

TOWN CLOSE PARENTS TEACHERS ASSOCIATION

England & Wales · Charity number 1194846

Details

Status Registered

Legal form Other

Registered 2021-06-17

Register [View on the Charity Commission register](#)

Contact

Address Town Close House Preparatory School
14 Ipswich Road
Norwich
Norfolk
NR2 2LR

Phone 01603620180

Email pta@townclose.com

Website <http://www.townclosepta.co.uk/>

Activities

Objects: THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS 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.

Activities: Town Close PTA's purpose is to advance the education of pupils by engaging in activities or providing facilities or equipment which support the school, together with developing effective relationships between staff, parents and others associated with the school.

Classification

- **How:** Provides Other Finance, Provides Services, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£46,891	£28,375	-	-
2024-03-31	£52,156	£36,649	-	-
2023-03-31	£53,236	£30,731	-	-
2022-03-31	£33,956	£39,320	-	-

Trustees

Name	Role	Appointed
Cassandra Clare Cox	Chair	2021-05-07
Hannah Louise Ellis		2021-06-17
Kylee Moore		2025-06-20
Lydia Victoria Hutchinson		2024-07-05

TOWN CLOSE PARENTS TEACHERS ASSOCIATION

England & Wales - Charity number 1194846

Accounts



Trustees' Annual Report

Period start date March 2024 to Period end date March 2025

Financial period for year ended 31st March 2025.

Charity name: Town Close Parents Teachers Association

Charity registration number: 1194846

Objectives and activities:

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity has three core objectives:</p> <ol style="list-style-type: none"> Create Memories by bringing the school community together through events and initiatives Make a Difference by enriching the children's learning environment through the provision of additional resources and; Be kind to our planet by working in a sustainable way, as much as possible, and supporting the school in delivering its sustainability goals
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>The main activities linked to our objectives for this reporting period are:</p> <p>Objective 1:</p> <ul style="list-style-type: none"> Running our Second-Hand Uniform Shop Our Summer Social 2024 Sports Day 2024 The Christmas Fayre 2024 Our Cheese & Wine Event 2025 Appointment of new trustee responsible for communications and the subsequent roll out of our WhatsApp Community Maintaining our social media and online presence Building our network of local suppliers and supporters Utilising our PTA Year reps & their social events



		<p>Objective 2: We raised £18,038 towards providing additional provisions for the school. £6583 from events & easy fundraising, and £11,440 from our second-hand uniform shop (after returning £11,857 to parents from the total receipts of 23,297).</p> <p>We invested £28,374.97 during this period (utilising this funding and monies raised and unspent from previous years). See summary of achievements and treasurer report for the full breakdown.</p> <p>Objective 3:</p> <ul style="list-style-type: none"> • PTA Second Hand Uniform Shop – this is a significant contributor to our sustainability goals. We encourage the purchase of second-hand clothes over buying new, which has a significant positive impact environmentally to buying new. We also send significant amounts of old uniform to local communities and for textile reuse / recycling. • We ask all vendors at events to use environmentally friendly cutlery / containers etc and encourage recycling. We also look to ensure the majority of our purchases are environmentally friendly or reusable / good quality. • See also the pond work we have invested in and natural oak lecterns with educational information, produced by pupils from the school
Statement confirming whether the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The Charity's Trustees exercise their duties in line with official guidance.

Additional information (optional)

You may choose to include further statements where relevant about:



	SORP reference	
Policy on grant making	Para 1.38	The PTA and Town Close School work in collaboration to identify projects that would benefit multiple year groups or children. The school and its pupils, propose projects for the PTA to support and this will be discussed and deliberated before approved, deferred or rejected.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The success of the charity is due to the volunteers who give up their time to support the charity and our core objectives.
Other		N/A

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>Objective 1:</p> <ul style="list-style-type: none"> • Summer Social 2024 – a chance for parents to socialise together in a less formal way than a traditional Ball and provides some additional fundraising opportunities. This is always well received by those who attend. Raised £1776. • Sports Day 2024- fresh strawberries for parents and students. This is a traditional offering that parents and children all love. It also attracts a very healthy number of volunteers, and provides a great opportunity for parents to get involved in a manageable way. • Christmas Fayre 2024 – a biennial event for the whole family (and close friends), with a luminated woodland wonderland, games, music, singing, external indoors Christmas market, food and drinks. A hugely successful event, which is loved by all. This brings the whole school community together on site



