

Otford Primary School
Parent, Teachers and Friends Association
(PTFA)

(Registered Charity Number 1092099)

Financial Statements

For year ended 31st August 2023

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Otford Primary School PTFA
Trustees Annual Report for the Year Ending 31st August 2023

Trustees During the year and up to the date of this report

Ebony Gill – Chair (appointed as Chair 20th September 2023)
Jennifer Waters - Secretary
Lisa Simmonds - Treasurer
Kerry Randall - Vice Treasurer
Amy James - Vice Treasurer (appointed 14th March 2024)
Katy Richardson Hollands (appointed 20th September 2022)
Clare Ward - Chair (resigned 20th September 2023)
Laura Acland (appointed 20th September 2022) (resigned 14th March 2024)
Jess Edwards (resigned 14th March 2024)
Jennifer Heathfield-Lee (resigned 14th March 2024)
Shelly Hinds (resigned 20th September 2023)
Ellie Walsh (resigned 20th September 2023)
Steph Diciara (resigned 20th September 2023)

Principle Address

Otford Primary School
High Street
Otford
Kent
TN14 5PG
ptfa@otford.kent.sch.uk

Independent Examiner

Lisa Corti

Governing Document

The PTFA is a registered charity and is operated under the rules of its constitution signed 26 February 2002.

Overall management of the charity is the responsibility of the trustees who are elected annually and co-opted under the terms of the constitution. Day to day project activity is managed and carried out by volunteers.

Aims, Objectives and Activities

The PTFA organises a variety of events during the year. Our aim being to advance the education of pupils in the school, by funding facilities, equipment and experiences not normally met by the Local Education Authority. There is a strong social aspect to its activities and PTFA events provide a good opportunity to get to know other parents and staff in informal surroundings.

Activities and public benefit statement

The principal activities of the PTFA include fund raising events and social events for parents, teachers and pupils of the school, also involving members of the local community and businesses. Money raised is then spent on items requested by parents, staff and head teacher of Otford Primary School for the public benefit of all those that attend the school.

Otford Primary School PTFA

Trustees Annual Report for the Year Ending 31st August 2023

Summary of the main achievements during the year

The net income for the year totaled £23,237 (2022 £19,027)

The main funding raising activities (shown net) were:

Donations (Non Event Fundraising);	£4,990
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Fundraising Events;

Summer Fete	£7,480
Christmas Bazaar	£4,830
Disco	£1,186
Cake Sales	£1,123
Easter Egg Hunt	£723
Book Hunt	£598
Sports Day	£560
Pre Loved Uniform	£547
Comedy Night	£535
Ice Cream Sales	£349
Teddy Bear Picnic	£183

The PTFA Expenses in the year totaled **£1,261** (2022 £2,855)

This included the purchase of; insurance & membership, accounting software, room hire, printing, stationery, cleaning supplies, bank charges, gifts and general equipment (storage boxes, hi-viz jackets, trolleys, elec pump, card machine)

Through its fundraising activities and donations received (including gift aid) in the current and preceding years the PTFA have benefitted the pupils of Otford Primary School by funding expenditure totaling £13,828
(2022 £12,830)

The PTFA funded the below listed school expenditures/purchases totaling **£13,828**

Nurture Hub	£9,000
Outdoor Stage Repairs	£2,000
Mural	£1,000
Panto	£758
Football Kit	£592
Y6 Leaver's Party	£200
Y6 Production Props	£179
Swimming Hats	£99

Otford Primary School PTFA

Trustees Annual Report for the Year Ending 31st August 2023

The year end closing balance as at 31 August 2023 is **£33,953**

Each and every year, we commit £200 towards the Year 6 Leavers Party and £200 towards the Y6 Production.

We have also committed to fund £10,000 towards the Library Refurbishment, £2,800 towards Class Budgets and a further £3,500 towards the fitting out of the Nurture Hub (Peaceful Pod).

Therefore we start the year with **£17,253** available for use, **£792** of which is designated to use on Arts and creative projects.

Reserves Policy

At each meeting of the PTFA, the accounts are scrutinized and a wealth check is conducted; as a result of this it is then decided by the Committee whether to spend any of the money. Operating costs are minimal as PTFA members are all volunteers.

Recruitment and appointment of trustees

Trustees are appointed annually at the AGM in September each year by a show of hands of all those present and are recruited on a voluntary basis from the parents of children at the school.

