

Annual Report 2024/2025

Charity Details

Charity name: Upland Parents Association

Charity registration number: 111727

Registered address: Upland School, Church Road, Bexleyheath, DA7 4DG

Financial year ended: 31st July 2025

Independent examiner: Zoe Florence, Accountant (zflorence@hotmail.co.uk)

PA Trustees

Prior to the 2024 AGM, the following were proposed and nominated to remain in positions which was unanimously agreed:

- Kirsty Sharp - Chair
- Sam Quinlan - Vice-Chair
- Kate Flatley - Treasurer
- Caroline Fielding – Secretary

The following nominations were proposed and seconded for general trustees:
Edward Taylor, Lauren Taylor, Narinder Hothi, Sunita Atwal and Sarah Winstanley-Smith

Following subsequent resignations, an Extraordinary General Meeting was held on 5th February 2025, at which the following appointments were made:

- Edward Taylor was elected Chair
- Lauren Taylor was elected Secretary
- Justine Taylor was elected Treasurer
- Sam Quinlan continued as Vice-Chair
- Sarah Winstanley-Smith continued as a general trustee

Trustees are recruited from the parent community. The charity promotes involvement through coffee mornings for new parents at the start of the school year and ongoing communication about events and volunteering opportunities.

Structure

The charity is governed by a constitution. Trustees are elected annually by parents and carers at the Annual General Meeting; for the 2024–25 year this was held on 18 October 2024. The trustees meet at least once per term to manage the affairs of the charity. Trustees serve in a voluntary capacity and receive no remuneration. All expenditure is approved by the Treasurer.

Objectives

The charity's objective is to advance the education of pupils at Upland Primary School by raising funds to support school activities, equipment and experiences that enhance learning and wellbeing. To meet this objective, the charity undertook the following activities during the year:

Fundraising events

- Summer Fair
- Elfridges (Christmas shop)
- Mothers and Father's Day Gift Shops
- Ice Cream Friday's (During Summer months)
- Totally Taylor event
- Sports Day Refreshments
- Christmas Panto Tickets

- **Social and community events**
 - School Coffee Mornings
 - Nativity Show Tea Stall
 - Book Shops
 - AGM Quiz Night
 - School Discos
 - Non-Uniform Days
 - Year 4 Sleepover
- **Donations to school projects**
 - Class games
 - Garden Equipment
 - Year 6 prom

The trustees have had due regard to the Charity Commission's guidance on public benefit. The charity's activities provide public benefit by enhancing educational resources and opportunities for pupils at Upland Primary School.

Achievements and Performance

During the year, the charity set a fundraising goal of £30,000 to contribute towards the construction of a new garden room. This facility is intended to provide pupils with additional indoor space for activities, particularly during poor weather or for those who prefer quieter indoor environments.

The fundraising target was successfully achieved. Due to the construction of a new nursery provision on site during summer 2025, the garden room project has been deferred and is now planned for completion in 2026.

Financial Review

During the year ended 31st July 2025, the charity received total income of £25,501.80. Income was generated primarily from fundraising and social events organised by the Parents Association.

Total expenditure for the year amounted to £14,353.69, which included costs associated with fundraising events and donations made to support school resources and activities.

The charity recorded a profit of £11,148.11 for the year. At the year end, total funds held were £37,085.88. These funds are held to support planned future projects, including the garden room development requested by the school.

Reserves Policy

The trustees have considered the level of reserves held by the charity. It is the trustees' policy to maintain sufficient unrestricted reserves to meet planned expenditure and to provide a buffer against unforeseen costs.

At the year end, the level of reserves was considered appropriate to meet the charity's future commitments.

Risk Management

The trustees have reviewed the major risks to which the charity is exposed, particularly those relating to fundraising activities and financial controls. Appropriate procedures are in place to mitigate these risks, including dual signatories on bank accounts and regular financial reporting to trustees.

Trustee Responsibilities Statement

The trustees are responsible for preparing the Trustee Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the charity and for safeguarding the assets of the charity.

Signature and date

This report was approved by the trustees and signed on their behalf on 19th May 2026.

Name: Edward Taylor

Role: Chair

Signature: _____

Name: Justine Taylor

Role: Treasurer

Signature: _____

	Expenses	Coffee Morning	AGM	Oct Own Clothes	Xmas Cards	Refreshments for Nativity
Sales		£0.00	£683.00	£392.31	£281.00	£83.00
Cost	£397.94	£16.33	£295.13	£0.00	£0.00	£24.00
Sept 24 - July 25	-£397.94	-£16.33	£387.87	£392.31	£281.00	£59.00

Elfridges	Xmas Disco	Panto	Term 1 Adhoc donation 01/09- 31/12/24	Lotto 01/09/24 - 13/12/24	EasyFundrasing	Feb OCD
£2,158.81	£2,220.00	£2,075.00	£100.00	£140.90	£43.55	£315.97
£1,145.43	£697.62	£1,365.00		£0.00	£0.00	£0.52
£1,013.38	£1,522.38	£710.00	£100.00	£140.90	£43.55	£315.45