		<p>and has contributed significantly to our fundraising efforts.</p> <ul style="list-style-type: none">• Cheese & Wine Event 2025 – This was held in place of our usual quiz in 2024 due to significant other commitments. It was an intimate event, held onsite and run by an external wine and cheese provider. This event is easy to put on and involves little effort from volunteers and the school. It was neutral from a fundraising perspective and was focused on building community and offering variety.• Updated Comms approach with the appointment of a new deputy Chair responsible for Communications and the role out of a new WhatsApp Community, which has been very successful to date.• Website and brand – supported by parent body to further extend the brand of the PTA and foster support in its objectives and activities. This helps us share communications, and information about the PTA and events. It is also our primary vehicle for channelling ticket sales for events.• Social media presence – Enabling parents and supporters to follow our activities on social media.• Network of suppliers and supporters – this has built professional relationships and set a standard in events. <p>Objective 2 We raised £18,038 towards providing additional provisions for the school. £6583 from events & easy fundraising, plus £11,440 (after returning £11,857 to parents from the total receipts of 23,297). We invested £28,374.97 during this period (utilising this funding and monies raised and unspent from previous years). This illustrates a significant uplift in performance</p>
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		<p>against this objective compared to the previous few years when we had struggled to invest significant funds.</p> <p>Investments in additional provisions for the school included:</p> <ul style="list-style-type: none">• £21,282 - Pond Project and Stage to help improve outdoor learning and creative spaces.• £5,256 Oak Lecterns to Woodland Walk – designed by pupils in Year 2 at the schools and providing a wealth of information about the wildlife, plants, trees, birds etc., within the woodland walk.• £419.99 – Pre-Prep Play Equipment for children to build strength and coordination through play• £113.98 Wildlife Cameras for the children to learn about, monitor and capture special moments from the wildlife around them in real time.• £408 Four Square Line Painting to Prep Playground – a hugely popular physical lunchtime activity for the children. <p>Objective 3:</p> <ul style="list-style-type: none">• The second-hand uniform shop is a significant contributor to our sustainability goals. We encourage the purchase of second-hand clothes over buying new, which has a significant positive impact environmentally to buying new. We also send significant amounts of old uniform to local communities and for textile reuse / recycling.• We ask all vendors at events to use environmentally friendly cutlery / containers etc and encourage recycling. We also look to ensure the majority of our purchases are environmentally friendly or reusable / good quality.
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		<ul style="list-style-type: none">See also our investments that support the outside learning objectives (pond and information boards)
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	The charity has successfully fulfilled its three core objectives this reporting period.
Performance of fundraising activities against objectives set	Para 1.41	All events were intended to cover costs and, where possible, raise funds in support of the three core objectives. In light of financial challenges UK wide and as we have a reasonably healthy balance, we focused primarily on bringing the community together, whilst contributing where we could to fundraising.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period.	Para 1.21	Please see approved and independently verified Treasurer's Report for full break down of financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As per risk identified.
Amount of reserves held	Para 1.22	Please see Treasurer's Report for full detail.
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	No concerns about the charity's viability for next academic and financial year, however there is always a risk that there will not be the volunteers with the appetite to continue to manage the charity / aspects of the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds are: <ul style="list-style-type: none"> • PTA shop, • PTA events and activities, • Annual £10 family donations. • Sponsorship and advertising (primarily linked to events at the stage)
Investment policy and objectives including any social investment policy adopted	Para 1.46	Our investment policy is detailed on our website. Fundamentally both the PTA and SLT need to agree any investments. PTA approval should be sought from the full, however ultimately it must receive a majority approval from trustees.
A description of the principal risks facing the charity	Para 1.46	At this time our risks are well managed. We have been investing a healthy amount of the money raised over the last couple of years. We always face the risk that there will not always be volunteers who are willing or able to take the charity forward. This will always be a risk of such a charity but we do what we can to continue to recruit and induct new volunteers to help mitigate this risk.
Other		The PTA has launched a new website to raise awareness and support ticket sales for events.

Structure, Governance and Management

	SORP reference	
Description of charity's trusts: Type of governing document (trust deed, royal charter)	Para 1.25	The Charity was registered on 17th June 2021 under a standard registration. It operates under a constitution the charitable



		<p>objects are featured as: “THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS 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.”</p> <p>In addition, the Charity established a governance framework to enable clarity around meetings with school and committee members. This has enabled clarity and has set a schedule of meetings to approve funding requests in conjunction with the school.</p>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution which is defined in line with Parentkind templated documents to ensure appropriateness and effectiveness.
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 selected at the PTA’s Annual General Meeting, which is held between May and July. This is in the presence of numerous parents. New Trustees nominate themselves and are voted by committee members with a quorum of 3 Trustees present.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	The PTA has a volunteer policy, PTA Shop Handbook, Data Protection Policy and financial induction to support new Trustees. Handovers between incoming and outgoing Trustees are also in place to ensure continuity and to reduce the risk of knowledge loss.
The charity’s organisational structure and any wider network with which the charity works	Para 1.51	In addition to the Trustees, each year group has a PTA representative. The role of this year rep is to pass on communications from



CHARITY COMMISSION
FOR ENGLAND AND WALES

		the PTA via WhatsApp groups and promote the activities and events.
Relationship with any related parties	Para 1.51	Town Close School and the PTA work closely together to ensure a collaborative environment for the school community.
Other		

Reference and Administrative details

Charity name	Town Close Parents Teachers Association
Other name the charity uses	Ton Close PTA
Registered charity number	1194846
Charity's principal address	Town Close School Ipswich Road Norwich Norfolk

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)
Mrs Cassie Cox	Chair	Feb 2023 - Current	All Trustees
Mrs Lydia Hutchinson	Deputy Chair & Comms	Jun 2024 - Current	All Trustees
Ms Marcella Hill	Deputy Chair	Jun 2024 – Current	All Trustees
Mrs Louise Bosworth	Treasurer	May 2021 to Nov 24	All Trustees (Vacancy)
Mrs Ruth Jones	Secretary	Jun 2024 to current	All Trustees
Hannah Ellis	Shop Lead	Jun 2024 - Current	All Trustees

