

Chairman  
Mrs Gemma Bailey  
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](mailto:office@cottenham.cambs.sch.uk)  
Web: [www.cottenham.cambs.sch.uk](http://www.cottenham.cambs.sch.uk)

**Trustees' Annual Report for the Year Ended 31<sup>st</sup> August 2023**  
**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 14<sup>th</sup> 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	Passed away 15 <sup>th</sup> April 2023
Nigel Faben	Treasurer	Appointed 22 <sup>nd</sup> May 2023
Anna Hervey Murray	Secretary	
James Kilsby	Headteacher	
Christina Miles		
Candice Oleszczuk		
Louise Augarde		
Rebecca Richardson		
Hayley Dearman		
Sophia Main		
Hannah Cook		
Emma Smith		
Helena Haramis		
Abbie Baggett		Appointed 14 <sup>th</sup> October 2022
Caroline Cole		Appointed 14 <sup>th</sup> October 2022
Katie Jones		Appointed 14 <sup>th</sup> October 2022
Paula Morgan		Appointed 14 <sup>th</sup> October 2022
Penny Celentano		Appointed 14 <sup>th</sup> October 2022
Rachel Wells		Appointed 14 <sup>th</sup> October 2022
Lucy Dayer		Appointed 5 <sup>th</sup> July 2023

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

The year was overshadowed by the sudden passing of our Treasurer, fundraiser-in-chief and dear friend, Linda Faben. Linda's contribution to our charity's activities cannot be overstated and the trustees wish to record their enormous gratitude for everything that Linda did for not only our charity, but also for Cottenham Primary School as a whole, during almost two decades as our Treasurer, and in many other roles at the school.

First and foremost, the loss of Linda has had a tremendous personal impact on everyone connected with both our charity and the school. On a practical level, she gave the equivalent of full-time hours to our charity, and without her, it will be difficult to continue fundraising at the same pace. However, the remaining trustees are committed to continue with our ambitious programme of activities in support of the school.

The trustees would also like to extend their huge thanks to Linda's husband, Nigel, who, at a time of great personal anguish, took the extraordinary step of volunteering as our new Treasurer. His guidance and expertise have been invaluable in helping us to navigate the last few turbulent months.

### **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 the specific guidance on charities for the advancement of education.

The Constitution of the Association was adopted on the 9<sup>th</sup> of September 2009 and follows the form of the PTA-UK Model Constitution, a copy of which can be found on [www.parentkind.org.uk](http://www.parentkind.org.uk).

### **Fund raising Activities**

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

Most 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.

Our Association ran the traditional fund-raising activities such as the perennial Summer and Winter Fairs, Firework Night, and the Sponsored Swim (utilising the school pool funded by the Association). Additional fund-raising events included Family Bingo, the Colour Run and a Readathon. We are pleased to report that the local community continued to support our events and we were able to finance a complete refurbishment of the school swimming pool. A total of £32,737 was achieved from fund-raising and donations.

**Application of Funds**

As indicated above, the major expenditure in the year was the £30,086 spent on the swimming pool, partially offset by generous donations of £3,265 from parents, Fen Edge Community Association and Impington Swimming Club. A further £13,541 was spent on school equipment and educational activities.

Administration costs totalled £767.

**Policy on Reserves**

The Association held cash at the bank amounting to £20,517 at the year end. £2,541 of these funds provided by Cottenham Co-Op are earmarked for new books for the Learning Resource Centre, in addition to the normal support given to the school. 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	Gemma Bailey, Chair
Date	13 <sup>th</sup> October 2023

