



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/10/2023 To 30/09/2024

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. Some fund raising for external charities.
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		

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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 program 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 2 charities though raffle ticket sales. A donation of £20k has been proposed for the school to purchase an out door classroom/project space. 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 outdoor classroom and project space.
Amount of reserves held	Para 1.22	£58833.40
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 outdoor classroom and project space has not yet been finalised by the school.

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 Two 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	Bindya Patel	Chair		
2	Lisa Adams	Secretary		
3	Nileshi Parbat	Treasurer		
4	Cheri Robson	Assistant Treasurer		
5	Sharon Cole-Johnson		Until 31.08.2024	
6	Supreena Devakumar			
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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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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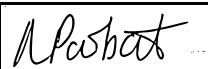
Other optional information

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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	08/07/2025	

Profit and Loss

Chesham Preparatory School Parent Teacher Association For the year ended 30 September 2024

2024

Turnover

Bags2school	705.00
Camping	13,574.25
Christmas Craft	879.92
Christmas Fair	5,827.44
Colour Run	160.00
May Fair	10,729.18
Movie	917.07
Quiz	2,575.00
Spring Ball	18,047.90
T-Towels	2,375.70
Uniform Shop Sales	21,476.78
Wreath Making	1,040.00
Total Turnover	78,308.24

Cost of Sales

Cost of Goods Sold	12,135.07
Leavers	561.01
Total Cost of Sales	12,696.08

Gross Profit

65,612.16

Administrative Costs

AGM/meeting costs	165.00
Audit & Accountancy fees	170.00
Bank Fees	163.49
Camping Costs	8,665.98
Charitable Donations - School	16,254.00
Charity Donation - other	500.00
Christmas Fair Costs	2,529.75
May Fair Costs	7,535.39
Movie Costs	137.00
Quiz Costs	888.58
shop costs	709.06
Spring Ball Costs	15,833.65
Subscriptions	248.00
T-Towel Costs	1,532.10
World book Day	85.08
Wreath Making Costs	717.87
Total Administrative Costs	56,134.95

Operating Profit

9,477.21

	2024
Other Income	
Class contribution	1,805.00
Total Other Income	1,805.00
Profit on Ordinary Activities Before Taxation	11,282.21
Profit after Taxation	11,282.21

Executive Summary

Chesham Preparatory School Parent Teacher Association For the year ended 30 September 2024

2024

Cash

Cash received	86,098.55
Cash spent	74,816.34
Cash surplus (deficit)	11,282.21
Closing bank balance	58,833.40

Profitability

Income	78,308.24
Direct costs	12,696.08
Gross profit (loss)	65,612.16
Other income	1,805.00
Expenses	56,134.95
Profit (loss)	11,282.21

Balance Sheet

Debtors	-
Creditors	-
Net assets	11,282.21

Sales

Number of invoices issued	-
Average value of invoices	-

Performance

Gross profit margin (%)	83.79
Net profit margin (%)	14.41
Return on investment (p.a.) (%)	100.00

Position

Average debtor days	-
Average creditor days	-
Short term cash forecast	-
Current assets to liabilities	1.24
Term assets to liabilities	-



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 24

**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 / 2024**

**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:

15/07/2025

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.