Town Close PTA

**Apr 2024 to
Mar 2025**

**Apr 2023 to
Mar 2024**

Bank Balances at 31/3/2025

Current Account (Events ending 5992)	15,566	7,868
Current Account (Uniform Shop ending 4000)	4,740	2,099
Deposit Account	58,774	53,469
SumUp Account (Events)	0	384
Cash Tin (Uniform Shop)	283	128
SumUp Account (Uniform Shop)	0	254
PayPal Account (Uniform Shop)	0	0
Unbanked Cheques (Account ending 4000)	-165	-107
Trade Creditors	-541	418
Deferred Income (May Ball 25)	-22,990	1,728
Deferred Expenditure (Fireworks 25 & May Ball 25)	538	1,559
Total	56,205	67,800

PTA Events

Income	19,838	23,822
Expenditure	-13,240	-21,284
Sub Total for PTA Events	6,598	2,538

Uniform Shop

Income	23,297	24,512
Expenditure	-11,857	-12,393
Sub Total for Uniform Shop	11,440	12,119

Overheads

Income (£10 donation per family as invoiced by TCH)	2950	3,220
Expenditure, such as Insurance, Sage, Parentkind etc	-783	-723
Bank Interest (Deposit Account)	806	602
Sub Total for Overheads	2,973	3,099

Surplus / (Deficit) for year **21,011** **17,756**

PTA Funded Projects **-28,375** **-2,249**

The accounts have been independently examined by Jane Holliday on 11th June 2025 following directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Signed.....
Mrs C Cox (Chairperson)

Dated

7/11/25

Signed.....
Mrs L Hutchinson (Trustee)

Dated

7/11/25

Town Close PTA

Treasurers Report - April 2024 to March 2025

PTA Events

Summer Social 24	Receipts	7,702	
	Payments	<u>(5926)</u>	1,776
Sports Day Strawberries 24	Receipts	1,120	
	Payments	<u>(592)</u>	528
Xmas Fayre 24	Receipts	10,551	
	Payments	<u>(6466)</u>	4,085
Cheese and Wine 25	Receipts	250	
	Payments	<u>(256)</u>	-6
Easyfundraising	Receipts	215	
	Payments	<u></u>	215
			<u><u>6,598</u></u>

This year we have hosted the traditional events and all have been thoroughly enjoyed by the students, parents and staff.

Thank you to all the PTA Event Volunteers and Town Close Staff.

Uniform Shop

Uniform Shop	Receipts	23,297	
	Payments	<u>- 11,857</u>	<u>11,440</u>

The uniform shop has had another successful year, with sales very similar to the last two years.

Thank you to all the PTA Uniform Shop Volunteers.

Overheads

The parent donation continues to cover overhead expenses such as Parentkind subscription, insurance, license fees and Sage Accounting

PTA Funded Projects

This financial year the PTA has supported the school with the following projects

£895 Gazebo branded Tent for events

£419.99 Pre Prep Play Equipment

£21,282 Pond Project and Stage in Pre Prep

£113.98 Wildlife Cameras

£408 Four Square Line Painting to Prep Playground

£5,256 Oak Lecturns to Woodland Walk



Independent examiner's report on the accounts

Report to the trustees

Charity Name: Town Close Parent Teachers Association

On accounts for the year ended

31 March 2025 Charity no (if any): 1194846

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 31/03/2025

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 £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 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: [Signature]

Date: 11/06/25

Name: Mrs Jane Holliday

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

Chartered Accountant (ICAEW)

Address:

72 Church Street, Old Catton, Norwich NR6 7DR

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.

N/A

TOWN CLOSE PARENTS TEACHERS ASSOCIATION

England & Wales - Charity number 1194846

Accounts



Trustees' Annual Report

Period start date March 2023 to Period end date March 2024

Financial period for year ended 31st March 2024.

Charity name: Town Close Parents Teachers Association

Charity registration number: 1194846

Objectives and activities:

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity has three core objectives:</p> <ol style="list-style-type: none"> 1. Create Memories by bringing the school community together through events and initiatives 2. Make a Difference by enriching the children's learning environment through the provision of additional resources and; 3. Be kind to our planet by working in a sustainable way, as much as possible, and supporting the school in delivering its sustainability goals
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>The main activities for this reporting period are:</p> <p>Objective 1:</p> <ul style="list-style-type: none"> • Sports Day 2023 • Fireworks Night 2023 • Quiz night 2023 • Summer Social 2023 • Social media presence • Network of suppliers and supporters • PTA Year reps & Social Events <p>Objective 2:</p> <ul style="list-style-type: none"> • For the Heart Day (Valentines Gifts) • 2 x Gazebos (School & PTA Events) • PA Speaker System (School & PTA) • Green Johanna Bin Composters • We have made significant improvements to the funding process and have a substantial a



