity registration number: 1090106**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of pupils in the school in particular by 1. Developing effective relationships between the staff parents and others associated with the school; 2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The charity raises funds to provide facilities and equipment for the school. The charity holds events and organises social activities to encourage links between home and school.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have had regard to the Charity Commission's guidance on public benefit.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>Fundraising activities take place to provide facilities and/or equipment to the school, which has supported the school and advanced it's pupils, as well as strengthening relationships between parents, staff and the community.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>£45,763</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are maintained at a level to continue to fund additional fundraising activities.</b>
Amount of reserves held	Para 1.22	<b>£1388</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by members at the AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Woodlands Primary School Parent Teachers Association (PTA)
Other name the charity uses	
Registered charity number	1090106
Charity's principal address	Woodlands Primary School Hunt Road Tonbridge Kent TN10 4BB



**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jemma Sherwood-Roberts	Co-Chairperson		
2	Jessica Glass	Co-Chairperson		
3	Natalie Fisher	Treasurer		
4	Nicole Chamberlain	Co-Secretary		
5	Kate Chamberlain	Co-Secretary		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Exemptions from disclosure****Reason for non-disclosure of key personnel details**

None
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**Other optional information**


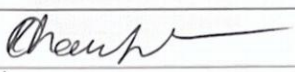
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	NATALIE ANN FISHER	KATHARINE CAENOR ASKE CHAMBERLAIN
Position (eg Secretary, Chair, etc)	TREASURER	Secretary.
Date	06/07/23	

**Independent Examiner's Report to the trustees of the Woodlands Primary School (Tonbridge) Parent Teachers Association (the Trust) :**

I report to the trustees on my examination of the accounts of the Woodlands Primary School Parent Teachers Association for the year ended 31 August 2022.

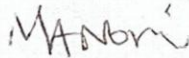
As the charity trustees of the Trust you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 (the Act). I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination and confirm that no material matters have come to my attention that would cause me to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records

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:  
Michael Norrie



12 Bickmore Way  
Tonbridge  
TN9 1ND

8 July 2023



## Income and Expenditure Account

### Woodlands Primary School PTA Year Ended 31st August 2022

Current Account Balance at 1.9.2021		£21,916.44
Reserve Account Balance at 1.9.2021		£1,387.31
Petty Cash		£46.25
		<u>£23,350.00</u>
<b>Income from activities</b>		
Late Summer Fair	£6,881.90	
Fireworks	£10,820.94	
Secret Presents	£3,273.82	
KS2 Disco (Nov)	£1,076.50	
Christmas Fair	£6,338.82	
APFS Christmas Cards	£716.50	
KS1 Disco (Feb)	£669.47	
Bingo	£833.47	
Easter Eggs	£428.37	
PTA Quiz	£764.63	
Bags 2 School	£344.00	
KS1 Disco (May)	£615.05	
Summer Fair	£10,566.20	
KS2 Disco (June)	£1,179.80	
My Child's Art (Tea Towels)	£449.62	
		<u>£44,959.09</u>
<b>Other Income</b>		
Amazon Smile	£375.44	
Easy Fundraising	£93.17	
Donations	£356.14	
Interest	£0.25	
		<u>£825.00</u>
<b>TOTAL INCOME FOR THE YEAR</b>		<u>£45,784.09</u>
<b>Expenses from activities</b>		
Late Summer Fair	£2,370.27	
Fireworks	£6,738.78	
Secret Presents	£2,086.71	
KS2 Disco (Nov)	£250.00	
Christmas Fair	£3,337.89	
KS1 Disco (Feb)	£343.95	
Bingo	£408.14	
Easter Eggs	£280.00	
PTA Quiz	£258.00	
KS1 Disco (May)	£347.23	
Summer Fair	£4,355.25	
KS2 Disco (June)	£354.52	
		<u>£21,130.74</u>
<b>Expenses</b>		
Year 6 Leavers Costs	£157.83	
Dragonboat Race 2022 Deposit	£50.00	
Fireworks 2022 Costs	£1,337.38	
Parentkind Membership	£128.00	
TMBC Licences	£20.00	
Bank Account Charges	£139.08	
		<u>£1,832.29</u>
<b>TOTAL EVENT PROFIT FOR THE YEAR</b>		<u>£22,821.06</u>
<b>Donations to School</b>		
	<u>£408.17</u>	
<b>TOTAL DONATIONS TO SCHOOL</b>		<u>£408.17</u>
<b>Balance at 31st August 2022</b>		<u><u>£45,762.89</u></u>
<b>REPRESENTED BY</b>		
HSBC current account		£44,329.08
HSBC reserve account		£1,387.56
Petty Cash		£46.25
		<u><u>£45,762.89</u></u>