

## **Summary of Receipts and Payments for Oakfield PTA**

### **Receipts**

Oakfield PTA, previously known as Oakfield Association of Friends (OAFS) raise funds by running various events throughout the school year.

Some of the events, such as cake sales, mainly generate cash receipts which are then deposited into the main Lloyds bank account by Oakfield PTA.

Other events generate receipts in the form of cash and card payments. Card payments made at event such as uniform sales, 'bar' and internal stall transactions at the Summer Fair, raffle ticket or bar transactions at the Music Evening or Quiz night etc are settled through a provider called SumUp which takes a small commission and then transfers the net takings to the main bank account.

Receipts for advanced ticket sales to events such as the Oakfield Family Fun Day, Quiz Night, Santa Run or Music Evening are also done using SumUp, with transfer of the net takings to the main bank account. In the last year, some tickets were also sold via SumUp QR codes.

We also have a PayPal account which allows us to sell uniform online and take payment from external falls for the Summer Fair. Through this, receipts are taken and then cash is intermittently drawn down and transferred to the main Lloyds bank account.

Cheques are also received for funds raised through the 'Easy Fundraising' scheme and bank transfers received from Cauliflower cards.

The final source of income is through the subscriptions paid by parents (added to their termly bill). This money is initially paid to the EDT and is then paid by them to OAFs (this should happen once a term now but in previous year this was backlogged and paid less often and in much larger amounts).

### **Payments**

Oakfield PTA makes payments the purchase of items required to run their events (licences to sell alcohol or show films, costumes, printing of flyers, food and refreshments and so forth) and invoices should be available to agree outgoing cash payments against.

Oakfield PTA also fund the purchase of equipment for the school. This includes large items such as the adventure playground and smaller items such as playground equipment, electronic equipment and musical instruments. Some of these items are purchased directly by Oakfield PTA in which case an invoice should be available. In other cases, the payments are made by the EDT and then Oakfield PTA reimburses the EDT for the payment, which should be seen on the statements issued by the EDT to Oakfield PTA.

Some annual expenses such as the 'Parentkind' (PTA) charge and the ICO annual charge are collected automatically by Direct Debit.

## **Summary Assets and Liabilities of Oakfield PTA**

The only assets held by Oakfield PTA are their cash balances. They have two accounts at Lloyds Bank (the Treasurers Account which is used for all receipts and payments and the Business Bank account which holds the monies raised from the termly parental subscriptions to the PTA and is used to pay for the school minibus and which earns a very small amount of interest). They also hold minimum balances with PayPal (usually around £500). No liabilities are held.

## INCOME AND EXPENDITURES

	Gross Income	Expenditures	Net Income
OAFS SUBSCRIPTIONS	£8,978.50	£0.00	£8,978.50
EASYFUNDRAISING	£146.30	£0.00	£146.30
UNIFORM SALES	£2,120.40	£0.00	£2,120.40
CAKE SALES	£829.30	£51.10	£778.20
FAMILY FUN DAY	£3,212.80	£1,741.70	£1,471.10
MUSIC NIGHT	£1,747.80	£1,351.40	£396.40
WREATH MAKING NIGHT	£791.10	£572.93	£218.17
SANTA RUN	£710.90	£161.85	£549.05
SANTAS GROTTTO	£1,120.50	£528.87	£591.63
CAULIFLOWER CARDS	£665.00	£0.00	£665.00
QUIZ NIGHT	£968.00	£682.07	£285.93
NURSERY/UF MINI DISCO	£0.00	£271.40	£-271.40
UF/YR 1 STORY FOR BEDTIME	£0.00	£3.50	£-3.50
YEAR 2/3 FILM NIGHT	£0.00	£155.72	£-155.72
YEAR 4/5 DISCO	£0.00	£305.10	£-305.10
SCHOOL PRODUCTION BARS	£1,653.00	£928.17	£724.83
OAKFIELD SUMMER FAIR	£11,298.60	£6,303.86	£4,994.74
ART FAIR	£548.30	£11.00	£537.30
ADMIN COSTS	£17.10	£524.27	£-507.17
GIFTS TO/FROM OAKFIELD	£1,195.90	£9,035.73	£-7,839.83
ECO CALENDAR	£740.00	£738.50	£1.50
BANK INTEREST	£92.60	£0.00	£92.60
UNALLOCATED	£17.30	£0.00	£17.30
<b>TOTAL</b>	<b>£36,853.40</b>	<b>£23,367.17</b>	<b>£13,486.23</b>

**TOTAL CASH RESERVES AS OF 31st JULY 2025**

**£56,988.00**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Oakfield Association Of Friends

On accounts for the year  
ended

31 July 2025

Charity no  
(if any)

1113137

Set out on pages

1-6

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

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 (other than that disclosed below \*) 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
- 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 order to enable a proper understanding of the accounts to be reached.

