



# Trustees' Annual Report for the period

	Period start date				Period end date		
	1st	Septem ber	2021		31st	August	2022
From				To			

## Section A Reference and administration details

Charity name

Elham CEP School PTA

Other names charity is known by

Elham PTA

Registered charity number (if any)

1170927

Charity's principal address

Elham CEP School

Vicarage Lane

Elham

Canterbury

CT4 6TT

### 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	Sarah Harrison	Chair	appointed 21/09/2021	
2	Michael Collingwood			
3	Margaret Collingwood			
4	Jana Bartlett	Treasurer/Trustee		
5	Michelle Marsh	Trustee		
6	Kate Miller			
7				
8				
9				
10				
11				
12				
13				
14				

15  
16  
17  
18  
19  
20

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**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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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Foundation CIO
Trustee selection methods (eg. appointed by, elected by)	Unless prevented from being a trustee under the provisions of 9(2) of the constitution, all parents of children attending Elham Church of England Primary School who request to be a trustee will be appointed.

**Additional governance issues (Optional information)**

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You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the CIO is to advance the education of pupils attending Elham Church of England Primary School by providing and assisting in the provision of facilities or equipment which support the school and advance the education of the pupils.

The organisation carries out a range of fundraising activities in order to generate funds to pay for facilities and equipment that support the school and pupils. The vast majority of the fundraising activities have the dual benefit of being fun and beneficial in themselves for pupils and their parents.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

PTA events and activities are reliant on volunteers, most of whom are parents of pupils at the school.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

In the year 1st September 2021 to 31st August 2022, Elham School PTA raised funds by holding the following fundraising events:

Pyjama Day  
Christmas Fayre  
Xmas Raffle and Lego Raffle  
2022 Challenge  
Mothers Day breakfast in bed  
Quiz night  
Sponsored bounce  
School Disco  
Summer Fayre  
Father's Day Doughnuts  
Ice Cream Sale  
School Uniform Sale  
Donations including Amazon Smile and Elham Bears

Our fundraising efforts during 21/22 academic year provided the necessary finances to:

Pay for various learning resources and events to enhance education opportunities for the pupils, for example:  
Royal Shakespeare Company workshops, Book Week Storytelling, coaches to take children to Panto, KIC Theatre visiting the children, visiting magician, dressing up Clothes for KS1.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity is in a healthy financial position and has sufficient reserves to manage its cashflow.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Jana Bartlett

Sarah Harrison

Position (eg Secretary, Chair, etc)

Treasurer

Chairperson

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**Date**

07/06/2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Elham CEP Shool PTA

1170927

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2021

To

31/08/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Christmas Fayre	1,795	-	-	1,795	928
Pyjama Day	179			179	
2022 Challenge	584			584	
Mothers day	212			212	
Disco	763	-	-	763	-
Sponsored Bounce	1,541			1,541	
Fathers day	158			158	
Summer fayre	2,805			2,805	
Quiz	190	-	-	190	-
Donations	1,679	-	-	1,679	49
Second-hand Uniforms	127	-	-	127	-
Other fundraising	177	-	-	177	-
Other	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	10,210	-	-	10,210	977
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-



<b>Total receipts</b>	<b>10,210</b>	<b>-</b>	<b>-</b>	<b>10,210</b>	<b>977</b>
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### A3 Payments

School purchases	450	-	-	450	2,000
Learning and classroom resources		-	-	-	3,000
School equipment	99	-	-	99	-
RSC workshops		-	-	-	-
Year 6 leavers' hoodies	200	-	-	200	-
Fundraising expenses	3,057	-	-	3,057	52
School events	2,720	-	-	2,720	1,117
Licenses	116	-	-	116	111
	-	-	-	-	-
<b>Sub total</b>	<b>6,642</b>	<b>-</b>	<b>-</b>	<b>6,642</b>	<b>6,280</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>6,642</b>	<b>-</b>	<b>-</b>	<b>6,642</b>	<b>6,280</b>
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<b>Net of receipts/(payments)</b>	<b>3,568</b>	<b>-</b>	<b>-</b>	<b>3,568</b>	<b>- 5,303</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,029</b>	<b>-</b>	<b>-</b>	<b>4,029</b>	<b>9,332</b>
<b>Cash funds this year end</b>	<b>7,597</b>	<b>-</b>	<b>-</b>	<b>7,597</b>	<b>4,029</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank balance	7,163	-	-
	Petty cash	434	-	-
		-	-	-
	<b>Total cash funds</b>	<b>7,597</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-

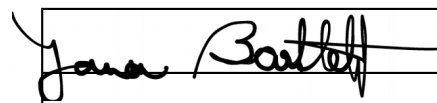
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Jana Bartlett	01/10/2022