



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/10/2022 To 30/09/2023

Charity name: Chesham Preparatory School Parents' and Teachers' Association (CPS PTA)

Charity registration number: 1098866

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To raise funds to purchase and services for the benefit of all the children at the school. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | CPS PTA organises social events which can be enjoyed by the children, staff, parents and friends of CPS. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees have had regard to the guidance issued by the Charity Commission on public benefit |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |
| Other | | |

| | | |
|--|--|--|
| | | |
|--|--|--|

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>The PTA set out a varied programme of fundraising events at the start of the year. The events this year were hugely welcomed and enjoyed by all. Money was raised for 2 charities The May Fair raised money for a charity chosen by the children and a large donation was made by CPS PTS to the school for a forest classroom. 8 events in total took place as well as a regular clothes recycling collection.</p> <p>The PTA second hand uniform shop provided a valuable service for parents whilst raising income for the PTA. The parents appreciate being able to bring back quality uniform for reuse rather than being discarded and this also helps financially.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | The charity was in healthy financial position |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The PTA aims not to hold large reserves often. However, large items that we help fund for the school may take over a year to save for. We are raising funds for a new library at the school |
| Amount of reserves held | Para 1.22 | £47551.19 |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | The reserve is higher than usually as an order for a new library was placed but the payment did not come out from the PTA until after the reporting period. |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed , royal charter) | Para 1.25 | Trust Deed - May 2003 Constitution - June 2020 |
| How is the charity constituted? (e.g unincorporated association , CIO) | Para 1.25 | Association |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | The election of officers and members of the Committee shall be by ballot at the Annual General Meeting. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Chesham Preparatory School Parents' and Teachers' Association |
| Other name the charity uses | Chesham Prep PTA/ CPS PTA |
| Registered charity number | 1098866 |
| Charity's principal address | Chesham Prep School 2 Dells Lane Orchard Leigh Chesham Bucks HP5 3QF |
| | |

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 | Irene Widra | Chair | Until 31/07/2023 | |
| 2 | Lynsey Elms | Secretary | Until 31/07/2023 | |
| 3 | Nileshi Parbat | Treasurer | | |
| 4 | Cheri Robson | Assistant Treasurer | | |
| 5 | Bindya Patel | Chair | 01/08/23 onwards | |
| 6 | Sharon Cole-Johnson | | | |
| 9 | Lisa Adams | Secretary | 01/08/23 onwards | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

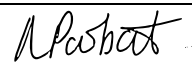
Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|--|
| Signature(s) |  | |
| Full name(s) | Nileshi Parbat | |
| Position (eg Secretary, Chair, etc) | Treasurer | |
| Date | 19/07/2024 | |

CHESHAM PREPARATORY SCHOOL PARENTS' AND TEACHERS' ASSOCIATION
Charity Commission registered number 1098866
For the financial year ended on 30 September 2023

INCOME AND EXPENDITURE

| INCOME | 30/09/2023 | 30/09/2022 | 30/09/2021 |
|---|-------------------|-------------------|-------------------|
| Operating activities to generate funds | £63,985.92 | £53,202.49 | £22,741.12 |
| Investment income receipts | £0.00 | - | - |
| Total Income | £63,985.92 | £53,202.49 | £22,741.12 |
| EXPENDITURE | | | |
| Expenditure for generating funds | £46,908.23 | £30,838.56 | £12,974.00 |
| Charitable activities | £3,494.00 | £3,621.27 | £0.00 |
| Support costs | £0.00 | £0.00 | £0.00 |
| Management & Administration | £687.69 | £572.92 | £500.99 |
| Donation to school | £7,628.40 | | |
| Total Expenditure | £58,718.32 | £35,032.75 | £13,474.99 |
| Income less expenditure | £5,267.60 | £18,169.74 | £9,266.13 |
| Unrestricted funds brought forward | £44,215.24 | £26,045.50 | £16,779.37 |
| Adjustment - charitable donation incorrectly acco | £1,346.00 | | |
| Adjustment for previous year discrepancy | -£3,277.65 | | |
| Unrestricted funds carried forward | £47,551.19 | £44,215.24 | £26,045.50 |

