



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	August	2023		31	July	2024

## Section A Reference and administration details

Charity name Brightside Primary School PTA

Other names charity is known by None

Registered charity number (if any) 1094996

Charity's principal address c/o Brightside Primary School PTA  
Brightside  
Billericay, Essex  
**Postcode** CM12 0LE

### 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	Jennifer Rosemary Sharp Smith	Chair	16 September 2019	N/A
2	Mechelle Elam	Vice Chair	01 March 2022	N/A
3	Joanne Elizabeth Hansford	Treasurer	18 November 2019	N/A
4	Amanda Jane Celeste Roberts	Secretary	16 September 2019	N/A
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14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
None	

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

Type of adviser	Name	Address
None		

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Association

Trustee selection methods  
(eg. appointed by, elected by)

Elected at AGM Annually

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To help with needs of the school i.e., funding equipment / wellbeing events etc. In 2024 we were raising money for a new minibus for the children.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Provide a range of activities to raise funds for the school as directed by the Head Teacher.

These include Easter and Christmas events. Summer Fetes and non-uniform days for the children.

This work has been undertaken by the Trustees and have had regard to the guidance issued by the Charity Commission on public benefit.

### **Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

During the period the PTA have raised funds a new minibus for the children. This will children to be transported too and from events such as football tournaments and trips to other schools. The PTA also raised money for new books for the school library along with wellbeing events for all the children such as a School Panto, ice creams, books from Santa etc.

**Summary of the main achievements of the charity during the year**

We ran summer and Christmas fete for the children and ensured costs were low, so it was accessible for all. We held several school events such as break the rules and an easter egg hunt which was very popular.

**Section E****Financial review**

**Brief statement of the charity's policy on reserves**

The PTA aim to have a cash reserve of around £1,500.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F****Other optional information****Section G****Declaration**

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*Jenny Smith*

*M. Elam*

**Full name(s)**

Jenny Smith

Mechelle Elam

**Position (eg Secretary, Chair, etc)**

Chair

Vice Chair

**Date**

28/2/25





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Brightside Primary School PTA

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/09/2023

To

Period end date  
31/07/2024

### 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 £
Adventure Island 2023/24 Stock	7,649.01	-	-	7,649	9,513
Halloween Fancy Dress & Bake 2023	1,394	-	-	1,394	483
Dress Down Day 2022	-	-	-	-	777
Mini Bazaar 2023	2,287	-	-	2,287	1,710
Christmas Decorations 2022 See Christmas	-	-	-	-	-
Christmas Raffle 2022 See Christmas Fete	-	-	-	-	-
Christmas Fete 2023 (all fundraising)	8,378	-	-	8,378	9,353
Quiz night	-	-	-	-	-
Christmas Fun Day See Christmas Fete	-	-	-	-	-
Easter Eggstravaganza (inc dress down tid	2,286	-	-	2,286	1,605
Mothers day 2024	1,346	-	-	1,346	1,455
Summer Festival 2024	9,118	-	-	9,118	9,084
Uniform sale	981	-	-	981	196
Stikins Commission	-	-	-	-	74
CAF Fundraising Matching	-	-	-	-	100
Amazon Smile	-	-	-	-	747
Break the Rules Day	-	-	-	-	920
Family Disco	2,010	-	-	2,010	-
Other (Parentkind/Donations/Easy Fundraising)	-	-	-	-	-
Track Event Fundraiser 2023	-	-	-	-	3,401
Teatowels Year Groups 2023	-	-	-	-	2,090
Theatre Tickets Wicked	3,325	-	-	3,325	3,815
Wreath Making Evening 2022	-	-	-	-	1,280
Golf Day 2023	-	-	-	-	840
Brewery Event 2023	-	-	-	-	320
Brightside Lottery Donations	-	-	-	-	800
Other £100 Donation from Uplands Road Coronation party Winners / Refund for coronation book marks £300 and personal donations £90)	-	-	-	-	490
Lottery Transfers from 50/50 Account	1,124	-	-	1,124	612
Brightside Bake Off	171	-	-	171	-
Fundmatching	1,851	-	-	1,851	-
<b>Sub total (Gross income for AR)</b>	<b>41,920</b>	<b>-</b>	<b>-</b>	<b>41,920</b>	<b>49,665</b>
<b>A2 Asset and investment sales, (see table).</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>41,920</b>	<b>-</b>	<b>-</b>	<b>41,920</b>	<b>49,665</b>

### A3 Payments

Adventure Island 2022/23 Stock	1,750	-	-	1,750	6,425
Halloween Fancy Dress	-	-	-	-	48
Mini Bazaar 2022	-	-	-	-	836
Mini Bazaar 2023	264	-	-	264	742
Mini Bazaar 2024	693	-	-	693	-
Christmas Decorations 2021 See Christmas Fete 2022	-	-	-	-	-
Christmas Fete 2023	2,622	-	-	2,622	3,999
Easter Eggstravaganza (inc dress down tid	847	-	-	847	597
Mothers day 2024	600	-	-	600	570
Summer Festival 2024	4,249	-	-	4,249	4,625
Uniform sale	62	-	-	62	14
Happy Circus	-	-	-	-	264
Other (Parentkind Subscriptions / Platform Fees)	-	-	-	-	-
Family Disco	632	-	-	632	-
Xmas Gifts	1,103	-	-	1,103	2,040
Other (Parentkind Subscriptions / Platform Fees / staff gift/gasbo/ bubble machine)	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

11/11/2024



Outside Christmas Dets					
Panto 2023	3,090			3,090	2,800
Jubilee Pm Banners					
Icecreams year end	980			980	54
Track Event Donation to School					20,000
Teatowels Year Groups 2023					1,328
Theatre Tickets Wicked	2,175			2,175	2,500
Wreath Making Evening 2022					960
Golf Day 2023					540
Brewery Event 2023					210
New School Books for Children					4,000
Other - (Cash Counter / Boxes Lock Up / Printing )	1,224			1,224	1,291
Panto refund from Brightside					
Lottery Transfers from 50/50 Account	324			324	612
Xmas Party for Children	632			632	
<b>Sub total</b>	<b>21,247</b>			<b>21,247</b>	<b>54,455</b>

<b>A4 Asset and investment purchases, (see table)</b>					
<b>Sub total</b>					
<b>Total payments</b>	<b>21,247</b>			<b>21,247</b>	<b>54,455</b>
<b>Net of receipts/(payments)</b>	<b>20,672</b>			<b>20,672</b>	<b>- 4,790</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>26,119</b>			<b>26,119</b>	<b>26,119</b>
<b>Cash funds this year end</b>	<b>47,365</b>			<b>47,365</b>	<b>26,119</b>

## 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 £
<b>B1 Cash funds</b>	General Account	47,365	-	-
	50/50 Account	577	-	-
	Strip Account	1	-	-
	<b>Total cash funds</b>	<b>47,944</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

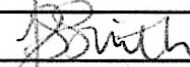
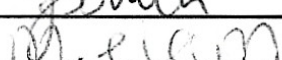
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Jenny Smith - Chair	28/2/25
	Mechelle Elam - Vice Chair	28/2/25



**Independent Examiner's Report to the Trustees of Brightside Primary School PTA ("the charity")**

I report to the trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> July 2024

**Responsibilities and basis of report**

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 charity'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.

**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 the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed: 

Dated: 11/2/2025

**Kathryn Durrant FCCA**

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