

Chairman
Mrs Sarah Tyler
Headteacher
Mr James Kilsby, BSc Hons



The PTCA of
Cottenham Primary School
Lambs Lane, Cottenham,
Cambridge, CB24 8TA
Tel: 01954 250227

E.Mail: office@cottenham.cambs.sch.uk
Web: www.cottenham.cambs.sch.uk

Trustees' Annual Report for the Year Ended 31st August 2022 **Cottenham Primary School Parents, Teachers & Community Association**

Registered Charity Number 1136992

Trustees who manage the Association

Trustees were appointed or reappointed at the Annual General Meeting of the Association on 14th October 2022, and can also be co-opted by the Committee. Those acting during the year were as follows:

Name	Office (if any)	Date appointed/resigned
Sarah Tyler	Joint Chair	
Gemma Bailey	Joint Chair	
Linda Faben	Treasurer	
Anna Hervey Murray	Secretary	
James Kilsby	Headteacher	
Hayley Sawyer		Resigned 14/10/22
Christina Koester		
Alison Bigglestone		Resigned 14/10/22
Candice Oleszczuk		
Louise Augarde		
Rebecca Richardson		
Shannon Vaughan		Resigned 14/10/22
Hayley Dearman		
Rachel Bennett		Resigned 14/10/22
Spyros Roumanas		Resigned 14/10/22
Emma Alston		Resigned 14/10/22
Sophia Main		
Hanna Cook		
Emma Smith		
Sarah Woodrow		Resigned 14/10/22
Helena Haramis		
Abbie Baggett		Appointed 14/10/22
Caroline Grover		Appointed 14/10/22
Katie Jones		Appointed 14/10/22
Paula Morgan		Appointed 14/10/22
Penny Celentano		Appointed 14/10/22
Rachel Wells		Appointed 14/10/22

All trustees give their time voluntarily, and receive no remuneration or other benefits

Advisors

Bank: Barclays Bank Plc Leicester, LE87 2BB

Independent Examiner: Gerald Allen, Aubrey Hughes Allen, 66, High Street, Cottenham, CB24 8SA

Objective

The objective of the Association is to advance the education of pupils in Cottenham Primary School by:

Developing effective relationships between the staff, parents, the Cottenham community and others associated with the school;

Engaging in activities to provide facilities, equipment and experiences which support the school and advance the education of the pupils.

When planning our activities for the year, the trustees have considered the Charities Commission guidance on public benefit and, in particular, the specific guidance on charities for the advancement of education.

The Constitution of the Association was adopted on the 9th September 2009 and follows the form of the PTA-UK Model Constitution, a copy of which can be found on www.parentkind.org.uk.

Fund raising Activities

The Association is grateful for the financial assistance of many village businesses.

The majority of the activities performed during the year were undertaken by the trustees exclusively, and although supported in the main by parents and pupils of Cottenham Primary School, were made available to the general community in Cottenham and surrounding villages.

With Covid restrictions being relaxed during the year, our Association was able to revert to the more traditional fund-raising activities such as the perennial Summer and Winter Fayres, Firework Night, Sponsored swim (utilising the school pool funded by the Association), Quizzes, and Raffles. The alternate donation schemes put in place during the epidemic are slowly being wound down. We are pleased to report that the local community welcomed back our events with renewed vigour to the extent that we have been able to build up funds during the year end. This year we were again able to organise the Friday night dance at the Fen Edge Festival and this proved to be a great success. A total of £27,293 was achieved from fund-raising.

Application of Funds

Whilst we spent a total of £15,727 in support of the school, we were made aware of the growing need to refurbish the school swimming pool which had lasted around twenty years since the last major repairs had taken place. With this in mind, we started to accumulate cash for an anticipated spend of around £30,000.

Administration costs totalled £655.

Policy on Reserves

The Association held cash at the bank amounting to £30,530 at the year end. These funds are earmarked for the swimming pool, as mentioned above, in addition to the normal support given to the school. £488 of these funds was received from Cottenham Co-op and this sum is earmarked to go towards replacement books in the school library. It is anticipated that additional funds will be required in the continuing support of school trips and classroom stationery whilst school budgets continue to be severely constrained.

