



**CLAYGATE PRIMARY SCHOOL  
PARENTS' ASSOCIATION**

**ANNUAL REPORT  
1st August 2023 – 31st July 2024**

# **CLAYGATE PRIMARY SCHOOL** **PARENTS' ASSOCIATION**

## **ANNUAL REPORT** **1st August 2023 – 31st July 2024**

### **Report of the trustees for the year ended 31st July 2024**

The trustees of Claygate Primary School Parents' Association present their annual report and financial statements of the charity for the year ended 31st July 2024.

### **Trustees**

Co-Chair: Emily Tye (appointed 1 July 2022)  
Co-Chair: Nicola Yates (appointed 1 October 2022)  
Treasurer: Lee Wateridge (appointed 9 October 2022)  
Secretary: Natasha Schoeler (appointed 1 September 2022)

All four trustees stood for re-election at the AGM on 19 October 2023 and were appointed by a majority vote.

### **Bank**

The charity holds two bank accounts with Barclays Bank UK PLC. The governing document requires two of the four trustees to authorise all bank payments.

### **Structure, Governance, & Management**

- Type of governing document
  - Constitution adopted 24th October 1974
- How is the charity constituted
  - Unincorporated association
- Trustee selection methods
  - Trustees are appointed or reappointed annually

### **Overview**

The Claygate Primary School Parents' Association (PA) was originally set up in the 1970's to fund and manage the running of the original swimming pool. Since then, the role of the PA and scope of its fundraising has broadened significantly, making a valuable contribution to the school, both financially and through the support it provides to the school community as a whole.

During the year ending 31st July 2024 the PA managed to raise a brilliant £30,864 before expenses! This really is a huge achievement, and we would like to thank everyone involved for their support, help and contributions, including our local business partners who continue to donate so generously.

This report sets out the details of our fundraising activities and events, and also provides details on how the money has been spent.

### **Event Fundraising**

Following on from the success of the previous year we were delighted to be able to run a full calendar of events, providing enjoyment for the school community and raising valuable funds. These included the Christmas Bazaar, Quiz Night, Fun Run, and Summer Party.

In addition to these flagship activities, the PA team has managed many other activities including the Pumpkin Competition, Spooky Disco, and several year-end class group activities.

### **Ongoing Regular Income**

As well as profits raised from these focused activities, the PA has regular income from the sale of new nearly new school uniforms, and weekly cake stalls.

In addition to this, the PA receives donations through fundraising partners including PayPal Giving and Elmbridge Lottery. Thanks to the dedication of those involved in publicising each of these partners, these activities continue to provide valuable contributions to PA funds and this year we generated £1,087 in donations.

The weekly cake sales, led by the class reps and parents, continue to be a popular activity with £3,204 raised. Proceeds from the year 6 sales go to the year 6 leavers committee to support the work they do to celebrate our graduates. The rest of the classes receive 50% of the proceeds from their sales which leads to some great conversations in the classroom about how they should spend this. Thanks to everyone who baked, bought, wrapped and served.

Our nearly new uniform sales have proved to be very popular this year and the team have raised £953.

### **Donations given**

In the main, the PA funds are for the 'extras' that are not funded by the school budget and regular discussions take place with the Head Teacher, Sandra Cunningham, to ensure the PA funding is spent in ways that will benefit all children across all areas of the school and curriculum.

It is very rewarding for all involved to see the children benefitting from the new resources and equipment that the PA funding has supported, and these have included:

- Mud kitchens, maths resources, outdoor clocks, messy trays £6,630
- Outdoor play huts £5,295
- Chromebooks £4,904
- Books from the readathon sponsorship match £1,137
- National Geographic subscription £200
- Guinea Pig equipment £217

### **Fundraising for the School playing field**

The school playing field is a point of frustration for staff, parents and children due to its lack of usability. The PA is aware of the school's desire to fix this issue and, along the school's charity arm the Friends of Claygate Primary School, is supportive of joint fundraising for this once a tangible plan is provided by the school.

In an effort to kick start this, the PA Summer Party fundraising of £4,960 is currently being held to fund improvements to the field.

### **Statement on Reserves**

The charity feels it is appropriate to use most of any funds raised reasonably promptly inline with the charity's aims, subject to the provision of a wishlist from the school.

However, to ensure the charity can fund its ongoing liabilities for up to a year without any reliance on income, and to be able to support upfront payments for fundraising activities, the trustees have set a target reserve figure of £4,000.

At 31<sup>st</sup> July 2024 the charity funds totalled £11,025, which includes £4,000 of reserves, £4,960 to support improvements to the school field (subject to a tangible plan being received prior to 31<sup>st</sup> December 2024 after which these funds will be used for general wishlist funding), and £2,065 which is available immediately for wishlist funding.

### **Links with Local Business**

The school and PA has always been very well supported by both residents and businesses and this year has been no exception. Many of the local shops are very generous with their donations of raffle prizes and auction items, and many lined up to support our flagship events.

We have however seen a reduction in direct sponsorship income and will be looking to resolve this in the coming year.

