



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2024		31	08	2025

## Section A Reference and administration details

Charity name

The PTFA Of ST Lukes Primary School, Cannock

Other names charity is known by

N/A

Registered charity number (if any)

1199213

Charity's principal address

PTFA C/O St Lukes Primary School, New Penkridge Road, Cannock

Postcode

WS11 1HN

### 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	Charlie Thompson			
2	Lea Spencer			
3	Karen Aston			
4	Jared Burnell			
5	Michael Wright			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

### 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)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM by those attending.

### 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

To advance the education and wellbeing of pupils by organising additional enjoyable activities and undertaking fundraising to provide enhanced resources and facilities for the school, in accordance with the Parentkind Constitution.

The annual school Bonfire event invites local residents to the event. Friends and Family of the school's pupils are able to join this event which provided a safe, known environment for both pupils and parents alike.

**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)**

Volunteers are crucial to enable many of the events to take place. Giving up time during school hours for stalls and after school/evenings/weekends to assist in setting up, run stalls and ensure event success.  
DBS is applied for online via the school and records kept at 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**

The annual Bonfire and Fireworks display continued to be a successful enjoyable and well attended event.

The Summer Fair again was thoroughly enjoyed by the children during the school day and continued into the afternoon/early evening with the after party picnic. This was very popular again and generated further income.

## Section E Financial review

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

N/A

**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)**

Michael Paul Wright

**Position (eg Secretary, Chair, etc)**

Treasurer

**Date**

31/3/2026

**Income:**

Discos	2,213.30
Easter	279.85
Mothers Day/Fathers Day	1,986.56
Bonfire	9,413.21
Lottery	692.80
Xmas Fayre/Nativity etc	2,914.20
Summer Fayre	7,845.26
Sports Day	235.43
Hoodies	583.00
Canopy	1,215.00
May Madness	665.50
Other Income	1,432.73
Donations	1,545.90
Y6 Leavers	210.00
Naughty November	539.36

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31,772.10
**Expenditure:**

Insurance/Licences/Fees	677.00
Food/Drink	2,956.31
Gifts	6,289.98
Stationery	213.52
Event Payments	8,126.81
Other	1,985.71

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20,249.33
**Balance Sheet at 31st August 2025**

Cash at Natwest Bank @ 01.08.24	46,168.82	Expenditure	20,249.33
Income	31,772.10	Cash at Natwest Bank 18.08.25	57,381.59
Balance in Float 01.08.24	844.80	Balance in Float 17.07.25	1,154.80
	<hr/> <hr/> 78,785.72		<hr/> <hr/> 78,785.72

**ACCOUNTANTS REPORT**

I have examined the above Receipts and Payments Account and in my opinion they show a true and fair view of movements of the PTFA of St Luke's Primary School for the year ended 31st August 2025.



Deb Culverwell FIAB  
109 Sweetbriar Way  
Heath Hayes  
Cannock  
WS12 2UL

Dated 20th March 2026

Chairperson

Treasurer



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Independent examiner's report on the accounts**

### **Section A**

### **Independent Examiner's Report**

**Report to the trustees/ members of**

Charity Name

The PTFA of St Luke's Primary School Cannock

**On accounts for the year ended**

31/8/2025

**Charity no (if any)**

1199213

**Set out on pages**

(remember to include the page numbers of additional sheets)

### **Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:**

**Name:**

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

**Address:**

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.**