



Trustees' Annual Report for the period

	Period start date	Period end date
From	01 09 2022	To 31 08 2023

Section A Reference and administration details

Charity name

ST THOMAS OF CANTERBURY PTA

Other names charity is known by

-

Registered charity number (if any)

1096329

Charity's principal address

St Thomas of Canterbury Primary School

Horseshoe Lane West

Guildford

Postcode

GU1 2SX

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	Emmanuelle Labeca-Gordon	Treasurer	Appointed 18/10/2022	Vote at AGM
2	Katherine Light	Co-Treasurer	Resigned 18/10/2022	Vote at AGM
3	Preetal Chheena	Co-Treasurer	Resigned 18/10/2022	Vote at AGM
4	Marta Evans	Co-Chair		Vote at AGM
5	Eleanor Sawyer	Co-Chair		Vote at AGM
6	Vanessa Signor Dobbe	Co-Chair		Vote at AGM
7				
8				
9				
10				
11				
12				
13				
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

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)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from membership vote at AGM

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.

We have a committee elected from membership. Key posts include:
Chairperson (usually split between more than 2/3 people)
Treasurer

Other posts exist and are directed towards overseeing certain activities:
Class Rep Coordinator
Uniform sales
Disco Coordinator

Section C Objectives and activities

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

To advance the education of pupils in the school, in particular by:

1: developing effective relationships between 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 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)

The PTA raises funds from a variety of means and puts on a wide range of social and fundraising activities for parents and children at school.

Funds are then spent to support the school on various capital and revenue projects.

The trustees have received and read the guidance on public benefit from the charity commission. The trustees are confident that the guidelines and principles of public benefit are met by the PTA's activities.

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.

All our activities are put on by volunteers, we do not have any remunerated staff at all.

Donations are made to the school in consultation with the Head teacher and then published such that our membership is aware of how the funds they have helped raise are being spent.

Summary of the main achievements of the charity during the year

We put on a programme of activities and fund raising events this year including:

- Christmas raffle
- Uniform sales
- Cinema Night
- Children Discos
- Cake sales
- Quiz Nights
- Summer Fayre

Donations were made to the school in October 2022 (from funds raised in the previous year; September 2021 – August 2022).

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity has no ongoing obligations and therefore does not need to hold significant reserves. The guide is to retain a bank balance of £3000.

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.

We predominately raise funds by holding fundraising events at the school which are attended by parents of and/or children enrolled at the school.

We spend the funds raised on equipment for the school such as extra IT equipment and grounds improvements that are not possible to fund from the school's regular budget.

We do not invest funds as all surplus funds are donated to the school soon after they have been raised.

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

Emmanuel J. Gordon

EMMANUEL LABECA-GORDON

TREASURER

18/09/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

ST THOMAS OF CANTERBURY PTA

1096329

Receipts and payments accounts

CC16a

For the period
from

9/1/2022

To

8/31/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
	35,340	-	-	35,340	26,193
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,340	-	-	35,340	26,193
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,340	-	-	35,340	26,193
A3 Payments					
Cost of Fundraising	18,186	-	-	18,186	10,232
Administration	286	-	-	286	457
Gifts	173	-	-	173	-
Donations made	14,617	-	-	14,617	663
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	33,262	-	-	33,262	11,352
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	33,262	-	-	33,262	11,352
Net of receipts/(payments)	2,078	-	-	2,078	14,841
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,148	-	-	18,148	3,511
Cash funds this year end	20,226	-	-	20,226	18,352

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	Bank Account	20,226	-	-
		-	-	-
		-	-	-
	Total cash funds	20,226	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
	Emmanuelle Labeca-Gordon	Emmanuelle Labeca-Gordon	9/25/2025	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
St Thomas of Canterbury PTA

On accounts for the year
ended

31/08/2023

Charity no
(if any)

1096329

Set out on pages

1-7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

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").

Independent
examiner's statement

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.

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:

18/09/25

Name:

Mariolina Battye-Tambaro

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

Address:

93 Merrow Woods

Guildford

GU1 2LJ

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.