Cottenham C P School PTCA				
Receipts and Payments Account				
For the Financial year ended 31st August 2023				
2022	At 1st September 2022:			
£	£	£	£	£
21,362	<b>General Fund</b>			<b>32,273.75</b>
-	<b>Ring-fenced Fund (from Cottenham Co-op for LRC book purchases)</b>			<b>487.65</b>
<u>21,362</u>				<u><b>32,761.40</b></u>
	<b>Profit from Fund Raising Activities:</b>	<b>Income</b>	<b>Costs</b>	<b>Profit</b>
666	Donations received	1,250.53	-	1,250.53
1,182	Donate My School	1,459.33	-	1,459.33
2,753	Firework Night	7,518.83	4,650.17	2,868.66
295	Winter Fair	6,401.10	2,036.16	4,364.94
78	Christmas Puddings	973.91	863.96	109.95
682	Christmas Gifts	3,159.96	2,563.20	596.76
-	Quizzes	1,329.69	163.19	1,166.50
4,356	Summer Dance	-	-	-
771	Silent Auction	-	-	-
-	Bingo	658.58	148.09	510.49
-	Readathon	2,540.00	-	2,540.00
-	Colour Run	1,331.93	-	1,331.93
244	T Shirts	665.65	901.40	(235.75)
648	Hot Chocolate/Ice Pops	3,582.80	1,985.40	1,597.40
181	Carols on the Green	-	-	-
562	Jubilee Stalls	-	-	-
165	Bag2School Collections	283.00	-	283.00
59	School Magazine	1,138.20	550.00	588.20
94	Nearly New Sale	287.22	-	287.22
-	Bike Sale	124.40	-	124.40
501	Village Hall Kiosk	-	-	-
454	Sports Day Refreshments	922.02	253.64	668.38
8,785	Sponsored Swim	7,222.63	-	7,222.63
3,980	Summer Fair	4,922.55	1,221.50	3,701.05
755	Raffles	-	20.00	(20.00)
65	Party Box Hire	150.00	75.00	75.00
-	S/H Uniforms	34.76	-	34.76
17	Xmas Jumpers	97.74	-	97.74
<u>27,293</u>		<u>46,054.83</u>	<u>15,431.71</u>	30,623.12
1	Deposit Account Interest			60.48
<u>27,294</u>				<u>30,683.60</u>
488	<b>Ring - Fenced Income</b>			
	Add: Donation from Cottenham Co-op ring-fenced for LRC books			2,053.17
<u>27,782</u>	<b>Total Income</b>			<u><b>32,736.77</b></u>
	<b>Less: Contributions to Cottenham Primary School</b>			
3,000	Music therapy sessions			-
1,996	Contribution towards swimming pool refurbishment		30,085.87	
	Less: 3rd Party Donations		764.94	
	FECA	1,000.00		
	Impington Swimming Club	1,500.00	3,264.94	26,820.93
6,841	School Equipment & Stationery			4,817.17
1,484	Curriculum Enrichment			1,340.15
	Anti-Bullying Workshop		1,866.00	
	Less: 3rd Party Donations FECA		1,000.00	866.00
200	Other Educational Activities		200.00	
(58)	Screen Display software		-	
366	Provision of PE Clothing		118.80	
-	On-line Panto		1,335.00	
-	Life Bus		1,151.10	
987	Yr 6 Hoodies		1,036.00	
911	Hill Top 2022		2,677.08	6,517.98
<u>15,727</u>	Class Trips and Experiences			<u>40,362.23</u>
	<b>Administration</b>			
384	PTA Equipment		534.90	
19	Audit Honorarium		-	
99	Miscellaneous		77.25	
153	Subscriptions		155.00	767.15
<u>16,382</u>	<b>Total Expenditure</b>			<u><b>41,129.38</b></u>
32,274	<b>Funds as at 03/10/2023</b>	<b>General</b>	21,827.97	
488		<b>Ring Fenced</b>	2,540.82	
<u><b>32,762</b></u>				<u><b>24,368.79</b></u>
	<b>Represented by:</b>			
2,000	Deposit on Fireworks			2,000.00
	Stock			1,818.67
28,110	Current Account			5,935.57
2,521	Deposit Account			<u>14,581.02</u>
				24,335.26
131	Cash Float			33.53
<u><b>32,762</b></u>				<u><b>24,368.79</b></u>

**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 31<sup>st</sup> August 2023 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:

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