



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' Annual Report for the period

**From** 25/01/24      **Period start date** **To** 24/01/25      **Period end date**

**Charity name:** Riverside Primary PTA

**Charity registration number:** 1156112

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Riverside Primary School PTA is a charitable organisation. We hold activities throughout the year for children and their families to attend, in order to enhance pupils' education and well-being and raise funds for our school; providing or assisting in the provisions of facilities for education for all students across the Key Stages.
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	Over the course of the year, we have organised multiple events for not only the families of Riverside but the wider community too. Monies raised at each event get returned directly back into the school by way of purchasing requested equipment or hosting further events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Persons who request a grant need to complete a form which is then submitted for the PTA.
Policy on social investment including program related investment	Para 1.38	This charity makes no social investment
Contribution made by volunteers	Para 1.38	

Other		

## 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	<p>As a PTA our main goal has been to enhance the time our pupils spend at school beyond the learning and resources an average school day brings.</p> <p>We have made it our aim to include the local community as much as we could to bring back the community spirit to our village.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period Jan 2024- Jan 2025, our charity is £370.04 in loss.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We aim to hold reserves in our account to allow for unexpected teacher bids as well as any necessary unforeseen purchases.
Amount of reserves held	Para 1.22	Ideally £5,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Parent Kind Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Parent Kind Constitution
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	We hold annual AGM' where all members stand down, allowing any position to be filled by new members

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Riverside Primary PTA
Other name the charity uses	
Registered charity number	1156112
Charity's principal address	Riverside Primary School, Ferry Road, Hullbridge, Essex, SS56ND

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carly Horsler	Chairperson		Persons at AGM
2	Stacey Shepherd-Smith	Treasurer		Persons at AGM
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### 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)

--	--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s) Stacey Shepherd-Smith

Full name(s) Stacey Shepherd-Smith

Position (eg Secretary, Chair, etc) Treasurer

Date 15/09/2025



25th January 2024 to 24th January 2025

<u>Month</u>	<u>January-February</u>	<u>February-March</u>	<u>March-April</u>	<u>April-May</u>	<u>May-June</u>	<u>June-July</u>	<u>July-August</u>	<u>August-September</u>	<u>September-October</u>	<u>October-November</u>	<u>November-December</u>	<u>December-January</u>
<b>Opening Balance</b>	£18,805.76	£12,411.47	£ 12,927.42	£14,790.81	£15,609.95	£ 9,710.29	£ 10,534.45	£11,914.37	£ 10,145.19	£11,137.89	£ 19,960.32	£ 17,608.55
<b>Total In</b>	£ 1,126.01	£ 2,740.16	£ 3,952.36	£ 8,152.79	£ 7,161.37	£ 3,762.80	£ 2,135.83	£ 5,001.66	£ 7,048.35	£11,005.63	£ 2,264.50	£ 4,005.08
<b>Total Out</b>	£ 7,520.30	£ 2,224.21	£ 2,088.97	£ 7,333.65	£13,061.03	£ 2,938.64	£ 755.91	£ 6,770.84	£ 6,055.65	£ 2,183.20	£ 4,616.27	£ 3,177.91
<b>Month Balance</b>	-£ 6,394.29	£ 515.95	£ 1,863.39	£ 819.14	-£ 5,899.66	£ 824.16	£ 1,379.92	£ 1,769.18	£ 992.70	£ 8,822.43	-£ 2,351.77	£ 827.17
<b>Closing Balance</b>	£12,411.47	£12,927.42	£ 14,790.81	£15,609.95	£ 9,710.29	£10,534.45	£ 11,914.37	£10,145.19	£ 11,137.89	£19,960.32	£ 17,608.55	£ 18,435.72

25th January 2024 Opening Balance	£ 18,805.76
Total In	£ 58,356.54
Total Out	£ 58,726.58
24th January 2025 Closing Balance	£ 18,435.72



## Independent examiner's report on the accounts

### Report to the trustees

Riverside Primary School PTA

### On accounts for the year ended

24th January 2025

Charity no  
(if any)

1156112

### Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 24/01/2025.

### Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

[The charity's gross income exceeded £18,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- 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 this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed: J A Cousins

Date: 08/09/2025

Name: Julie Cousins

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

N/A

**Address:**

Riverside Primary School

Ferry Road, Hullbridge, Essex

SS5 6ND

Only complete if the examiner needs to highlight material 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.**

Please find report attached.