School Donation 12/02/25	WBD/UPP Feb	Asda Cashpot	Wonder Woman Shop	TS Concert	Year 6 Prom Donation	April OCD
£0.00	£0.00	£821.67	£1,853.00	£2,193.00	£0.00	£199.00
£2,000.00	£0.00	£0.00	£894.24	£1,055.00	£800.00	£0.00
-£2,000.00	£0.00	£821.67	£958.76	£1,138.00	-£800.00	£199.00

May OCD	Marvellous Men Shop	Ice Cream Friday	Summer Fair	Sports Day	July OCD	Lotto 01/01/25 - 09/07/25	
£516.00	£1,740.00	£818.96	£8,273.39	£160.64	£231.00	£201.60	£25,501.80
£0.00	£892.03	£330.55	£4,376.12	£63.78	£0.00	£0.00	£14,353.69
£516.00	£847.97	£488.41	£3,897.27	£96.86	£231.00	£201.60	£11,148.11

Sales	£231.00
Online	£0.00
	£231

Ice Cream Fridays

Friday 13th June	Sales	145.94
	Cost	£53.80
	Freezer	£149
	Trolley	£18.98
	Total Cost	-£75.84
Friday 20th June	Sales	£119.60
	Cost	£9.00
	Total	£110.60
Friday 27th June	Sales	£190.50
	Cost	£11.32
		£179.18
Friday 4th July	Sales	£150.02
	Cost	£9.80
		£140.22
Friday 11th July	Sales	£155.00
	Cost	£56.75
		£98.25
Friday 18th July	Sales	£57.90
	Cost	£21.90
		£36.00
Freebie Friday	Cost	£23.60
Total profit to date		£464.81

Monday 30th June	Sales - Cash	£123.64
	Sales - Card	£37.00
	Cost	£63.78
	Total Profit	£96.86

MONEY IN

External Stallholders		Fees taken
Tipsy Bakery		£45.00
KK Toys	Sarb	£30.00
Heavenly Gifts	D Davidson	£30.00
My Family Boutique	Lauren Rushbrok	£30.00
Rainbow Ice	Qa Ltd	£250.00
Razzle Wraps	Kay Feria De La Torr	£30.00
<i>The Little Craft Co</i>	<i>Sarah Day</i>	<i>£30.00</i>
Bounce		£0.00
Stall we cancelled	Charlotte Attard	£0.00
Buzzers		£30.00
		£475.00

Internal Stallholders	Float	Cash Taken	Card Payments - Advance
Slime	£30.00	£80.00	
Tin can alley	£30.00	£52.05	
Craft stall	£30.00	£43.00	
Teachers in stocks	£30.00	£93.70	
Book Stall	£0.00	£16.70	
BBQ	£750.00	£1,125.60	
Bar	£750.00	£743.20	
Target game	£30.00	£34.50	
Raffle	£30.00	£199.00	
Face painting	£30.00	£136.00	
Spin the wheel	£30.00	£51.50	
Teddy tombola	£30.00	£118.60	
Hook-a-duck	£30.00	£61.50	
Tuck shop	£30.00	£175.20	
Sweetie tombola	£30.00	£185.50	
UPP Bucket	£30.00	£72.80	
Payment Station	£0.00	£1,042.00	
Other Zettle - 17th June			£35.36
Other Zettle - 18th June			£188.55
Other Zettle - 20th June			£136.52
PTA Events - April			£682.15
PTA Events - May			£888.01
PTA Events - June			£1133.43
Other Cash		£205.00	
	£1,890.00	£4,435.85	£3,064.02

Total Out	4,376.12
Total In	8,273.39
Total Profit	3,897.27

MONEY OUT

Internal Stallholders

Slime
Tin can alley
Craft stall
Teachers in stocks
Bouncy Castles
BBQ
Bar
Target game
Raffle
Face painting
Spin the wheel
Teddy tombola
Hook-a-duck
Tuck shop
Tat stall
Sweetie tombola
Misc

Other Costs

TENS Licence
Boxes
Pens
Hi-vis vests + padlock
Raffle prizes
Freezer bags

Card Payments - On Day	Total
	£50.00
	£22.05
	£13.00
	£63.70
	£16.70
	£375.60
£1,079.94	£1,073.14
	£4.50
£30.00	£199.00
£28.00	£134.00
	£21.50
	£88.60
	£31.50
	£145.20
	£155.50
	£42.80
£1,050.58	£2,092.58
	£35.36
	£188.55
	£136.52
	£682.15
	£888.01
	£1133.43
	£88.60
£2,188.52	£7,798.39

	Zettle Fees - 17/06	£0.63
	Zettle Fees - 18/06	£3.36
£62.24	Zettle Fees - 20/06	£2.44
£0.00	Zettle Fees - 21/06	£38.50