		<p>number of new investments for next the next financial year.</p> <p>Objective 3:</p> <ul style="list-style-type: none"> • PTA Second Hand Uniform Shop – this is a significant contributor to our sustainability goals. We encourage the purchase of second-hand clothes over buying new, which has a significant positive impact environmentally to buying new. We also send significant amounts of old uniform to local communities and for textile reuse / recycling. • We ask all vendors at events to use environmentally friendly cutlery / containers etc and encourage recycling. We also look to ensure the majority of our purchases are environmentally friendly or reusable / good quality. • We have purchased Green Johanna Composters for the school eco council. These are being used and managed daily including waste from the school kitchen.
Statement confirming whether the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The Charity's Trustees exercise their duties in line with official guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The PTA and Town Close School work in collaboration to identify projects that would benefit multiple year groups or children. The School and it's pupils, propose projects for the PTA to support and this will be discussed and deliberated before approved, deferred or rejected.
Policy on social investment including program related investment	Para 1.38	N/A



Contribution made by volunteers	Para 1.38	The success of the charity is due to the volunteers who give up their time to support the charity and our core objectives.
Other		N/A

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>The PTA welcomed a new Secretary as the previous Trustee left Town Close for senior school.</p> <p>Objective 1:</p> <ul style="list-style-type: none"> • Sports Day 2023- fresh strawberries for parents and students • Fireworks Night – a fun night for the whole family, with games, rides, food, drinks and fireworks. We increased the capacity of this in 2023 to enable many families to attend, we also invited a local business who allowed us to use their car park facilities. • Quiz night – held off site at local venue. • Summer Social 2023 – a chance for parents to socialise together • Website and brand – supported by parent body to further extend the brand of the PTA and foster support in its objectives and activities. • Social media presence – Enabling parents and supporters to follow our activities on social media. • Network of suppliers and supporters – this has built professional relationships and set a standard in events. • PTA Year reps – new year reps have been inducted but many remained in post for another year. <p>Objective 2:</p> <ul style="list-style-type: none"> • For the Heart – every student and member of staff were given 3 edible hearts to eat / share. • Blue Johanna Composting Blns.



		<ul style="list-style-type: none"> • Gazebos to help provide environment for refreshment and presence at school and OTA events • New PA system for school events such as Prize Day and Year 8 Leavers activities <p>Objective 3:</p> <ul style="list-style-type: none"> • PTA Second Hand Uniform Shop – this is a significant contributor to our sustainability goals. We encourage the purchase of second-hand clothes over buying new, which has a significant positive impact environmentally to buying new. We also send significant amounts of old uniform to local communities and for textile reuse / recycling. • We ask all vendors at events to use environmentally friendly cutlery / containers etc and encourage recycling. We also look to ensure the majority of our purchases are environmentally friendly or reusable / good quality. • We have purchased Green Johanna Composters for the school eco council. These are being used and managed daily including waste from the school kitchen.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	The charity has successfully fulfilled its three core objectives this reporting period.
Performance of fundraising activities against objectives set	Para 1.41	All events were intended to cover costs and, where possible, raise funds in support of the



		three core objectives. In light of financial challenges UK wide and as we have a reasonably healthy balance, this year we focused primarily on bringing the community together this year.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period.	Para 1.21	Please see approved and independently verified Treasurer's Report for full break down of financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As per risk identified.
Amount of reserves held	Para 1.22	Please see Treasurer's Report for full detail.
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	No concerns about the charity's viability for next academic and financial year

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds are: <ul style="list-style-type: none"> • PTA shop, • PTA events and activities, • Annual £10 family donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Some strategic projects have been put on hold due to rising inflation and alternative projects are being identified by the School's senior management team. The risk to the PTA continues to be monitored as the charity continues to work in close collaboration with the school.



Other		The PTA has launched a new website to raise awareness and support ticket sales for events.
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Structure, Governance and Management

	SORP reference	
Description of charity’s trusts: Type of governing document (trust deed, royal charter)	Para 1.25	<p>The Charity was registered on 17th June 2021 under a standard registration. It operates under a constitution the charitable objects are featured as: “THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS 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.”</p> <p>In addition, the Charity established a governance framework to enable clarity around meetings with school and committee members. This has enabled clarity and has set a schedule of meetings to approve funding requests in conjunction with the school.</p>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution which is defined in line with Parentkind templated documents to ensure appropriateness and effectiveness.
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 selected at the PTA’s Annual General Meeting, which is held between May and July. This is in the presence of numerous parents. New Trustees nominate themselves and are voted by committee members with a quorum of 3 Trustees present.

Additional information (optional)

You may choose to include further statements where relevant about:



	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	The PTA has a volunteer policy, PTA Shop Handbook, Data Protection Policy and financial induction to support new Trustees. Handovers between incoming and outgoing Trustees are also in place to ensure continuity and to reduce the risk of knowledge loss.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	In addition to the Trustees, each year group has a PTA representative. The role of this year rep is to pass on communications from the PTA via WhatsApp groups and promote the activities and events.
Relationship with any related parties	Para 1.51	Town Close School and the PTA work closely together to ensure a collaborative environment for the school community.
Other		

Reference and Administrative details

Charity name	Town Close Parents Teachers Association
Other name the charity uses	N/A
Registered charity number	1194846
Charity's principal address	Town Close School Ipswich Road Norwich Norfolk

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)
Mrs Lucy Wordsworth (up to Feb 2024 EGM) Mrs Cassie Cox (from Feb 2023 EGM)	Chair	May 2021 to Jan 2023 Feb 2023 - Current	All Trustees
Mrs Cassie Cox (Until Jan 2023 EGM)	Deputy Chair		All Trustees
Mrs Kate Smith	Deputy Chair	May 2021 to current	All Trustees
Mrs Louise Bosworth	Treasurer	May 2021 to current	All Trustees
Dr Eloise Ellis	Secretary	May 2022 to current	All Trustees



Section A Independent Examiner's Report

Report to the trustees

Charity Name: Town Close Parent Teachers Association

On accounts for the year ended

31 March 2024 Charity no (if any): 1194846

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 31/03/2024.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed: [Signature]

Date: 1/5/24

Name: Mrs Jane Holliday

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

Chartered Account (ICAEW)

Address:

72 Church Street
Old Catton

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.

