

Annual Report for School Year 2023-24

PTA

Brandlehow Primary School PTA

Brandlehow Road,

SW15 2ED

Charity Number: 1123004

Governance

London Trustees (for the year **2023-2024**):

Alison Berresford

Dena Wixley

Michael Cooper

Sonya Wittenburg

Trustees were elected when the PTA was first established as a charity and Committee members are elected/re-elected at the Annual General Meeting held at the beginning of the school year, normally at the beginning of October. Committee members are comprised of a Chair(s), Treasurer(s), Secretary(s), Events/Entertainment Co-ordinator(s) and Catering Co-ordinator(s). Decisions are made by majority consensus of meeting attendees and/or committee members.

PTA Objectives

The primary goals of the PTA are to:

- Organise and run fundraising events to raise money to pay for 'extras' needed by the school such as school trips, classroom resources, playground equipment etc.
- Organise fun events for children such as the KS1 Halloween Disco, KS2 Movie Night and Year 6 Leavers Prom
- Organise social events for the parents such as the Parents Christmas party and Quiz Night
- Support the school and teachers by responding to requests for assistance, such as reading with children, accompanying school trips, supporting events such as the Fun Run and Sports Day, book changes etc. Summary financial results and accounts are provided in the attached PDF document.

Key fundraisers included:

- Christmas Fair 2023 (including board sponsorship)
- Summer Fete 2024 (including board sponsorship)
- Cake sales (run by individual classes)
- School calendars and merchandise
- Second-hand uniform sales
- Charitable giving

Notable expenditure included:

- School Trips
- Christmas pantomime for children's entertainment
- Classroom resources (misc.)
- School events such as Sports Day, Fun Run, Science Week, Sports week and Creative Week

The PTA has a surplus of funds which it will seek to manage for the benefit of the school. It will maintain a positive cash balance on the PTA funds at all times.

CURRENT ACCOUNT					
01/09/2023		OPENING BALANCE		18,074.73	
2023/24	EXPENSES	CLASSROOM RESOURCES	-9,976.13		
2023/24	EXPENSES	MAGAZINE SUBSCRIPTIONS	-180.00		
2023/24	EXPENSES	NATIVITY ITEMS	-262.11		
2023/24	EXPENSES	PLAYGROUND	-3,526.94		
2023/24	EXPENSES	SINGING PROJECTS	-4,916.00		
2023/24	EXPENSES	CURRICULUM ACTIVITIES	-1,250.00		
2023/24	EXPENSES	PTA EXPENSES	-1,414.99		
2023/24	EXPENSES	BIG WEEKEND	-1,021.25		
2023/24	EXPENSES	SCHOOL TRIPS	-6,354.00		
2023/24	EXPENSES	STAFF COLLECTION	-217.00		
2023/24	EXPENSES	STAFF WELLBEING	-500.00		
2023/24	EXPENSES	PANTOMIME	-675.00		
2023/24	EXPENSES	SANTA BOOKS	-359.42		
2023/24		TOTAL EXPENSES		-30,652.84	
2023/24	FUNDRAISING	CAKE SALE	5,602.77		
2023/24	FUNDRAISING	CHARITABLE GIVING - MATCHED FUNDING	-1,749.00		Note: £9,112 received for matched funding on 3/9/24
2023/24	FUNDRAISING	DONATIONS - UNKNOWN	1,581.30		
2023/24	FUNDRAISING	ONLINE AUCTION	3,556.66		
2023/24	FUNDRAISING	EVENT - CRAZY HAIR	696.00		
2023/24	FUNDRAISING	EVENT - DISCOS	1,022.52		
2023/24	FUNDRAISING	EVENT - SUMMER FAIR	8,388.88		
2023/24	FUNDRAISING	EVENT - PARENT/TEACHER PARTY	698.49		
2023/24	FUNDRAISING	EVENT - QUIZ NIGHT	20.26		
2023/24	FUNDRAISING	EVENT - YEAR 6 PARTY	497.19		
2023/24	FUNDRAISING	MERCHANDISE	918.31		
2023/24	FUNDRAISING	MS LOUGHNAN COLLECTION	1,791.50		
2023/24	FUNDRAISING	SECOND HAND SALES	935.35		
2023/24	FUNDRAISING	WINTER FAIR	5,477.43		
2023/24	FUNDRAISING	OTHER WINTER EVENTS	722.30		
2023/24	FUNDRAISING	CHRISTMAS CARDS	483.28		
2023/24		TOTAL FUNDRAISING		30,643.24	
31/08/2024		CLOSING BALANCE		18,065.13	
SAVINGS ACCOUNT					
01/09/2023		OPENING BALANCE		40,147.16	
2023/24		INTEREST	586.01		
31/08/2024		CLOSING BALANCE		40,733.17	

Independent Examiner's Report to the trustees of Brandlehow School PTA

I report on the accounts of the charity for the year ended 31st August 2024.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the Charities Act; and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Charities Act; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Graham Darbourne FCA
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Market Place
Oundle
Peterborough
PE8 4BA

Date: 10th June 2025