



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st September 2023** To **31st August 2024**

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	£15,148
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	£1424
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		
	6				
	7				
	8				
	9				
	10				
	11				
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	16				
	17				
	18				
	19				
	20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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)		

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)

N. Fisher	Alexandra Duncum
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Full name(s)

NATALIE FISHER	ALEXANDRA DUNCUM.
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Position (eg
Secretary, Chair, etc)

TREASURER	CHAIR.
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Date

18/06/25

Income and Expenditure Account

Woodlands Primary School PTA Year Ended 31st August 2024

Current Account Balance at 1.9.2023	£27,914.96
Reserve Account Balance at 1.9.2023	£1,397.79
Petty Cash	<u>£46.25</u>
	£29,359.00

Income from activities	
Dragonboat Race	£1,001.90
Fireworks	£9,363.78
Secret Presents	£3,489.36
Christmas Fair	£4,750.61
KS1 & KS2 Discos	£5,198.58
Bingo	£902.43
Mother's & Father's Day Sales	£660.32
Summer Fair	£6,340.31
KS2 Colour Run	£1,613.20
Astra Recycling (Clothing Bin)	£426.80
My Child's Art	£379.99
Break the Rules Day	£863.90
Second Hand Uniform Sales	£670.30

	<u>£35,661.48</u>
Other Income	
Easy Fundraising	£111.22
Donations	£361.14
Interest	£26.54

	<u>£498.90</u>
TOTAL INCOME FOR THE YEAR	<u>£36,160.38</u>

Expenses from activities	
Dragonboat Race	£530.00
Fireworks	£5,333.61
Secret Presents	£3,298.75
Christmas Fair	£790.32
KS1 & KS2 Discos	£1,758.59
Bingo	£329.68
Mother's & Father's Day Sales	£465.00
Summer Fair	£2,556.52
KS2 Colour Run	£1,296.05

	<u>£16,358.52</u>
Expenses	
2022-2023 Costs	£513.00
2024-2025 Deposits/Costs	£602.52
PTA Equipment	£1,511.33
Membership & Licences	£153.00
Bank Account Charges	£64.80
Year 6 Leaver's Party Costs	£1,168.33

	<u>£4,012.98</u>
TOTAL EVENT PROFIT FOR THE YEAR	<u>£15,788.88</u>

Donations to School	
KS2 Outside Changing Area & Toilets refurb	£15,000.00
KS1 Playground Equipment	£15,000.00

TOTAL DONATIONS TO SCHOOL	<u>£30,000.00</u>
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Balance at 31st August 2024	<u><u>£15,147.88</u></u>
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REPRESENTED BY	
METRO current account	£9,593.45
HSBC current account	£4,083.85
HSBC reserve account	£1,424.33
Petty Cash	<u>£46.25</u>
	<u><u>£15,147.88</u></u>

CHECK	-
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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 2024

Charity no
(if any)

1090106

Set out on pages

AS Attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

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 Name

Date:

21 June 2025

Name:

MICHAEL MORRIS

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

Chartered Accountant (Retired)

Address:

12 BICKMORE WAY

TONBRIDGE

TN9 1ND

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.

There are no matters of concern

MM

Income and Expenditure Account **Woodlands Primary School PTA Year Ended 31st August 2024**

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MW 21/6/25