N/A

TOWN CLOSE PARENTS TEACHERS ASSOCIATION

England & Wales - Charity number 1194846

Accounts



Trustees' Annual Report

Period start date May 2022 to Period end date May 2023

Financial period for year ended 31st March 2023.

Charity name: Town Close Parents Teachers Association

Charity registration number: 1194846

Objectives and activities:

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity has three core objectives:</p> <ol style="list-style-type: none"> 1. To develop effective relationships between the staff, parents and others associated with the school 2. To engage in activities or providing facilities or equipment which support the school and advance the education of pupils. 3. To support the school to deliver its sustainability goals. <p>The third objective was agreed by the committee in the reporting period.</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>The main activities for this reporting period are:</p> <p>Objective 1:</p> <ul style="list-style-type: none"> • Sports Day 2022 • Christmas Fayre • Quiz night • Website and brand • Social media presence • Network of suppliers and supporters • PTA Year reps <p>Objective 2:</p> <ul style="list-style-type: none"> • Easter challenge • New bicycle lines to aid "Bikesmart" initiative • New coding activity for Years 3 &4 • New PA system for school events such as Prize Day and Year 8 Leavers activities <p>Objective 3:</p> <p>The PTA shop was changed around to reflect the absence of COVID 19 requirements. This</p>



		<p>offered more space. A pupil led initiative to purchase new composting bins in support of the school's Eco Council.</p>
Statement confirming whether the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The Charity's Trustees exercise their duties in line with official guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The PTA and Town Close School work in collaboration to identify projects that would benefit multiple year groups or children. The School and its pupils, propose projects for the PTA to support and this will be discussed and deliberated before approved, deferred or rejected.
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The success of the charity is due to the volunteers who give up their time to support the charity and our core objectives.
Other		N/A

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>The PTA welcomed a new Secretary as the previous Trustee left Town Close for senior school.</p> <p>Objective 1:</p> <ul style="list-style-type: none"> ● Sports Day 2022 ● Christmas Fayre ● Quiz night – held off site at local venue. ● Website and brand – supported by parent body to further extend the brand of the PTA and foster support



		<p>in its objectives and activities.</p> <ul style="list-style-type: none">• Social media presence – Enabling parents and supporters to follow our activities on social media.• Network of suppliers and supporters – this has built professional relationships and set a standard in events.• PTA Year reps – new year reps have been inducted but many remained in post for another year. <p>Objective 2:</p> <ul style="list-style-type: none">• Easter challenge – a new event that challenged all year groups around the school.• New bicycle lines to aid “Bikesmart” initiative• New coding activity for Years 3 &4 – as requested by a staff member.• New PA system for school events such as Prize Day and Year 8 Leavers activities <p>Objective 3:</p> <p>The PTA shop was reconfigured to reflect the absence of COVID 19 requirements. This offered more space and a more welcoming customer experience.</p> <p>The Eco Council pitched a funding request to the PTA in a Dragon’s Den style meeting. This enabled the pupils to explain the benefits and opportunities the funding would allow. The PTA voted unanimously, resulting in a strengthened relationship between the PTA, class teachers and pupils.</p>
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Additional information (optional)



CHARITY COMMISSION
FOR ENGLAND AND WALES

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	The charity has successfully fulfilled its three core objectives this reporting period.
Performance of fundraising activities against objectives set	Para 1.41	All events were intended to cover costs and raise funds in support of the three core objectives.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period.	Para 1.21	Please see approved and independently verified Treasurer's Report for full break down of financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As per risk identified.
Amount of reserves held	Para 1.22	Please see Treasurer's Report for full detail.
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	No concerns about the charity's viability for next academic and financial year

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds are: PTA shop PTA events and activities Annual £10 family donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Some strategic projects have been put on hold due to rising inflation and alternative projects are being identified by the School's senior management team. The risk to the



		PTA continues to be monitored as the charity continues to work in close collaboration with the school.
Other		The PTA has launched a new website to raise awareness and support ticket sales for events.

Structure, Governance and Management

	SORP reference	
Description of charity's trusts: Type of governing document (trust deed, royal charter)	Para 1.25	<p>The Charity was registered on 17th June 2021 under a standard registration. It operates under a constitution the charitable objects are featured as: "THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS 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."</p> <p>In addition, the Charity established a governance framework to enable clarity around meetings with school and committee members. This has enabled clarity and has set a schedule of meetings to approve funding requests in conjunction with the school.</p>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution which is defined in line with Parentkind templated documents to ensure appropriateness and effectiveness.
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 selected at the PTA's Annual General Meeting, which is held in May and in the presence of numerous parents. New Trustees nominate themselves and are voted by committee members with a quorum of 3 Trustees present.

