

**BUSBRIDGE JUNIOR SCHOOL PTA**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**BUSBRIDGE JUNIOR SCHOOL PTA**  
**ANNUAL REPORT AND ACCOUNTS**  
**CHARITY INFORMATION**

Charity Name	Busbridge Junior School PTA
Charity Registration Number	1108322
Principal Address	Busbridge Junior School Brighton Road Godalming Surrey GU7 1XA

**BUSBRIDGE JUNIOR SCHOOL PTA**  
**ANNUAL REPORT AND ACCOUNTS**  
**TRUSTEES' ANNUAL REPORT**

The trustees present their annual report and accounts for the year ended 31 July 2023.

**Trustees**

The names of the charity trustees managing the charity on the date the annual report is signed are as follows:

Mrs R Roseblade (Chair)  
Mrs D Baker (Vice Chair)  
Mr R Day (Treasurer)

**Structure, Governance and Management**

Busbridge Junior School PTA became a registered charity in 2005 and is constituted by Articles of Association adopted at that time and subsequently revised in 2017. New trustees are appointed or re-appointed annually by the members of the charity. Membership of the charity is open to all parents, guardians or carers of any pupil currently attending the school and teaching and non-teaching staff currently employed by the school.

**Objects and Activities**

The objects of the charity set out in its governing document are as follows:

1. To advance the education of the pupils of Busbridge Junior School.
2. To develop effective relationships between staff, parents and others associated with the school.
3. To engage in activities and provide facilities or equipment which support the school and advance the education of the pupils.

The charity's activities focus on organising various fundraising extra-curricular events for the pupils, staff and parents, and providing assistance to the school on special events. In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit.

**Financial Review**

The PTA started the year with reserves of £5,133 raising £25,393 from fundraising events and incurring operating expenses of £656. Having pledged a total of £17,975 in donations during the year to fund various school activities, the PTA closed the year with reserves of £11,895, which will be used in the future to support the school in line with its objectives. The PTA also holds £8,024 in its bank account on behalf of the school, raised through donations and a sponsored skipping event.

The PTA held several fundraising events during the year, most notably a Christmas Fayre and associated Secret Shopping event, Fireworks Night and a Summer BBQ. Other key fundraising activities involved Easter events, summer ice-creams sales, school discos for children and a similar event for parents,


sponsored bouncy castle and bike rides. The PTA also raised money from local estate agents for advertising boards, second hand uniform sales and various other initiatives detailed in the notes to these financial statements.

Amounts pledged to the school include further contributions to the school's multi-use games area ("MUGA") project, new IT equipment, books, furniture, gazebos, science and art equipment, and other amounts detailed in the notes to these financial statements.

The PTA relies entirely on the voluntary efforts of its committee, teachers and parents to organise and run events and activities. All such work is greatly appreciated, and most amounts raised are generated entirely due to the generosity of parents and teachers in giving time and resources.

### **Declaration**

The trustees declare that they have approved the trustees' report above, and the report is signed on behalf of the charity's trustees by:

DocuSigned by:  
  
82EB6233981E4AD...

Richard Day  
Treasurer  
Date: 3<sup>rd</sup> March 2024

**BUSBRIDGE JUNIOR SCHOOL PTA**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 JULY 2023**

	Note	2023	2022
<b>Income</b>			
Charitable activities		36,617	39,287
Donations		1,000	1,014
		<hr/>	<hr/>
<b>Total Income</b>		<b>37,617</b>	<b>40,301</b>
<b>Expenditure</b>			
Charitable activities		12,224	13,263
Amounts pledged to the school		17,975	28,358
Other expenses		656	1,093
		<hr/>	<hr/>
<b>Total expenditure</b>		<b>30,855</b>	<b>42,715</b>
<b>Net income / (expenditure)</b>		<b>6,762</b>	<b>(2,414)</b>
		<hr/>	<hr/>
<b>Net movement in funds</b>		<b>6,762</b>	<b>(2,414)</b>
		<hr/>	<hr/>
<b>Reconciliation of funds</b>			
Total funds brought forward		5,133	7,547
Movement in funds		6,762	(2,414)
		<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>11,895</b>	<b>5,133</b>
		<hr/>	<hr/>

**BUSBRIDGE JUNIOR SCHOOL PTA**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 JULY 2023**

	Notes	2023	2022
<b>Current assets</b>			
Debtors		561	1,486
Stock		558	87
Cash and Bank		46,838	34,461
<b>Total current assets</b>		47,956	36,034
<b>Creditors:</b> Amounts falling due within one year		(36,061)	(30,900)
<b>Total net assets</b>		<b>11,895</b>	<b>5,133</b>
<b>Funds of the charity</b>			
Unrestricted funds		11,895	5,133
<b>Total funds</b>		<b>11,895</b>	<b>5,133</b>

DocuSigned by:  
  
82EB6233981E4AD...

