



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st September 2022** **To** **31st August 2023**

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	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.
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	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the Charity Commission's guidance on public benefit.

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		

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	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.

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	£29,359
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are maintained at a level to continue to fund additional fundraising activities.
Amount of reserves held	Para 1.22	£1398
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	none
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	none

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	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
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	Elected by members at the AGM

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	Alex Duncum	Co-Chairperson		
2	Sam Wright	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

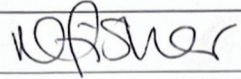
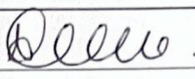
Other optional information

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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 FISHER	ALEXANDRA DUNCUM
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR.
Date	14/06/24	



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Woodlands Primary School Parent Teachers Association (PTA)

**On accounts for the year
ended**

31st August 2023

**Charity no
(if any)**

1090106

Set out on pages

as attached

remember to include the page numbers of additional pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

**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:

MA Norrie

Date:

15 June 2024

Name:

MICHAEL NORRIE

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

Chartered Accountant (Retired)

Address:

12 Bickmore Way

Tonbridge

TN9 1ND

Section B**Disclosure**

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.

No matter of concern

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Income and Expenditure Account Woodlands Primary School PTA Year Ended 31st August 2023

Current Account Balance at 1.9.2022	£44,329.08
Reserve Account Balance at 1.9.2022	£1,387.56
Petty Cash	£46.25
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	£45,762.89
Income from activities	
Fireworks	£10,630.11
Secret Presents	£3,371.83
Christmas Fair	£5,847.05
KS1 & KS2 Discos	£2,267.98
Wine Tasting	£1,012.50
Bingo	£1,136.14
Bags 2 School	£240.80
My Child's Art	£466.74
Second Hand Uniform Sales	£798.90
Year 5 Cake Sale	£388.84
Summer Fair	£8,234.19
KS2 Colour Run	£2,623.35
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	£37,018.43
Other Income	
Amazon Smile	£487.03
Easy Fundraising	£63.19
Christmas Shows Donations	£403.73
Interest	£10.23
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	£964.18
TOTAL INCOME FOR THE YEAR	<hr/>
	£37,982.61
Expenses from activities	
Fireworks	£6,359.61
Secret Presents	£2,382.43
Christmas Fair	£1,209.65
KS1 & KS2 Discos	£628.22
Wine Tasting	£492.34
Bingo	£520.40
Summer Fair	£3,469.14
KS2 Colour Run	£2,037.78
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	£17,099.57
Expenses	
2021-2022 Costs	£117.59
2023-2024 Deposits/Costs	£1,189.88
PTA Equipment	£3,241.84
Membership & Licences	£180.00
Bank Account Charges	£191.78
Parentmail Refund Fees	£34.67
Year 6 Leaver's Party Costs	£618.44
School Event Costs	£227.28
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	£5,801.48
TOTAL EVENT PROFIT FOR THE YEAR	<hr/>
	£15,081.56
Donations to School	
KS2 Forest School/Playground	£30,000.00
Young Voices Choir T-Shirts	£1,485.45
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TOTAL DONATIONS TO SCHOOL	<hr/>
	£31,485.45
Balance at 31st August 2022	<hr/>
	£29,359.00
REPRESENTED BY	
HSBC current account	£27,914.96
HSBC reserve account	£1,397.79
Petty Cash	£46.25
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	£29,359.00
CHECK	-

MN 18/6/24