



Trustees' Annual Report

From 1 September 2024 to 31 August 2025

Charity name: Brunswick Primary PTFA

Charity registration number: 1174170

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of pupils in the school in particular by: 2.1 Developing effective relationships between the staff, parents and others associated with the school; 2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
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	The charity organises events and raises funds to provide facilities, equipment and resources for the school, including outdoor play equipment, reading books, SEN resources and IT equipment.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm that they 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	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The charity has no paid staff and relies entirely on the generosity of volunteers from the school community. We are grateful to all of the parents, carers, teachers, staff and friends of the school, who give their time,

		expertise and support to organise events and plan how funds are spent to benefit the school.
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	- The two flagship events of the school year - Summer Fair and Winter Fair - have always been key in raising the necessary funds for larger resources required by the school. The target for this year was to fundraise towards the development of the future outdoor learning and play area for KS2. The target amount required is £10k + Other achievements have included: - Oak room - developing and enhancing this room that has been designed for SEN pupils. - The Virgin Unite Local Legends grant of £5000 helped towards the purchase of large compost bins, polytunnel, and also a sandpit and watertable for the EYFS area. Part of this grant will also go towards a future outdoor green gym in KS2. - The PTFA funds towards gardening resources have enabled regular Community Action days run by the Forest School Lead at Brunswick. These have been very successful for families and the community to take part and help with gardening work on the school grounds. - Pre-loved uniform sale - a year round service to all families in the school providing affordable second hand uniform that also raises significant PTFA funds that can support things like school equipment and leavers' hoodies.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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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	The charity received total income of £30,485 in 2024/25, with the main sources being the winter and summer fairs (£13,933), non-uniform days throughout the year (£3,469) and a £5,000 restricted grant from Virgin. Total expenditure was £48,105. The majority of this (£37,295) was used to fund a major new outdoor play area for Key Stage 1 pupils. £3,428 was spent on other outside areas, with £2,718 of the Virgin grant being used to fund a gardening area and a sand and water play area. £742 was used to fund equipment for the school's SEN area, and £365 was used to fund music equipment. The deficit for the year was planned, funded by substantial cash funds carried forward from 2023/24. At 31 August 2025 the charity's unrestricted reserves were £17,420. Restricted reserves were £2,282, representing the remainder of the Virgin grant, which is to be utilised in 2025/26.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has no fixed costs and only commits resources to the school when funds are available. Target minimum reserves are £2,000, which are sufficient to cover the upfront costs of organising one of the charity's major fundraising events (the summer and winter fairs).
Amount of reserves held	Para 1.22	Unrestricted funds of £17,420 at 31/8/25
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	Given the significant level of reserves at year-end, and the lack of any ongoing liabilities, the trustees have assessed that the charity can continue as a going concern.

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	Two major fundraising events (winter and summer fairs) each year account for approximately 50% of the charity's annual income. Other smaller fundraising events run through the academic, such as discos, cake sales and non-uniform days. The charity also receives a small amount of regular giving income and one-off donations, and also received a restricted grant of £5,000 in 2024/25.
Investment policy and objectives including any	Para 1.46	N/A

social investment policy adopted		
A description of the principal risks facing the charity	Para 1.46	General cost of living pressures is a potential risk to the charity's income, along with increased costs associated with organising fundraising events. Health and safety and safeguarding risks at fundraising events are mitigated through risk assessments.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution (adopted 2 January 2017)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
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	Trustees are elected at the AGM

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	Brunswick Primary School PTFA
Other name the charity uses	
Registered charity number	1174170
Charity's principal address	Brunswick Primary School Somerhill Road Hove BN3 1RP

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	Sandra Dyke	Co-Chair		
	2	Sally Powell	Co-Chair		
	3	Ian Kidd	Treasurer		
	4	Sharmin Memon			
	5	Michele Fairhall			
	6	Gillian Ramm	Chair	Resigned 14 July 2025	
	7				
	8				
	9				
	10				
	11				
	12				
	13				
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	15				
	16				
	17				
	18				
	19				
	20				

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

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	
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)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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)

Ian Kidd

Sandra Dyke

Full name(s)

Ian Kidd Sandra Dyke

Position (eg Secretary, Chair, etc)

Treasurer Co-Chair

Date

6/2/26

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File 2 of 4: Brunswick PTFA TAR 24-25 v2.pdf

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Signer: Sandra Dyke (sandra_dyke@hotmail.com)

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Signer: Michelle Westbury (michelle@westandberry.co.uk)

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Event Log

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Brunswick PTFA
Financial Statements CC16a
1 September 2024 - 31 August 2025

A. Receipts and payments				
	Unrestricted Funds (£)	Restricted Funds (£)	Total Funds (£)	Prior year (2023/24)
A1. Receipts				
Fundraising Events				
Winter Fair	£8,010	£250	£8,260	£8,095
Uniform/cake sales	£1,393		£1,393	£3,083
Non-uniform day	£3,469		£3,469	£0
Other fundraising events	£3,040		£3,040	£100
Discos	£1,634		£1,634	£1,966
Summer Fair	£5,423	£250	£5,673	£7,572
Donations, legacies and grants				
Regular/one-off donations	£812	£942	£1,753	£0
Grants	£0	£5,000	£5,000	£0
Other Fundraising	£263		£263	£1,356
Total Income	£24,044	£6,442	£30,485	£22,172
A2. Payments				
Fundraising Events				
Winter Fair	£1,886	£250	£2,136	£1,226
Uniform/cake sales	£0		£0	£510
Other fundraising events	£676		£676	£0
Discos	£472		£472	£784
Summer Fair	£1,399	£250	£1,649	£2,126
Charitable Activities				
Outdoor play	£37,800		£37,800	£1,953
Outside areas	£510	£2,918	£3,428	£0
Books	£0		£0	£531
Other school equipment (incl. IT, SEN, musical instrument)	£365	£742	£1,107	£4,340
Miscellaneous (School speakers, Leavers T-shirts)	£458		£458	£469
Indirect Costs				
PTFA Communications	£0		£0	£484
PTFA Administration	£378		£378	£337
Total Expenditure	£43,945	£4,160	£48,105	£12,760
Net income/(expenditure)	-£19,901	£2,282	-£17,619	£9,412
Transfers between funds				
Cash funds at 31 August 2024	£37,322			£37,322
Cash funds at 31 August 2025	£17,420	£2,282	£19,702	

B. Statement of assets and liabilities at the end of the period		
	Unrestricted Funds (£)	Restricted Funds (£)
Current Assets		
Bank	£17,420	£2,282
Net Assets	£17,420	£2,282
TRUE		
Unrestricted Funds	£17,420	
Restricted Funds		£2,282
Total Funds	£17,420	£2,282

Signed by two trustees on behalf of all the trustees		
Signature	Print Name	Date of approval
	Ian Kidd	09/02/2026
	Sandra Dyke	09/02/2026

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File 1 of 4: Brunswick Primary School PTFA receipts & payments accounts 2025.pdf

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Independent examiner's report to the Trustees of Brunswick Primary School PTFA (Registered charity number 1174170)

I report to the trustees on my examination of the accounts of Brunswick Primary School PTFA ('the charity') for the year ended 31 August 2025 which are set out on the Receipts and Payments accounts.

Responsibilities and basis of report

As the charity trustees of the charity 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 charity'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 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.

Michelle Westbury FCCA

Michelle Westbury FCCA
West & Berry Limited
Nile House
Nile Street
Brighton
BN1 1HW

Date: 09/02/2026

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