



<b>Trustees' Annual Report for the period</b>						
<b>From</b>	Period start date			<b>To</b>	Period end date	
	01	September	2024		31	August

**Section A**                      **Reference and administration details**

<b>Charity name</b>	Elham CEP School PTA		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	1170927		
<b>Charity's principal address</b>	Elham CEP Primary School, Vicarage Lane, Elham,		
	Canterbury, Kent		
	<b>Postcode</b>	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 Rachelle Basford	Chair		
2 Saira Gendek	Treasurer	Until 31 March 2025	
3 Jessica Woods	Treasurer	From 1 April 2025	
4 Mary Robbins	Secretary		
5 Hannah Kemsley	Secretary		
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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)**

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.

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## 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 2024 to 31st August 2025, Elham School PTA raised funds by holding the following fundraising events:

Christmas Fair and raffle  
Summer fair (Friday fiesta)  
Ice cream sales  
School uniform sales  
Passive fundraising  
Cake sales  
Sports day refreshments

Our fundraising efforts during 24/25 academic year provided the necessary finances to:

Pay for various learning resources and events to enhance education opportunities for the pupils, for example:

Coaches for various trips including the Panto, KIC theatre for the whole school, Library books, early years playground refurbishment, SEN support.

## Section E

## Financial review

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

The charity maintains low running costs and aims to retain sufficient funds to support planned activities and future expenditure. The charity will ring-fence certain levels of funding for planned activities but does not keep a specific amount in reserve.

### Details of any funds materially in deficit

### 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) *Jessica Woods*

Full name(s) Jessica Woods

Position (eg Secretary, Chair, etc) Treasurer

Date 18/05/2026



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

No (if any)

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2024		31/08/2025

### 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>					
Cake sales & Uniform Sales	697	-	-	697	377
Christmas Fair	1,638	-	-	1,638	2,020
Colour run	-	-	-	-	-
Disco	-	-	-	-	-
Donations	926	-	-	926	4,647
Gift Aid	-	-	-	-	73
Grants	861	-	-	861	2,550
Party hire kit	-	-	-	-	5
Passive fundraising	595	-	-	595	89
Quiz	-	-	-	-	286
Spare change challenge	-	-	-	-	250
Sponsored bounce	-	-	-	-	1,123
Sports day	178	-	-	178	122
Summer Fair	886	-	-	886	3,819
Uniform sales	-	-	-	-	-
Leavers Party	225	-	-	225	-
<b>Sub total (Gross income for AR)</b>	<b>6,006</b>	<b>-</b>	<b>-</b>	<b>6,006</b>	<b>15,361</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,006</b>	<b>-</b>	<b>-</b>	<b>6,006</b>	<b>15,361</b>
<b>A3 Payments</b>					
Fundraising expenses	294	-	-	294	2,134
Committee expenses	182	-	-	182	156
bank charges	13	-	-	13	40
School purchases inc workshops	5,749	-	-	5,749	12,450
	-	-	-	-	-
<b>Sub total</b>	<b>6,237</b>	<b>-</b>	<b>-</b>	<b>6,237</b>	<b>14,780</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,237</b>	<b>-</b>	<b>-</b>	<b>6,237</b>	<b>14,780</b>
<b>Net of receipts/(payments)</b>	<b>- 231</b>	<b>-</b>	<b>-</b>	<b>- 231</b>	<b>581</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 231</b>	<b>-</b>	<b>-</b>	<b>- 231</b>	<b>581</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	5,041	-	-
	Petty Cash	721	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,762</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
	2024/25 figures updated to reconcile	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	Jessica Woods	Jessica Woods	18/05/2026	