STATEMENT OF ASSETS AND LIABILITIES AT YEAR END

| | 30/09/2023 | 30/09/2022 | 30/09/2021 |
|---------------------------------------|-------------------|-------------------|-------------------|
| CASH FUNDS | | | |
| Bank accounts - current | £36,036.66 | £20,257.21 | £25,894.00 |
| Bank accounts - deposit | £0.00 | - | - |
| School shop - float | £11,514.53 | £20,276.18 | - |
| Total Cash | £47,551.19 | £40,533.39 | £25,894.00 |
| Stock carried over | £0.00 | £0.00 | £133.00 |
| Less: Amounts owed to uniform sellers | £0.00 | £0.00 | £0.00 |
| Total Assets | £47,551.19 | £40,533.39 | £26,027.00 |

| 30/09/2020 | 30/09/2019 | 30/09/2017 | 30/09/2016 |
|-------------------|-------------------|-------------------|-------------------|
| £36,911.02 | £61,290.02 | £50,752.19 | £32,501.00 |
| £0.00 | £0.00 | £0.00 | £0.00 |
| <hr/> | | | |
| £36,911.02 | £61,290.02 | £50,752.19 | £32,501.00 |
| £34,270.00 | £57,002.00 | £37,963.21 | £22,113.00 |
| £2,966.86 | £500.00 | £1,070.00 | £2,833.00 |
| £1,000.00 | £1,508.41 | £8,000.00 | £0.00 |
| £644.02 | £417.51 | £117.00 | £314.00 |
| <hr/> | | | |
| £38,880.88 | £59,427.92 | £47,150.21 | £25,260.00 |
| <hr/> | | | |
| -£1,969.86 | £1,862.10 | £3,601.98 | £7,241.00 |
| <hr/> | | | |
| £18,749.23 | £16,887.13 | £16,249.00 | £9,008.00 |
| <hr/> | | | |
| £16,779.37 | £18,749.23 | £19,850.98 | £16,249.00 |
| <hr/> | | | |

| 30/09/2020 | 30/09/2019 | 30/09/2017 | 30/09/2016 |
|-------------------|-------------------|-------------------|-------------------|
| £16,628.13 | £15,909.51 | £20,856.82 | £19,253.00 |
| - | £1,766.86 | £0.00 | £0.00 |
| - | - | £65.00 | £200.00 |
| £16,628.13 | £17,676.37 | £20,921.82 | £19,453.00 |
| £150.00 | £427.25 | £929.81 | £543.00 |
| £0.00 | £0.00 | -£2,000.39 | -£3,747.00 |
| <hr/> | | | |
| £16,778.13 | £18,103.62 | £19,851.24 | £16,249.00 |
| <hr/> | | | |

30/09/2015

£43,684.00

£2.00

£43,686.00

£35,246.00

£6,212.00

£5,118.00

£246.00

£46,822.00

-£3,136.00

£12,144.00

£9,008.00

30/09/2015

£3,656.00

£4,809.00

£8,465.00

£543.00

£0.00

£9,008.00



Section A

Independent Examiner's Report

Report to the trustees/
members of

Chesham Preparatory School Parents' And Teachers' Association

On accounts for the year
ended

30th September 23

Charity no
(if any)

1098866

Set out on pages

(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 **30/ 09 / 2023**

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 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 to enable a proper understanding of the accounts to be reached.

Signed:

Jessica Selfe

Date:

04/08/24

Name:

Jessica Selfe

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

FIAB – Fellow of the Institute of Accountants and Bookkeepers.

Address:

10 Okeford Drive

Tring

Herts, HP23 4AJ

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.

Nothing to report.