£0.00
£2,500.00
£1,195.00

£0.00
£60.60
£0.00
£0.00
£0.00
£0.00
£149.06
£80.97
£152.17
£48.03
£4,248.07

£21
£8.00
£5.50
£18.68
£71.88
£2.99
£128.05

Marvellous Men	Sales	£1,737.00
	Online	£3.00
	Spent	£892.03 <i>*including wall art purchased by Kirsty for 2026</i>
	Profit	£847.97

Tens Licence	£21.00	Tickets sold 1	£1,956.00
Biscuits	£44.94	Tickets Sold 2	£237.00
Aldi	£44.03		£2,193.00
Temu	£134.60		
Home Bargains	£10.43		
Performer	£800.00		
	£1,055.00		
Profit	£1,138.00		

Sales	£196
Online	£3
	£199

Cash	£1,853.00
Cost	£844.24
Profit	£1,008.76
Float	£50.00
	£958.76

Cash	£241.97
Online Donati	£46.00
Zettle	£28.00
Zette Fee	-0.52
	£315.45

Purchases				Ticket price
Supplier	Amount	What		
Cut price wholesaler	-£282.28	KS2 gifts and light up toys		
DJ	-£325			
Additional presents/light up	-£90			
Food				
Tickets Sold KS1	£1,080.00		108	
Tickets Sold KS2	£1,140.00		114	
Total	£1,522.38			

e £10

Refreshments	£24.00
Sundries	

Sold	£83.00
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Profit	£59.00
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Goods Purchased

Supplier	Amount
Primark	£36
HomeBargains	£405.65
HomeBargains	£227.26
Cut price wholesaler	£476.52
<u>Total</u>	<u>£1,145.43</u>

£1 659

£2 150

£5 450

£10 750

£20 80

50p 50

20p 13.4

10p 4.2

5p 2.15

1p 0.06

Total £2,158.81

Takings £2,158.81

Costs £1,145.43

Profit **£1,013.38**

			Ticket cost	£25.00
			Discounted Cost	£15.00
17th December				
Tickets purchased	20	300		
PA Discounted Sales	£60.00			
General sales	£400.00			
Profit	£160.00			
4th Jan 1pm				
Tickets purchased	55	825		
PA Discounted Sales	£240.00			
General sales	£975.00			
Profit	£390.00			
4th Jan 5pm				
Tickets purchased	16	240		
PA Discounted Sales	£0.00			
General sales	£400.00			
Profit	£160.00			
Total Profit	£710.00			

Cash	£334.36
Online sales	£57.95
	£392.31

	Sold	Unit Price	Sales	COS	Profit
Tables of 8	7	20	140	0	140
Tables of 4	5	10	50	0	50
Cheese Platter	6	15	90	60	30
Sweet Platter	2	15	30	20	10
Pre ordered Red Wine	1	12	12	7.5	4.5
Pre ordered White Wine	1	12	12	7.5	4.5
Pre Ordered Prosecco	1	15	15	10	5
Pre ordered Beers	6	3	18	6.6	11.4
Sweet Bags	1	1	1	8.9	-7.9
Crisps	5	0.5	2.5	10	-7.5
Red Wine	1	12	12	7.5	4.5
White Wine	3	12	36	22.5	13.5
Prosecco	1	15	15	10	5
Beer	2	3	6	2.2	3.8
Soft Drink/Water	6	1	6	2	4
Popcorn	7	2	14	3.5	10.5
Spaghetti	0	0	0	1.68	-1.68
Marshmallows	0	0	0	13	-13
Cash on night	1	96	96	0	96
Zettle	1	127.5	127.5	2.25	125.25
Prize	1	100	0	100	-100
			£683.00	£295.13	£387.87

Purchases

Aldi	£1.68
B&M	£25.67
Aldi	£9.80
TENS	£21
Cash Withdrawal (prize)	£100
Tesco	£234.48

Supplier	Date	Amount	Reason
Cut price wholesaler	10/10/2024	£1.80	General expenses - Raffle tickets
Aldi	9/13/2024	£18.68	Caretaker John gift
ECL Plastics	Sep-24	£28.50	Collection Boxes
PTA Events Subscription	11/28/2024	£54.00	
ParentKind Insurance	6/9/2025	£162.00	Insurance
Y4 Sleepover	25/06/2025	£3.97	Y4 sleepover - hot dogs and ketchup
Giant cheque	7/16/2025	£10.96	Presentation of garden room money
Primark	16/07/2025	£122	Sam purchase for Elfridges 2025
		£397.94	



Section A

Independent Examiner's Report

Report to the trustees

Upland Parents Association

**On accounts for the year
ended**

2025

**Charity no
(if any)**

111727

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2025.

**Responsibilities and
basis of report**

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:

19/05/2026

Name:

Zoe Florance

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

ACCA Affiliate

Address:

41 Morven Lea, Blaydon, Tyne and Wear, NE21 4EY

Only complete if the examiner needs to highlight material 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.

A large empty rectangular box with a thin black border, intended for the examiner to provide details of any items they wish to disclose. The box is currently blank.