Additional information (optional)



You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	The PTA has a volunteer policy, PTA Shop Handbook, Data Protection Policy and financial induction to support new Trustees. Handovers between incoming and outgoing Trustees are also in place to ensure continuity and to reduce the risk of knowledge loss.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	In addition to the Trustees, each year group has a PTA representative. The role of this year rep is to pass on communications from the PTA via WhatsApp groups and promote the activities and events.
Relationship with any related parties	Para 1.51	Town Close School and the PTA work closely together to ensure a collaborative environment for the school community.
Other		

Reference and Administrative details

Charity name	Town Close Parents Teachers Association
Other name the charity uses	N/A
Registered charity number	1194846
Charity's principal address	Town Close School Ipswich Road Norwich Norfolk

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)
Mrs Lucy Wordsworth	Chair	May 2021 to current	All Trustees
Mrs Cassandra Cox	Deputy Chair	May 2021 to current	All Trustees
Mrs Charlotte Claburn	Trustee	May 2021 to current	All Trustees
Mrs Hannah Ellis	Treasurer	May 2021 to current	All Trustees
Dr Eloise Ellis	Secretary	May 2022 to current	All Trustees



**TOWN CLOSE PARENTS
TEACHERS ASSOCIATION**

UNAUDITED FINANCIAL STATEMENTS

AND TREASURERS REPORT

FOR THE YEAR ENDED
31 MARCH 2023

Registered Charity No. 1194846

Town Close PTA

Treasurers Report - April 2022 to March 2023

PTA Events

Summer Social 22	Receipts	12,326	
	Payments	<u>(7,242)</u>	5,084
Sports Day Strawberries 22	Receipts	885	
	Payments	<u>(511)</u>	374
Christmas Fayre 22	Receipts	8,751	
	Payments	<u>(5,748)</u>	3,003
Quiz Night 23	Receipts	2,690	
	Payments	<u>(1,790)</u>	900
Easter Event 23	Receipts		
	Payments	<u>(318)</u>	-318
Spring Term Raffle 23	Receipts	180	
	Payments	<u>(5)</u>	175
			<u>9,218</u>

This year we have hosted some new and traditional events and all have them have been very successful and have been thoroughly enjoyed by the students, parents and staff.

Thank you to all the PTA Event Volunteers and Town Close Staff.

Uniform Shop

Uniform Shop	Receipts	25,183	
	Payments	<u>(13,114)</u>	<u>12,069</u>

The uniform shop has had another successful year, with again record level of sales in the 12 month period.

Thank you to all the PTA Uniform Shop Volunteers.

Overheads

The parent donation continues to cover overhead expenses such as Parentkind subscription, insurance, license fees and Sage Accounting

PTA Funded Projects

This financial year the PTA has supported the school with the following projects

£950 for Line Marking to the prep and pre prep playgrounds

£343 for a uniform bursary for a Ukraine Student

TOWN CLOSE PARENTS TEACHERS ASSOCIATION

England & Wales - Charity number 1194846

Accounts



Trustees' Annual Report

Period start date May 2021 to Period end date May 2022

Financial period for year ended 31st March 2022.

Charity name: Town Close Parents Teachers Association

Charity registration number: 1194846

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Charity has two core objectives: <ol style="list-style-type: none"> 1. To develop effective relationships between the staff, parents and others associated with the school 2. To engage in activities or providing facilities or equipment which support the school and advance the education of 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	Town Close School PTA has had a successful first year as a charity. Following the approval of new committee members in May 2021, the PTA registered with the Charity Commission on 17 th June 2021. The PTA has adopted a Parentkind Constitution and registered the Charity with two core objectives as identified above.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Charity's 5 registered Trustees exercise their duties in line with official guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The PTA and Town Close School have work in collaboration to identify projects that would benefit multiple year groups or children. The School will propose projects for the PTA to support and this will be discussed and deliberated before approved, deferred or rejected.



Policy on social investment including program related investment	Para 1.38	N/A The PTA is registered as a charity for general charitable purposes. It helps children and young people in education and training.
Contribution made by volunteers	Para 1.38	The success of the charity is due to the volunteers who give up their time to support the charity and our core objectives. The PTA has a volunteers policy and handbook to support the induction of new volunteers to the Charity.
Other		<p>The PTA has made two charitable contributions during 2021 – 2022.</p> <ol style="list-style-type: none"> 1. £500 contribution to Cystic Fibrosis Fund. This is a legacy donation for the use of Tacolneston Hall site a the November Fireworks and Festival Event. 2. One off donation to Street Child. This charity has a close connection with the school and at our quiz night on 4th March 2022, the Trustees felt it appropriate to donate half of the raffle funds to support Street Child’s efforts in Ukraine.

