

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2019		31	08	2020

## Section A

## Reference and administration details

Charity name

Langton Green County Primary School PTA

Other names charity is known by

Langton Green Primary School PTA

Registered charity number (if any)

1095127

Charity's principal address

Langton Green Primary School

Lampington Row, Langton Green

Kent

Postcode

TN3 0JG

### 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 Cornelius	President		
2	Rebecca Leach	Chair		
3	Karen Williams	Treasurer		
4	Deborah Abbott	Secretary		
5	Hannah Lawrence	Vice-Chair	24/09/2019 – 17/11/2019	
6	Katherine Hassett			
7	Eleanor Ryan			
8				
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17				
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**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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## 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)	Associated
Trustee selection methods (eg. appointed by, elected by)	Nominated at AGM and seconded by members

**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**

The objective of the association is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

**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)**

**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.

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

The PTA raised £17,304 from events held throughout the 2019/20 financial year. The following events were organised:

- Halloween bake sale
- Fireworks night
- Christmas cards
- Christmas fayre
- School disco
- Spring ball

A further £60,667 was raised through other forms of fundraising. This amount was made up as follows:

- £40,600 Roll Up Media Event (organised and run by associates of a school parent)
- £6,000 Village Society donation
- £5,747 Governors' fund (voluntary donations from parents)
- £5,000 Uniform Shop profits
- £2,867 "grow your tenner" campaign
- £453 Other donations

£3,934 of PTA funds was donated to the school this year to finance the following:

- 2 x Visualisers
- Tuition and instrument hire for the brass band
- Hand soap (during COVID-19 pandemic)



## Section E Financial review

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

The closing balance for the period is £119,111, from an opening balance of £46,597.

The committee's policy is to maintain the bank balance at £10,000 or above.

### Details of any funds materially in deficit

### 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.

£40,600 raised by the Roll Up Media Event is to be used for the sole purpose of providing a new building for the school.

## 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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Karen Williams

Treasurer

8<sup>th</sup> September 2020

# LANGTON GREEN SCHOOL P.T.A.

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD 1ST SEPTEMBER 2019 TO 31ST AUGUST 2020

### SUMMARY OF INCOME

	2019/20		2018/19	
Opening balance at bank		£46,597		£61,072
Events	£26,096			£36,297
Non-event income	£61,847			£13,512
		£87,943		
		£134,540		£110,881

### SUMMARY OF EXPENDITURE

Events	£8,792		£10,564	
Donations to school	£3,934		£51,619	
Capital expenditure	£0		£594	
Non-event expenses	£2,703		£1,506	
		£15,429		£64,283
Balance at bank and Cash Floats		£119,111		£46,597

### Total Fundraising Profit for Period 1st September 2019 to 31st August 2020

Profit from events held (See below)	£17,304	Event Income (above)	£26,096
Non-event profit	£60,667	Event Expenditure (above)	£8,792
	£77,971	Movement in stock/float (below)	-
			£17,304

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### DETAIL OF EXPENDITURE

Donations to school	Capital expenditure	Non-event expenses	
Visualisers (x2)	£ 850	On-line pta events system	£ 300
Brass Band Tuition	£ 2,570	Liscences and Memberships	£ 334
Hand Soap (during COVID)	£ 514	Container Hire	£ 628
		Crackers for Christmas Lunch	£ 124
		AGM Refreshments	£ 36
		Photocopying credits	£ 100
		Roll Up Media Expenses	£ 1,180
	£ 3,934		£ 2,703
	£ 0		£ 6,637

### DETAIL OF INCOME

#### FUNDRAISING EVENT PROFITS

	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14
Quiz Night	-	-	-	-	£ 3,024	-	£ 571
Fireworks Night	£ 2,617	£ 2,924	£ 2,995	£ 2,086	£ 2,114	£ 1,411	£ 2,020
Christmas Cards/Mugs	£ 474	£ 181	£ 812	-	-	£ 142	£ 149
Christmas Bazaar	£ 7,008	£ 6,885	£ 6,894	£ 5,712	£ 4,992	£ 3,473	£ 3,662
Jumble Sale	-	£ 0	£ 0	-	-	-	£ 753
Roller Disco	-	-	-	-	-	£ 110	£ 175
Bingo	-	-	-	£ 744	-	£ 237	£ 163
Bunny Bounce	-	£ 2,551	£ 1,762	£ 1,757	£ 1,677	£ 1,087	£ 1,134
Summer Fete	-	£ 3,790	£ 5,662	£ 5,158	£ 4,252	£ 4,083	£ 4,129
Ball	£ 6,734	£ 8,558	£ 4,281	£ 6,086	£ 7,351	£ 6,623	£ 3,732
Phil the Bag	-	-	-	-	-	£ 180	£ 249
Easter Bake Sale and OC	-	£ 130	£ 394	-	-	-	-
80's Disco	-	-	£ 1,239	-	-	-	-
Carol Concert	-	-	-	£ 98	-	£ 50	-
Halloween Bake Sale	£ 463	£ 577	£ 533	£ 396	-	-	-
Bake Off	-	-	-	£ 379	-	-	-
Summer Tuck Shop	-	-	-	£ 126	-	-	-
Other (photos, cards etc)	£ 7	£ 136	-	-	£ 101	-	£ 22
	£ 17,304	£ 25,732	£ 24,572	£ 22,540	£ 23,510	£ 17,395	£ 16,758
<b>DONATIONS</b>							
Governors' Fund	£ 5,747	£ 4,427	£ 3,785	£ 3,398	£ 2,428	£ 2,029	£ 1,443
Grow Your Tenner	£ 2,867	£ 4,435	£ 7,283	£ 0	£ 0	-	£ 0
Corporate Fund Matching	£ 300	£ 1,757	-	-	-	-	-
Uniform Shop	£ 5,000	-	-	-	-	-	-
Other donations	£ 46,754	£ 2,893	£ 9,090	£ 1,941	£ 545	£ 427	£ 340
	£ 60,667	£ 13,512	£ 20,158	£ 5,339	£ 2,973	£ 2,456	£ 1,783
<b>TOTAL RAISED</b>	<b>£ 77,971</b>	<b>£ 39,244</b>	<b>£ 44,730</b>	<b>£ 27,879</b>	<b>£ 26,483</b>	<b>£ 19,851</b>	<b>£ 18,541</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Langton Green County Primary School PTA

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

1095127

Set out on pages

1-5

(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 31/08/2020.

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:

Date:

30.9.20

Name:

Pamela Gibbs

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

School Business Manager

Address:

Langton Green Primary School, Lampington Row,

Langton Green, Kent

TN3 0JG

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.**





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Signed:

Date:

14.10.2020

Name:

James Winspear

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

FCA INSTITUTE OF CHARTERED ACCOUNTANTS

Address:

21 Holmewood Ridge

Langton Green, Kent

TN3 0ED

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.**