

Chair
Mrs Gemma Bailey
Headteacher
Mr James Kilsby, BSc Hons



The PTCA of
Cottenham Primary School
Lambs Lane, Cottenham,
Cambridge, CB24 8TA
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Trustees' Annual Report for the Year Ended 31st August 2024 **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 13th October 2023 and can also be co-opted by the Committee. Those acting during the year were as follows:

Name	Office (if any)	Date appointed/resigned
Gemma Bailey	Chair	
Anna Hervey Murray	Secretary	
Nigel Faben	Treasurer	
James Kilsby	Headteacher	
Rebecca Richardson	Co Chair	
Sarah Tyler		Resigned 13/10/23
Christina Miles		
Candice Oleszczuk		
Louise Augarde		Resigned 13/10/23
Hayley Dearman	Co Secretary	
Sophia Main		
Hannah Cook		
Emma Smith		
Helena Haramis		Resigned 13/10/23
Abbie Baggett		
Caroline Cole		
Katie Jones		
Paula Ray		
Penny Celentano		
Rachel Wells		
Lucy Dayer		
Dan Richardson	Co Treasurer	Appointed 13/10/23

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

The committee organised and staffed all of the usual fund-raising events during the year, with the help of many parent volunteers, in an effort to replace funds utilised in the previous year on the refurbishment of the school swimming pool. The financial effect of these events is shown in the detailed accounts on Page 4 of this report.

Advisors

Banks: Barclays Bank Plc
Lloyds Bank Plc
Independent Examiner: Letitia Beckford, 35a Rooks Street, Cottenham, Cambridge CB24 8QZ

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 9th 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.

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 the biennial Friday night dance at the FECA Festival on Cottenham village green, 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 raise a record total of £37,280 from fund-raising and donations.

Application of Funds

Following the major spend last year on refurbishing the school swimming pool, there was no major project requiring our funding, although a total of £16,407 was contributed towards school activities and administration costs totalled £440. With continuing pressure on the school's budget, it is anticipated that more and more of the PTCA cash resource will be directed towards supplementing the educational aspects of Cottenham Primary School costs; with £5,000 having already been set aside for stationery and £3,500 on books in the new school year.

Policy on Reserves

The Association held cash at the bank and in hand amounting to £36,648 at the year end. It is anticipated that additional funds will be required in the continuing support of school trips, inter-active white boards for each classroom 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

18th October 2024

Cottenham C P School PTCA					
Receipts and Payments Account					
For the Financial year ended 31st August 2024					
2023	At 1st September 2023:				
£		£	£	£	£
32,274	General Fund				21,827.97
487	Ring-fenced Fund (from Cottenham Co-op for LRC book purchases)				2,540.82
32,761					24,368.79
Profit from Fund Raising Activities:					
		Income	Costs	Profit	
1,251	Donations received	717.65	-	717.65	
1,459	Donate My School	1,063.72	-	1,063.72	
2,869	Firework Night	7,366.51	4,538.00	2,828.51	
2,952	Winter Fair	5,541.48	1,907.48	3,634.00	
110	Christmas Puddings	-	-	-	
597	Christmas Gifts	2,272.50	1,592.65	679.85	
1,167	Quizzes	1,231.75	409.14	822.61	
-	Summer Dance	13,427.50	6,477.92	6,949.58	
-	Silent Auction	389.00	-	389.00	
510	Bingo	931.75	129.12	802.63	
2,540	Readathon	3,758.77	-	3,758.77	
1,332	Colour Run	928.91	-	928.91	
(236)	T Shirts	752.91	1,341.80	(588.89)	
1,597	Fab Friday	2,631.97	1,166.58	1,465.39	
-	Community Events	520.36	203.60	316.76	
283	Bag2School Collections	314.00	-	314.00	
588	School Magazine	1,648.00	695.00	953.00	
287	Nearly New Sale	319.69	-	319.69	
124	Bike Sales	1,192.70	725.50	467.20	
668	Sports Day Refreshments	891.80	192.69	699.11	
7,223	Sponsored Swim	5,200.61	-	5,200.61	
3,701	Summer Fair	4,945.75	1,209.60	3,736.15	
1,393	Raffles	1,494.00	195.21	1,298.79	
75	Party Box Hire	80.00	50.00	30.00	
35	S/H Uniforms	38.00	-	38.00	
98	Xmas Jumpers	86.00	-	86.00	
30,623		57,745.33	20,834.29		36,911.04
61	Deposit Account Interest				368.72
30,684					37,279.76
2,053	Add: Donation from Cottenham Co-op ring-fenced for LRC books				-
32,737	Total Income				37,279.76
Less: Contributions to Cottenham Primary School					
30,086	Swimming Pool			4,028.90	
(3,265)	Less: 3rd Party Donations			-	
	New books for LRC		3,062.00		
	Less: donation from Cottenham Co-Op		(2,540.82)	521.18	
4,817	School Equipment			465.73	
	Stationery			2,763.81	
1,340	Curriculum Enrichment			847.62	
1,866	Anti-Bullying Workshop			-	
(1,000)	Less: 3rd Party Donations			-	8,627.24
200	Other Educational Activities	Screen Display software		200.00	
119		On-line Panto		-	
1,335		Life Bus		-	
1,151		Yr 6 Hoodies		1,231.93	
1,036		Hill Top		1,289.99	
2,677		Class Trips and Experiences		5,057.56	7,779.48
40,362					16,406.72
Administration					
535	PTA Equipment			22.45	
-	Miscellaneous			-	
77	Card Fees			249.79	
155	Subscriptions			168.00	440.24
41,129	Total Expenditure				16,846.96
21,828	Funds as at 31/08/2024	General			42,260.77
2,541		Ring Fenced			0.00
24,369					42,260.77
Represented by:					
2,000	Deposit on Fireworks				4,320.00
1,819	Stock				1,192.31
5,936	Current Accounts				1,023.06
14,581	Deposit Account				35,299.74
					41,835.11
33	Cash Float				425.66
24,369					42,260.77

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 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 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: Letitia Beckford

Date: 19th June 2025

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