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>Objective 1. “To develop effective relationships between the staff, parents and others associated with the school”</p> <p>The PTA issued a parent consultation in line with guidance. This had a strong return from parents who expressed an interest in future events, suggested new fundraising ideas and offered time and sponsorship opportunities.</p> <p>Sports Day 2021 The PTA supplies refreshments at the Prep Sports Day. This was the first event for the new PTA committee. Funds raised £106.</p> <p>Fireworks and Festival Event.</p>



	<p>The Fireworks and Festival event drew together 500 guests at Tacolneston Hall. The event was a sell out and feedback from parents was incredibly supportive. Funds raised £2941.</p> <p>Christmas Fayre The PTA run a cake stall at the School's Christmas Fayre with items donated by the parent community. Funds raised £193.</p> <p>Quiz Night. The Quiz was held off site at a location generously donated by a family within the school. The opportunity to meet parents again meant this was an important social event for the school community. Funds raised £708 plus donation to Street Child.</p> <p>Objective 2: "To engage in activities or providing facilities or equipment which support the school and advance the education of pupils."</p> <p>Send a Smile Boxes Teaching staff, support staff, parents and children have all been impacted by Covid 19. With long absences and disruption to pupils, lessons and friendship groups the negative impact on wellbeing was a concern. The Send a Smile Boxes were a parent led initiative who thought it would be nice to send a gift to children at home who were feeling low. The PTA worked with the school to build on this idea and to ensure confidentiality was honoured, decided to keep the Send a Smile Boxes a secret. This had a tremendous impact and has helped bridge the void between school and children when they have been separated. The PTA took the decision at the end of March to stop sending the boxes in light of the government's Living with Covid strategy but will retain a stock in case children have long absences for operations, treatment or bereavement. Funds raised £0.</p> <p>From the Heart In February 2022, the School ran a "From the Heart" Day on February 14th. Members of the PTA bagged up heart shaped chocolates or sweets so that every child</p>
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		<p>and member of staff received a little gift as part of the day. It was a pleasure to be involved and we hope this becomes a much loved tradition. Funds raised £0.</p> <p>PTA Uniform Shop This is generally the first experience of the PTA for most parents. The PTA shop boasts trusted and reliable volunteers who support new parents and existing ones in maintaining and well stocked shop. This enables new parents to source full uniforms swiftly, at around half the price and supports our sustainability goals. As a result, it is the cornerstone of our success as a charity and PTA. This is down to the support from our volunteers and from parents who donate good quality items throughout the year. Additional pop up shops and themes have enabled the shop to offer different services to parents such as the Christmas Jumper shop. Significant improvements this year have been around the financial controls in place, a focus on policy and consolidating the items we hold. The versatility and resilience of the volunteers during Covid sustained the success of the shop. The Trustees are incredibly grateful to volunteers and parents who use this shop regularly. Funds raised £8947.</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	This financial year has enabled the PTA to restart events and initiatives and to build on the success of previous committees.
Performance of fundraising activities against objectives set	Para 1.41	Whilst the main focus was to rebuild the parent and school community post pandemic, the fundraising efforts have been excellent.
Investment performance against objectives	Para 1.41	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Other		
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Please see approved and independently verified Treasurer's Report for full break down of financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	As per risk identified.
Amount of reserves held	Para 1.22	Please see Treasurer's Report for full detail.
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	No concerns about the charity's viability for next academic and financial year.

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	Principal sources of funds are: PTA shop PTA events and activities Annual £10 family donations.
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	Some strategic projects have been put on hold due to rising inflation and alternative projects are being identified by the School's senior management team. The risk to the PTA will be mitigated as the charity continues to work in close collaboration with the school.
Other		The PTA has launched a new logo and social media channels to raise brand awareness and refresh activities since it was registered as a charity.



Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity was registered on 17 th June 2021 under a standard registration. It operates under a constitution the charitable objects are featured as: "THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS 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."
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Constitution which is defined in line with Parentkind templated documents to ensure appropriateness and effectiveness.
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 selected at the PTA's Annual General Meeting, which is held in May and in the presence of numerous parents. New Trustees nominate themselves and are voted by committee members with a quorum of 3 Trustees present.

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 PTA has a volunteer policy, PTA Shop Handbook, Data Protection Policy and financial induction to support new Trustees. A handover plan is also part of the induction to ensure essential knowledge is captured and retained by the charity.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	In addition to the 5 Trustees, each year group has a representative. The role of this year rep is to pass on communications from the PTA via WhatsApp groups. They are also requested to organise social events for their year group which seeks to reinforce the Charity's first objective.
	Para 1.51	Town Close School and the PTA work closely together to ensure a harmonious environment for the school community.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Relationship with any related parties		
Other		Prior to its formal registration, the PTA sought advice from Larking Gowen LLP on obtaining a charity status. Our thanks once again to the team for their advice.

Reference and Administrative details

Charity name	Town Close Parents Teachers Association
Other name the charity uses	N/A
Registered charity number	1194846
Charity's principal address	Town Close School Ipswich Road Norwich Norfolk

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	Mrs Lucy Wordsworth	Chair	May 2021 to current	All Trustees
2	Mrs Joanna Grieve	Secretary	May 2021 to May 2022	All Trustees
3	Mrs Hannah Ellis	Treasurer	May 2021 to current	All Trustees
4	Mrs Charlotte Clabburn	Deputy Chair	May 2021 to current	All Trustees
5	Mrs Cassandra Cox	Deputy Chair	May 2021 to current	All Trustees

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

Director name		
Mrs Lucy Wordsworth		
Mrs Joanna Grieve		
Mrs Hannah Ellis		
Mrs Charlotte Clabburn		
Mrs Cassandra Cox		



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
Education	Mr C Wilson	C/O Town Close School
Education	Mrs M Harries	C/O Town Close School
Financial	Mrs B Ogg	C/O Town Close School
Marketing	Mrs A Jones	C/O Town Close School