The Association tries to ensure that a minimum of £5,000 cash is always available.

Declaration

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

Signed on behalf of the trustees of Cottenham Primary School Parents, Teachers and Community Association:

Signature Linda Faben - Treasurer

Date 31st October 2022

Cottenham C P School PTCA					
Receipts and Payments Account					
For the Financial year ended 31st August 2022					
2021					
£		£	£	£	£
10,547	General Fund at 1st September 2021				21,361.73
	Profit from Fund Raising Activities:	Income	Costs	Profit	
1,035	Donations received	665.87	-	665.87	
14,657	Donate My School	1,182.35	-	1,182.35	
(65)	Dance	-	-	-	
-	Firework Night	7,359.29	4,606.45	2,752.84	
350	Winter Fair	295.00	-	295.00	
-	Christmas Puddings	612.66	534.57	78.09	
-	Tea Towels	1,931.96	1,249.87	682.09	
-	Quizzes	-	-	-	
-	Summer Dance	11,829.51	7,473.41	4,356.10	
-	Silent Auction	770.50	-	770.50	
457	T Shirts	602.68	359.00	243.68	
232	Hot Chocolate/Ice Pops	743.00	94.90	648.10	
-	Carols on the Green	232.79	51.57	181.22	
-	Jubilee Stalls	562.21	-	562.21	
195	Bag2School Collections	165.00	-	165.00	
62	School Magazine	459.28	400.00	59.28	
195	Easter Bunnies	-	-	-	
-	Bike/Toy Sales	93.92	-	93.92	
603	Balloon Race	-	-	-	
-	Village Hall Kiosk	1,184.96	684.07	500.89	
378	Sponsored Swim	8,785.33	-	8,785.33	
-	Summer Fair	5,507.32	1,072.97	4,434.35	
1,079	Raffles	755.00	-	755.00	
-	Party Box Hire	125.00	60.00	65.00	
-	S/H Uniform	17.00	-	17.00	
19,178		<u>43,880.63</u>	<u>16,586.81</u>		27,293.82
1	Deposit Account Interest				0.54
29,726					<u>48,656.09</u>
	Add: Donation from the Co-operative Society, ring-fenced for LRC purchases				487.65
					<u>49,143.74</u>
	Less Expenditure:				
-	Music therapy sessions				3,000.00
	Other Contributions to CPS				
4,558	Net Contribution towards swimming pool upkeep			1,996.17	
1,587	Class Equipment & Stationery			6,841.13	
428	Curriculum Enrichment			1,484.26	
-	Other Educational Activities				
	Hill Top		987.00		
200	Screen Display software		200.00		
(58)	Provision of PE Clothing		(58.71)		
320	On-line Panto		366.46		
-	Foamex Posters		-		
-	Life Education (Reception/1/2)		-		
424	Laptops		-		
-	1/2 Trips & Experiences		155.50		
-	3/4 Trips & Experiences		755.75		
745	5/6 Trips & Experiences		-	2,406.00	
8,204					12,727.56
	Administration				
-	PTA Equipment			384.15	
22	Audit Honorarium			19.00	
-	Miscellaneous			98.63	
138	Subscriptions			153.00	
160					654.78
	Funds as at 31/08/22				
	General			32,273.75	
	Ring Fenced			487.65	
21,362					32,761.40
	Represented by:				
-	Deposit on Fireworks Nov 2022				2,000.00
18,289	Current Account				28,109.59
2,520	Deposit Account				2,520.54
					<u>32,630.13</u>
144	Stock	Wine		-	
99		Kiosk		-	-
310	Cash	Float		131.27	
		Kiosk		-	131.27
21,362					32,761.40
					4

Independent Examiner's report to the Trustees of Cottenham Primary School Parent Teacher and Community Association: A Registered Charity, Charity Number 1136992

I report on the accounts for the year ended 31st August 2022 which are set out on Page 4.

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 Act)) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Report

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 as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a “true and fair” view and the report is limited to those matters set out in the statement below.

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 requirements:
 - to keep accounting records in accordance with section 130 of the Act;
and
 - to prepare accounts which accord with accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: G Allen Date: 22/06/2023

Aubrey Hughes Allen, Accountants
66, High Street,
Cottenham
CB24 8SA