



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 15/9/2023    Period start date to Period end date 14/9/2024

Charity name: Okehampton Primary School PTFA

Charity registration number: 1170874

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The purpose of the PTFA is to advance the education of pupils in the school in particular by:</b></p> <p><b>Develop effective relationships between staff, parents and others associated with the school.</b></p> <p><b>Engaging in activities of providing facilities and enrichment activities which support the school and advance the education of pupils</b></p>
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	<p><b>The following fundraising events take place regularly throughout the year in order to achieve our purpose.</b></p> <ul style="list-style-type: none"><li><b>-Cake sales are held monthly and seasonally</b></li><li><b>-Christmas, Fathers and Mothers day gift sales</b></li><li><b>- Book fair</b></li><li><b>-Wider community events have been held. Coffee morning, bingo, circus, Halloween trail, santa breakfast, santa run and fireworks display.</b></li><li><b>- Cashback initiatives, bag2school, teatowel sales and Christmas cards</b></li><li><b>- school discos</b></li><li><b>- Refreshments for various school events</b></li></ul> <p><b>These activities have been agreed and considered by the trustees</b></p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p><b>Trustees understand that the charity purpose is beneficial to the public and people it serves</b></p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Na</b>
Policy on social investment including program related investment	Para 1.38	<b>Na</b>
Contribution made by volunteers	Para 1.38	<b>Trustees are grateful for the contribution of our volunteers in ensuring that our fundraising is successful</b>
Other		<b>Na</b>

## 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><b>In planning our contributions to pupils for this year, utilising the funds raised by our events, we considered the charities purpose and chose to contribute and fund the following:</b></p> <ul style="list-style-type: none"> <li>- <b>An educational visit from the Space odyssey LTD</b></li> <li>- <b>A educational trip for year 3 to Royal Cornwall show</b></li> <li>- <b>Providing coach transport for year 5 school trip</b></li> <li>- <b>Year 3 education visit to Paignton zoo</b></li> <li>- <b>Contribution towards year 3 and 4 swimming lessons</b></li> <li>- <b>Early years school trip to RHS Rosemoor</b></li> <li>- <b>In school resources to enhance learning such as Insectlore butterfly kit, sensory equipment for SEND unit, Role play resources for early years</b></li> </ul> <p><b>These activities and resources have enhanced, enjoyment and educational provision.</b></p>

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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Na</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Na</b>
Investment performance against objectives	Para 1.41	<b>Na</b>
Other		<b>Na</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Balance in accounts at the year end stands at £25855.15</b> <b>The main source of income this year was from fundraising and grants.</b> <b>This year has seen an increase in profit and decrease in spending, due to a lack of requests from the school.</b> <b>The trustees have agreed to circulate the PTFA aims and funds request form to all staff through the head teacher.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>£5000 has been agreed to be kept in reserve for events booked to be paid for in the next financial year. For year end 25 this will be for the fireworks display.</b>
Amount of reserves held	Para 1.22	<b>5000</b>
Reasons for holding zero reserves	Para 1.22	<b>na</b>
Details of fund materially in deficit	Para 1.24	<b>na</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>No concerns</b>

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



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Unincorporated volunteer led charitable organisation</b>
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	<b>Committee members are trustees of the charity and are elected at the AGM.</b>

### 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	Okehampton Primary School PTFA
Other name the charity uses	na
Registered charity number	1170874
Charity's principal address	Glendale Road Okehampton EX20 1JB

### 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	Christine Read	Chairperson		
2	Lita Vallance	Vice Chair		
3	Michelle Tucker			
4	Fiona Willis			
5	Greta Button			
6	Natalie Uglow	Treasurer		
7	Sophie Bailey			
8				
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14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

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

### 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg Secretary,  
Chair, etc)

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Date

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**OKEHAMPTON PRIMARY SCHOOL PTFA**

**ACCOUNTS FOR THE YEAR ENDED**

**14 SEPTEMBER 2024**

**Charity Number 1170874**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 14 SEPTEMBER 2024**

**Income**

Fundraising income	£28,705.72
Uniform income	£3,341.67
Grant	£6,594.58
<b>Total</b>	<b>£38,641.97</b>

**Expenditure**

Costs / purchases	£15,637.45
Insurance	£153.00
School purchases	£7,852.92
Sundries	£205.52
Uniform cost	£3647.03
<b>Total</b>	<b>£27,495.92</b>

<b>Surplus for the year</b>	<b>£11,146.05</b>
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Section A

Independent Examiner's Report

Report to the  
trustees/directors/  
members of

Charity Name

Okehampton Primary School PTFA

On accounts for the year  
ended

14 September 2024

Charity no.:

1170874

Company no.:

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 14/09/2024

Responsibilities and  
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent  
examiner's statement

~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

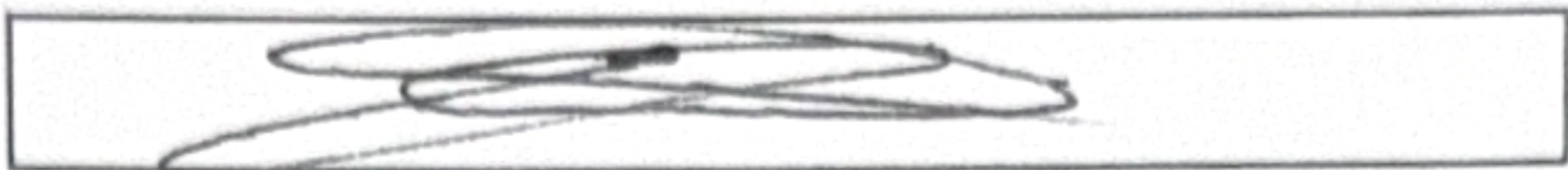
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).



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:  Date: 9/3/2026

Name: SARAH CHAMMINGS

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

Address: 65 FERN CLOSE  
OKEHAMPTON  
DEVON EX20 1PD

Section B

Disclosure

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.