The Trustee's Declaration

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

Signed on behalf of the charity's trustees

Signature:



Date:

28/06/24

Name:

Lisa Simmonds

Position:

Treasurer

Independent examiner's report to the trustees of Otford Primary School PTFA

I report to the trustees on my examination of the accounts of Otford Primary School PTFA for the year ended 31st August 2023.

Responsibilities and basis of report

The charity's trustees 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 Charity's accounts carried out under section 145 of the 2011 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.

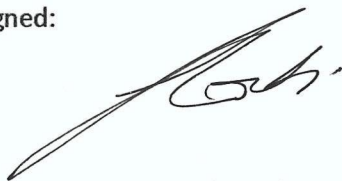
Independent examiner's statement

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

1. accounting records were not kept in respect of the Charity as required by section 130 of

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: Lisa Corti BA (Hons) FCA

Date:

28 June 2024

Oxford Primary School PTFA Financial Statements

Receipts and Payment Accounts for the year ended 31 August 2023

Receipts

	Receipts	Expenses	Profit YE 310823	Profit YE 310822
Summer Fete	£10,091	-£2,611	£7,480	£7,440
Non Event Fundraising	£5,001	-£11	£4,990	£1,428
Christmas Bazaar*	£6,063	-£1,233	£4,830	£1,193
Comedy Night	£1,521	-£985	£536	
Disco	£1,322	-£136	£1,186	£2,188
Cake Sales	£1,123	£0	£1,123	£992
Easter Egg Hunt	£967	-£244	£723	£516
Book Hunt	£688	-£90	£598	£469
Sports Day	£700	-£140	£560	£414
Pre Loved Uniform	£586	-£39	£547	
Ice Cream Sales	£448	-£100	£348	£721
Teddy Bear Picnic	£303	-£120	£183	£75
Tea Towels	£60	£0	£60	£52
Easter Fete				£2,801
Father's Day				£96
Virtual Balloon Race				£269
Christmas Wreaths				£210
Mother's Day				£162
Subtotal	£28,873	-£5,709	£23,164	£19,026
Interest/Bank Charges	£75	-£2	£73	£1
Total Receipts	£28,948	-£5,711	£23,237	£19,027

*including Silent Auction

Otford Primary School PTFA Financial Statements

Receipts and Payment Accounts for the year ended 31 August 2023

Payments

	Payments YE 310823	Payments YE 310822
Nurture Hub	£9,000	£0
Outdoor Stage Repairs	£2,000	£0
Mural	£1,000	£0
Panto	£758	£998
Football Kit	£592	£0
Y6 Leaver's Party	£200	£0
Y6 Production Props	£179	£236
Swimming Hats	£99	£0
Library Books	£0	£4,518
Class Budgets	£0	£1,400
First News	£0	£340
Presents for Children	£0	£337
External Classroom	£0	£5,000
Total Investing Activities	£13,828	£12,829
PTFA General Expenses	£504	£1,866
Xero (accounting system)	£311	£279
Gifts	£281	£448
Insurance & Membership	£140	£116
Meeting Expenses	£25	£54
Parents Welcome Evening	£0	£92
PTFA Expenses	£1,261	£2,855
Subtotal	£15,090	£15,684
Total Receipts	£23,237	£19,027
Less Total Payments	-£15,089	-£15,684
Surplus/Deficit (-)	£8,148	£3,343

Otford Primary School PTFA Financial Statements

Statement of Assets and Liabilities as at 31 August 2023

	YE 310823	YE 310822
Reserves		
Balance at start of year	£25,805	£22,462
Surplus/Deficit for the year	£8,148	£3,343
Balance at end of year	£33,953	£25,805
Current Assets		
Cash Float	£100	£100
Treasurers Account	£18,730	£15,468
Deposit Account	£15,123	£10,238
Total	£33,953	£25,805

Accounts prepared by:



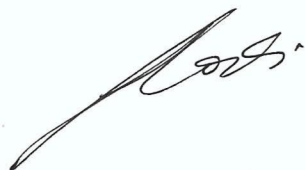
Lisa Simmonds (Treasurer)

Agreed:



Ebony Gill (Chair)

I have examined the Receipts and Payments Account and Statement of Assets and Liabilities of the Otford Primary School PTFA for the year ended 31st August 2023 and the books and records from which they've been prepared and confirm that they are in agreement herewith.



Lisa Corti (Independent Examiner)