Richard Day  
PTA Treasurer  
Date: 3<sup>rd</sup> March 2024  
On behalf of the trustees

**BUSBRIDGE JUNIOR SCHOOL PTA**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**Note 1: Basis of Preparation**

**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

**1.2 Going concern**

These accounts have been prepared on a going concern basis and there are no material uncertainties that would cast doubt on the charity's ability to continue as a going concern.

**1.3 Change of accounting policy**

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2. There has been no change of accounting policy in the reporting period.

**Note 2: Accounting Policies**

**2.1 Income**

Income is recognised in the Statement of Financial Activities when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

**2.2 Expenditure**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

<b>3. Charitable activities</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>
	<b>Income</b>	<b>Expenditure</b>	<b>Income</b>	<b>Expenditure</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Christmas Fayre	5,550	1,192	7,698	1,505
Fireworks night	9,442	5,087	9,202	4,278
Summer BBQ	5,685	2,495	5,281	2,043
Ice Creams	1,967	722	2,125	772
Disco	3,171	1,085	1,563	504
Gin Sales	110	-	190	-
Sports Day	194	49	106	69
Easy Fund Raising	750	-	537	-
Town Council Advertising Boards	1,365	-	1,260	-
Bouncing for Busbridge	2,867	95	3,013	90
Amazon Europe	261	-	179	-
Christmas Secret Shopping	1,419	159	1,232	156
Christmas Card Commission	345	15	284	-
Year Book	-	-	1,225	1,225
Quiz	-	-	1,009	437
Nineties Disco	1,425	998	-	-
School Uniform	599	2	472	1
Easter Events	1,053	323	1,037	327
Leaver Hoodies	-	-	1,218	1,161
Ukraine Cake Sale and Fair	-	-	542	542
Ukraine Notecards	-	-	123	153
Big PTA Raffle	17	-	245	-
Casino Royale	-	-	30	1
Bike Ride	297	-	579	-
Stikins Name Labels	101	-	141	-
	<b>36,617</b>	<b>12,224</b>	<b>39,287</b>	<b>13,263</b>



<b>4. Amounts pledged to the school</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Playground markings		2,000
MUGA donation (Summer BBQ 2021)		3,000
MUGA donation (Fireworks 2021)		4,000
MUGA donation (Christmas Fayre 2021)		7,000
MUGA donation (Bouncing for Busbridge 2022)		3,000
MUGA donation (Summer BBQ 2022)		3,000
Raised beds (Gardening club)		200
Brazilian Martial Arts Day		480
Chromebooks		2,120
Camera		400
MUGA donation (fireworks 2022)	3,500	
MUGA pledge (July 2023)	6,500	
Books (£50 per class per term)	1,200	1,200
Dictionaries	210	255
Round tables for Year 3 reading	498	
Art supplies	203	
Books (further one-off donation)	1000	204
Seedlings and plants for garden	100	
Science equipment	500	
Gazebos	341	
IT equipment – class PCs	1000	
Hardship fund	500	733
Data loggers	1000	
Library table	300	
Ice-lollies (beach trip)	325	766
Pantomime (December 2023)	798	
	<b>17,975</b>	<b>28,358</b>

<b>5. Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Charitable activities	<b>561</b>	<b>1,486</b>

<b>6. Creditors: Amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Amounts pledged to school	28,038	22,935
Amounts held on behalf of school	8,024	7,310
Charitable activities	-	655
	<b>36,061</b>	<b>30,900</b>

**Busbridge Junior School PTA**

Year ended 31 July 2023

**Independent Examiner's Report to the Trustees**

**Responsibilities and basis  
of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2023.

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**



**Date:**

27/11/2023

**Name:**

Graham Seddon FCA

**Address:**

First Floor, 129 High Street

Guildford, Surrey

GU1 3AA