

**PARENTS, TEACHERS, FRIENDS ASSOCIATION OF
CHIPSTEAD VALLEY PRIMARY SCHOOL**

ANNUAL GENERAL MEETING (AGM)

MINUTES OF MEETING HELD ON WEDNESDAY 8TH MAY 2024 AT 7.00PM STAFF ROOM

Attended By: Clare Rackham, Vikki Pope, Esther Hoare, Shelly Rowe, Eddie Elliot, Jody Tranter, Sarah Coombes, Julia Orr, Rebecca Herrera, Vicky MacGregor, Katie Burrows, Heather Scott, Charlotte Ellison, Laura McBride, Cristina Cristoi, Rob Farris, Sarah Bell, Catherine Tully

Apologies: Denise Rowden, Lisa Mansfield

1) Welcome

Clare Rackham welcomed everyone and thanked parents for attending the AGM.

2) Minutes Agreed

The minutes of the last AGM on 19 April 2023 were agreed as accurate and quorate.

3) Chairs Report

Clare Rackham outlined that it had been a successful year of PTFA events and gave huge thanks to everyone who had supported the PTFA with both organising and attending events for the children. The Summer Fair, Fireworks Night and Discos were all well attended and were great fun. As a school we are excited about the future events such as the Summer Fun Evening and possible Quiz Night. This year some funding has gone towards the school curriculum, which was agreed to support the school during a difficult period of budgeting. The remaining balance of this does not need to be funded now due to updated budgeting, this will now be released from reserves. We are also pleased to have supported the school with funding for the new ICT Suite which the children love using.

4) Treasurers Report

Balances of accounts were confirmed as:

PTFA Current Account:	£14,462.61
Savings A/C	£4,541.56
Total	£19,004.17

2022 Accounts – Audited

Total income £41,720.00

Total expenditure £34,542

Cash balance £15,915

2023 Accounts – To be finalised and Audited

These will be confirmed at the next AGM.

5) Appointment of Independent Examiner

Hakim Fry Chartered Accountants in Epsom will continue to audit the PTFA accounts.

6) PTFA Positions/ Posts

Applicants/ proposals were requested for the following roles and agreed as follows:

CHAIR	Rebecca Herrera, proposed by Clare Rackham, 2 nd by Vikki Pope
VICE-CHAIR	Position vacant
SECRETARY	Shelly Rowe, no objections

1st TREASURER
2nd TREASURER

Cristina Cristoi, no objections
Lisa Mansfield, proposed by Shelly Rowe, 2nd Vikki Pope

COMMITTEE
MEMBERS

Vikki Pope, no objections
Denise Rowden, proposed by Shelly Rowe, 2nd by Clare Rackham
Katie Burrows, no objections

TRUSTEES

All the above-mentioned 7 committee members now formally become trustees of the PTFA.

7) AOB

Julia Orr has formally stepped down from the PTFA as a Trustee. The PTFA would like to give huge thanks to her for all her hard work with us over the years and especially for all the lovely refreshments she has laid on at almost every event. She will be hugely missed!!!

The meeting closed at approx. 7.05pm.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Chipstead Valley Primary School Parents Teachers Frie	1094760

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/01/2024		31/12/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Function income	29,410	-	-	29,410	31,509
Misc Income	4,635	-	-	4,635	4,048
Bank interest	48	-	-	48	32
Grant income	-	-	-	-	159
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	34,093	-	-	34,093	35,748
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	34,093	-	-	34,093	35,748
A3 Payments					
Fundraising costs	19,498	-	-	19,498	14,129
Chipstead Valley School Subsidies	-	-	-	-	-
Administration	362	-	-	362	600
Contribution to ELP unit	-	-	-	-	-
Other costs	-	-	-	-	280
Contribution to Curriculum	10,000	-	-	10,000	7,229
PACE Academy (donation for struggling families)	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	29,860	-	-	29,860	22,238
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	29,860	-	-	29,860	22,238
Net of receipts/(payments)	4,233	-	-	4,233	13,510
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,425	-	-	29,425	15,915
Cash funds this year end	33,658	-	-	33,658	29,425

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current	29,082	-	-
	Deposit	4,576	-	-
	Petty Cash	-	-	-
	Total cash funds	33,658	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

**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

Chipstead Valley Primary School Parents Teachers Friends Association

**On accounts for the year
ended**31st December 2024**Charity no
(if any)**

1094760

Set out on pages

1 & 2 of Form CC16a

1 7 2 of Form C16(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

As the charity's trustees, 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 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:**Date:**

31-10-25

Name:

Lynn Sherstone

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

ICAEW

Address:

Hakim Fry Chartered Accounts