Signed:

Chris Powell

Date:

15/9/2025

Name:

Christopher Powell

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

ACA (ICAEW)

Address:

41 Angles Road,  
Streatham

**Section B**

**Disclosure**

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.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Oakfield Association of Friends

No (if any)  
1113137

CC16a

## Receipts and payments accounts

For the period  
from

Period start date  
01/08/2024

To

Period end date  
31/07/2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
OAFS SUBSCRIPTIONS	8,979	-	-	8,979	-
EASYFUNDRAISING	146	-	-	146	-
UNIFORM SALES	2,120	-	-	2,120	-
CAKE SALES	829	-	-	829	-
FAMILY FUN DAY	3,213	-	-	3,213	-
MUSIC NIGHT	1,748	-	-	1,748	-
WREATH MAKING NIGHT	791	-	-	791	-
SANTA RUN	711	-	-	711	-
SANTAS GROTTO	1,121	-	-	1,121	-
CAULIFLOWER CARDS	665	-	-	665	-
QUIZ NIGHT	968	-	-	968	-
SCHOOL PRODUCTION BARS	1,653	-	-	1,653	-
OAKFIELD SUMMER FAIR	11,299	-	-	11,299	-
ART FAIR	548	-	-	548	-
ADMIN COSTS	17	-	-	17	-
GIFTS TO/FROM OAKFIELD	1,196	-	-	1,196	-
ECO CALENDAR	740	-	-	740	-
BANK INTEREST	93	-	-	93	-
UNALLOCATED	17	-	-	17	-
<b>Sub total (Gross income for AR)</b>	<b>36,854</b>	<b>-</b>	<b>-</b>	<b>36,854</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>36,854</b>	<b>-</b>	<b>-</b>	<b>36,854</b>	<b>-</b>
<b>A3 Payments</b>					
CAKE SALES	51	-	-	51	-
FAMILY FUN DAY	1,742	-	-	1,742	-
MUSIC NIGHT	1,351	-	-	1,351	-
WREATH MAKING NIGHT	573	-	-	573	-
SANTA RUN	162	-	-	162	-
SANTAS GROTTO	529	-	-	529	-
QUIZ NIGHT	682	-	-	682	-
NURSERY/UF MINI DISCO	271	-	-	271	-
UF/YR 1 STORY FOR BEDTIME	4	-	-	4	-
YEAR 2/3 FILM NIGHT	156	-	-	156	-
YEAR 4/5 DISCO	305	-	-	305	-
SCHOOL PRODUCTION BARS	928	-	-	928	-
OAKFIELD SUMMER FAIR	6,304	-	-	6,304	-
ART FAIR	11	-	-	11	-
ADMIN COSTS	524	-	-	524	-
GIFTS TO/FROM OAKFIELD	9,036	-	-	9,036	-
ECO CALENDAR	738	-	-	738	-
<b>Sub total</b>	<b>23,367</b>	<b>-</b>	<b>-</b>	<b>23,367</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>23,367</b>	<b>-</b>	<b>-</b>	<b>23,367</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>13,487</b>	<b>-</b>	<b>-</b>	<b>13,487</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>43,502</b>	<b>-</b>	<b>-</b>	<b>43,502</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>56,988</b>	<b>-</b>	<b>-</b>	<b>56,988</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Treasurer	43,581	-	-
	Lloyds Business	12,895	-	-
	PayPal	513	-	-
	<b>Total cash funds</b>	<b>56,988</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK

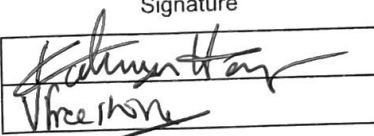
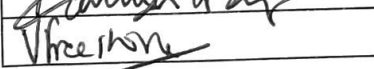
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	KATHRYN HAMPSON	01.10.2025
	VICTORIA FREESTONE	29.09.2025



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/08/2024 (Period start date)

To 31/07/2025 (Period end date)