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

N/A

Other optional information

N/A



CHARITY COMMISSION
FOR ENGLAND AND WALES

Declarations

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

Signed on behalf of the charity's trustees:

Signature	Full Name	Position	Date
	Mrs Lucy Wordsworth	Chair	
	Mrs Joanna Grieve	Secretary	
	Mrs Hannah Ellis	Treasurer	
	Mrs Charlotte Clabburn	Deputy Chair	
	Mrs Cassandra Cox	Deputy Chair	



**TOWN CLOSE PARENTS
TEACHERS ASSOCIATION**

UNAUDITED FINANCIAL STATEMENTS

AND TREASURERS REPORT

FOR THE YEAR ENDED
31 MARCH 2022

Registered Charity No. 1194846



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Town Close Parents Teachers Association

On accounts for the year ended

31.3.22

Charity no (if any)

1194846

Set out on pages

3 to 7

(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 31/ 03 / 2022.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:

Benita Ogg

Date:

16.05.2022

Name:

Benita Ogg

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

Address:

Town Close Prep School

14 Ipswich Road

Norwich, NR2 2LR.

Town Close PTA

Apr 2021 to
Mar 2022

Sept 2019 to
Mar 2021

Bank Balances at 31/3/2022

Current Account (Events ending 5992)	16,165	15,996
Current Account (Uniform Shop ending 4000)	1,508	5,927
Deposit Account	9,831	9,830
Cash Tin (Uniform Shop)	279	135
SumUp Account	291	-
PayPal Account (Events) (Account Now Closed)	0	0
PayPal Account (Uniform Shop)	3	869
Unbanked Cheques (Account ending 4000)	-394	-150
Ball 2020 Refunds (written off in Accounts ending Mar 22)	-	-368
Trade Creditors	-648	-
Deferred Income	-2,600	-
Deferred Expenditure	1,113	-
Total	25,547	32,239

PTA Events

Income	10,110	7,693
Expenditure	-7,147	-5,671
Sub Total for PTA Events	2,962	2,022

PTA May Ball 2020 (cancelled due to COVID-19)

Income	-	6,563
Expenditure	-	-9,576
Note: Some deposits paid are being honoured for a future event		
Sub Total for PTA Ball		-3,013

Uniform Shop

Income	20,716	21,059
Expenditure	-11,769	-18,951
Sub Total for Uniform Shop	8,948	2,107

Overheads

Income (£10 donation per family as invoiced by TCH)	3,130	6,240
Expenditure, such as Insurance, Sage, Parentkind etc	-870	-605
Bank Interest (Deposit Account)	1	
Sub Total for Overheads	2,261	5,635

Surplus / (Deficit) for year	14,171	6,751
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PTA Funded Projects	-19,533	0
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Town Close PTA

Balance Sheet Report

To: 31 March, 2022

ASSETS

Fixed Assets

Total Fixed Assets £0.00

Current Assets

1121 - Deferred Expenses	1,112.50
1200 - Bank Account - 80905992 - Events	16,165.10
1201 - Bank Account - 40764000 - Uniform Shop Account	1,113.48
1204 - Paypal (Uniform Shop)	2.61
1210 - Cash - Second Hand Uniform Shop	279.47
1230 - Bank Account - 70184160 - Savings Account	9,830.97
1240 - SumUp	291.30
Total Current Assets	£28,795.43

TOTAL ASSETS £28,795.43

LIABILITIES

Current Liabilities

2100 - Trade Creditors	648.34
2111 - Deferred Income	2,600.01
Total Current Liabilities	£3,248.35

Future Liabilities

Total Future Liabilities £0.00

TOTAL LIABILITIES £3,248.35

TOTAL NET ASSETS £25,547.08

EQUITY

Net Profit / Loss 25,547.08

Net Profit / Loss (prior year(s)) 30,909.04

Net Profit / Loss (current year) -5,361.96

TOTAL EQUITY £25,547.08

Town Close PTA

Profit and Loss Report

01 April, 2021 - 31 March, 2022

Sales

4000 - Second Hand Uniform Sales - Parents	15,353.30	-
4001 - Second Hand Uniform Sales - PTA Donation	5,363.02	
4002 - Event 1 - Income	495.40	
4003 - Event 2 - Income	7,706.43	
4005 - Event 4 - Income	192.70	
4007 - Event 6 - Income	1,715.00	
4010 - Donations (£10 per family)	3,130.00	
	Total Sales	£33,955.85

Direct Expenses

5000 - Second Hand Uniform Shop Expenses - Parent Payment	11,006.93	
5001 - Second Hand Uniform Expenses - Payment Fees	385.42	
5002 - Second Hand Uniform Expenses - Other	376.30	
5020 - Event 1 - Expenses	388.74	
5030 - Event 2 - Expenses	4,765.12	
5040 - Event 3 - Expenses	756.82	
5060 - Event 5 - Expenses	229.78	
5070 - Event 6 - Expenses	1,006.73	
5200 - School Funded Projects	19,533.28	
	Total Direct Expenses	£38,449.12
	GROSS PROFIT / LOSS	-£4,493.27

Overheads

5100 - Overheads	869.67
7900 - Bank Charges and Interest	-0.98

Total Overheads £868.69

NET PROFIT / LOSS -£5,361.96