



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Trustees’ Annual Report for the period

From 1<sup>st</sup> September 2023                      Period start date    To 31<sup>st</sup> August 2024  
Period end date

Charity name: Northchapel Parent Teacher Association

Charity registration number: 1103225

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the association (the objects) is to advance the education of pupils in the school in particular by: <ul style="list-style-type: none"><li>- Developing effective relationships between the staff, parents and others associated with the school</li><li>- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ul>
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	<div>SWIMMING POOL</div> <div>LITTLE ACORNS</div> <div>GIN</div> <div>SCHOOL PHOTOS</div> <div>CAKE SALE</div> <div>BONFIRE</div> <div>CHRISTMAS FAIR</div> <div>CHRISTMAS EVENTS</div> <div>SECRET ROOM</div> <div>DISCO</div> <div>5K</div> <div>SCRUB &amp; GRUB</div> <div>SCHOOL SPONSORED EVENT</div> <div>LITTLE OAKS SPONSORED EVENT</div> <div>SUMMER FAIR</div>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Confirming that the trustees have had regard to the Charity Commission's guidance on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		N/A

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

## 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>During the year, Northchapel PTA raised £25,615.50 through events such as fairs, raffles, and other fundraising activities.</p> <p>Funds were used to:</p> <ul style="list-style-type: none"> <li>• Provide new learning resources and classroom equipment.</li> <li>• Support school trips and activities, ensuring all pupils could take part.</li> <li>• Improve outdoor play areas and learning spaces.</li> <li>• Contribute to wellbeing and mental health projects.</li> </ul> <p>Our work has:</p> <ul style="list-style-type: none"> <li>• Helped improve the educational experience for all pupils.</li> <li>• Made sure every child could join in with school activities.</li> <li>• Strengthened links between the school, parents, and the wider community.</li> </ul>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the financial year the current position is: Income - £25,615.50 Expenditure - £24,979.92 Profit across year of £635.58  Balance at end of period in bank account - £9,946.81
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### 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	Our PTA's principal sources of funds typically include:  1. Fundraising Events: <ul style="list-style-type: none"> <li>○ School fairs (summer, Christmas, etc.)</li> <li>○ Raffles, tombolas, and lotteries</li> <li>○ Sponsored activities (e.g. walks, runs, read-a-thons)</li> <li>○ Quiz nights, discos, and bake sales</li> </ul> 2. Donations: <ul style="list-style-type: none"> <li>○ Contributions from parents, carers, and local supporters</li> <li>○ One-off or regular donations</li> </ul>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	N/A
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	Annual AGM to select committee members including trustees & will always include a Chair/Treasurer/Secretary.

### 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	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		

## Reference and Administrative details

Charity name	NORTHCHAPEL PARENT TEACHER ASSOCIATION
Other name the charity uses	NORTHCHAPEL PTA
Registered charity number	1103225
Charity's principal address	Northchapel Primary School Pipers Lane, Northchapel Petworth, West Sussex GU28 9JA

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	LAURA GREEN	N/A	WHOLE YEAR	N/A
2	REBECCA MORTON	N/A	WHOLE YEAR	N/A
3	NINA MORGAN	N/A	WHOLE YEAR	N/A
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

**Funds held as custodian trustees on behalf of others**

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

**Additional information (optional) – N/A**

**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

N/A



**Other optional information**

N/A

Declarations

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

Signed on behalf of the charity’s trustees

Signature(s)	<div>Signed by:  <small>81B23B3826EF48C...</small></div>	<div>Signed by:  <small>DEF2BD714677448...</small></div>
Full name(s)	LAURA GREEN	REBECCA MORTON
Position (eg Secretary, Chair, etc)	SECRETARY	TREASURER

Date

Jul 11, 2025



NORTHCHAPEL PTA ANNUAL ACCOUNTS 2023/2024 SCHOOL YEAR  
(period covering 1st September 2023 to 31st August 2024)

1. Income

Source of Income	Amount (£)
Donations	3,600.00
Grants	
Fundraising Events	21,586.01
Membership Fees	
Gift Aid	429.49
Other (specify)	
<b>Total Income</b>	<b>25,615.50</b>

2. Expenditure

Type of Expenditure	Amount (£)
Charitable Activities	
Fundraising Costs	24,979.92
Governance Costs (admin, etc)	
Rent, Utilities, Office Costs	
Staff/Volunteer Costs	
Other (specify)	
<b>Total Expenditure</b>	<b>24,979.92</b>

3. Net Movement in Funds

	Amount (£)
Total Income	25,615.50
Less: Total Expenditure	24,979.92
Net Surplus/(Deficit)	635.58

4. Fund Balances

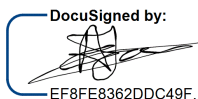
	Amount (£)
Opening Fund Balance (start of year)	9,311.23
Net Surplus/(Deficit) for Year	635.58
Closing Fund Balance (end of year)	9,946.81

I have reviewed the financial records and accounts of Northchapel PTA for the year ended 31 August 2024.

In my opinion, the accounts are consistent with the records maintained by the charity and have been properly prepared in accordance with applicable charity law.

I am satisfied that no material matters have come to my attention that would require any further action or adjustment.

Andy James

DocuSigned by: Jul 11, 2025  
  
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5. Trustees' Declaration

Name	Position	Signature	Date
LAURA GREEN	TREASURER		

Prepared for Northchapel PTA - Financial Year 2023/24

Signed by: Jul 11, 2025  
  
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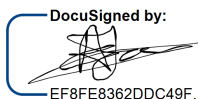
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