Charity name: Oakfield Association of Friends

Charity registration number: 1113137

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The provision, or assistance in provision of facilities at Oakfield Preparatory School for the furtherance of the education and development of children attending the school.</b>
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	<b>Oakfield Association of Friends (also informally known as 'Oakfield PTA') arranged a number of fundraising events over the course of the academic year 2024/25. These included: second-hand uniform sales, a wreath-making night, cake sales, the sale of charity Christmas cards designed by the pupils, a 'Santa parkrun', a Quiz Night, a Music evening, a Summer Fair, a Disco for pupils, a Movie Night for pupils and a Family Fun Day.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>In deciding what fundraising events to run, and in working with the school to agree of what projects to fund, we have regards to the Charity Commission's guidance on public benefit by:</b> <ul style="list-style-type: none"><li>- <b>Aiming to fund projects that benefit all children at the school regardless of age.</b></li><li>- <b>Funding projects that help a variety of areas of their education and development of the school, be that academic, sporting or the Arts.</b></li><li>- <b>Arranging Social events for parents and staff to help maintain the school community.</b></li><li>- <b>Encouraging parents to become involved in the activities we run in the school.</b></li><li>- <b>Working with local business through support of events.</b></li></ul>



**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	None
Policy on social investment including program related investment	Para 1.38	None
Contribution made by volunteers	Para 1.38	<b>Oakfield Association of Friends is an entirely volunteer-run organisation by parents of current pupils at Oakfield Preparatory School.</b>
Other		None

**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	<b>Thanks to the hard work of the volunteers, Oakfield Association of Friends undertook many 'in person' fundraising events in 2024/25 as well as online and in-person sales of second-hand school uniform. These events not only raised over a gross total of £36,854 but strengthened the school community for both parents and children; all in-person events were well-attended and positive feedback was received from staff, parents and pupils alike.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Not applicable</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Not applicable</b>
Investment performance against objectives	Para 1.41	<b>Not applicable</b>
Other		<b>Not applicable</b>



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Oakfield Association of Friends ended the financial year in a strong position, having raised a cash surplus of £13,468 during that academic year (after the removal of expenses) and holding a total cash amount of £56,988.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Oakfield Association of Friends aims to maintain a reserve fund to ensure sustainability and support the school's long-term needs. The reserve is maintained to cover both short-term and long-term needs for the school, parents, children and the local community. There is no formal minimum or maximum reserve target in the PTA bank accounts; this allows the PTA to meet any unforeseen expenses and future commitments. The PTA does ensure there is a minimum of £500 in the PayPal account at any time. The trustees review the charity's cash regularly to maintain financial stability and ensure that funds are available for both immediate use and future projects.</b>
Amount of reserves held	Para 1.22	<b>£500</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>None held</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None held</b>

### 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	<b>During the financial year, Oakfield Association of Friends raised £36,854 (£13,487 after removal of fundraising expenses). This income was made up of the proceeds of fundraising activities, second-hand uniform sales and a termly parental subscription from current students' families to the PTA.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>Falling pupil numbers at Oakfield Preparatory have made it more difficult to raise money and attract parental volunteers.</b>

Other		Oakfield Preparatory School was taken over by Alleyn's Schools Group from 1 <sup>st</sup> August 2025. After this date, the school will now be known as Alleyn's Oakfield.
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
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	<b>Trustees are elected by members at the Annual General Meeting (AGM) or co-opted by the Executive Committee.</b>

### 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	<b>Not applicable</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Not applicable</b>
Relationship with any related parties	Para 1.51	<b>Not applicable</b>
Other		<b>Not applicable</b>

## Reference and Administrative details

Charity name	Oakfield Association of Friends
Other name the charity uses	OAFs
Registered charity number	1113137
Charity's principal address	c/o Alleyn's Oakfield Preparatory School 121-128 Thurlow Park Road London SE21 9HP

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	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephanie Dunne	Chair		
2	Tonia Buckley	Secretary		
3	Victoria Freestone	Treasurer		
4	Abba Newbery			
5	Abbie Smith			
6	Anna D'Angelo			
7	Anna Onuora			
8	Antonia Sleater			
9	Cate Walsh			
10	Eleni Veli-Richards			
11	Hollie Hobman			
12	Kate Hampson			
13	Kay Templeton			
14	Kerry Langlois			
15	Lorette Folkes			
16	Sarah Leach			
17	Stefania Braccini			
18	Sophie Sweet			
19	Suze Cook			
20	Yael Gerson			

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	None held
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

No exemptions

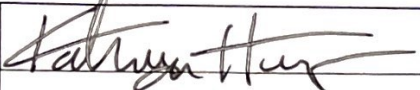
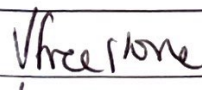
## Other optional information

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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)	KATHRYN HAMPSON	VICTORIA FREESTONE
Position (eg Secretary, Chair, etc)	CO-CHAIR	TREASURER

Date 