## **The Future**

The PA benefits from excellent relations with the school, including staff and governors. This, and the tremendous support from parents and friends, contributes to a very positive and happy learning environment for the children.

Our aim is to continue to organise successful events for the enjoyment of both children and adults, and to explore new ways of fundraising. We seek to also ensure regular and effective communication and provide information to new parents on the activities and involvement of the Parents' Association.

A handwritten signature in black ink, appearing to read 'ETye'.

***Emily Tye***

Claygate Primary School Parents' Association, Co-Chair

# Claygate Primary School Parents' Association

## Financial Summary - By Activity

1st August 2023 to 31st July 2024

	2023/2024	2022/2023	Notes
<b>Fundraising</b>	£	£	
Fun Runs	1,118	616	
Christmas cards	572	761	
Christmas Disco	-	1,087	
Spooky Disco	1,050	-	
Christmas Bazaar	2,516	2,478	
Christmas Raffle	639	1,183	
Christmas Hamper Auction	1,208	1,425	
Christmas Cocktail Party	(6)	-	
Coronation Day Celebrations	-	617	
Donations to the PA	1,584	13,793	
Cake stalls	3,204	2,953	
Sale of school uniform	-	1,211	
Second hand uniform	953	609	
Pumpkin Competition	(10)	17	
Quiz night	649	308	
Summer party	4,960	5,768	
Summer festival - 2022	-	2,489	
Summer festival - 2023	-	6,474	
Class group fundraisers	431	-	
Year 6 Leavers Book	35	9	
Year 6 Enterprise day	27	-	Note 1
Bank interest	86	27	
<b>Total Funds raised</b>	<b>19,015</b>	<b>41,824</b>	
<b>Donations and Operating Expenses</b>			
Donations to school	19,591	7,002	
Donations to the pool	-	28,869	
Donations to classrooms (cake sales)	1,123	1,223	
Donations to classrooms (fundraisers)	210	-	
Staff Appreciation activities	719	548	
Funded activities - Year 6 leavers party	990	852	
Funded activities - Easter activities	-	177	
Operating expenses	1,590	2,762	
<b>Total expenditure and donations to school</b>	<b>24,223</b>	<b>41,434</b>	
Net receipts/payments	<b>(5,208)</b>	<b>391</b>	

### Notes

1 - CPS activity using PA card readers

**Claygate Primary School Parents' Association**  
**Financial Summary - Receipts and Payments**  
**1st August 2023 to 31st July 2024**

	2023/2024	
<b>Receipts</b>	<b>£</b>	<b>Notes</b>
Fundraising Activities	30,284	
Donations Received	494	
Bank interest	86	
<b>Total Funds raised</b>	<b>30,864</b>	
<b>Payments</b>		
Cost of Fundraising Activities	11,849	
Card transaction merchant fees	292	
Insurance	153	
Accounting software	374	
Miscellaneous Expenses	771	
Donations to Claygate Primary School	20,924	
Staff Appreciation activities	719	
Year 6 leavers activities	990	
<b>Total expenditure and donations to school</b>	<b>36,072</b>	
Net receipts/payments	<b>(5,208)</b>	

# Claygate Primary School Parents' Association

## Donations and funded activities

1st August 2023 to 31st July 2024

Donations to school	£
Initial CPS wishlist - Mud kitchens, Maths resources, outdoor clocks, etc	6,630
Playhuts	5,295
Chromebooks	4,904
Readathon sponsorship match	1,137
National Geographics subscription	200
Outdoor playblocks	1,208
Guinea Pig equipment	217
Cake sale funds to classrooms	1,123
Class fundraising funds to classroom	210
Staff appreciation activities	719
<b>Total donations to school</b>	<b>21,643</b>
<b>Funded activities</b>	
Yr 6 leavers	990
<b>Total donations to pool</b>	<b>990</b>



**Claygate Primary School Parents' Association**  
**Summary Fund Account**  
**1st August 2023 to 31st July 2024**

**PA cash fund balance at 1 August 2023**

Savings	4,000
Current	12,203
Floats	30
	<hr/>
	16,233
	<hr/>

Funds raised during the year	19,015
PA donations and expenses	24,223

**PA cash fund balance at 31 July 2024**

Savings	10,491
Current	500
PayPal	-
Undeposited funds	4
Floats	30
	<hr/>
	11,025
	<hr/>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

CLAYGATE COUNTY SCHOOLS PARENTS ASSOCIATION 268885

## Receipts and payments accounts

CC16a

For the period  
from

1-Aug-23

To

31-Jul-24

### 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>					
Fundraising Activities	30,284	-	-	30,284	-
Donations Received	494	-	-	494	-
Bank Interest	86	-	-	86	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	30,864	-	-	30,864	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	30,864	-	-	30,864	-
<b>A3 Payments</b>					
Cost of Fundraising Activities	11,849	-	-	11,849	-
Card transaction merchant fees	292	-	-	292	-
Insurance	153	-	-	153	-
Accounting software	374	-	-	374	-
Miscellaneous Expenses	771	-	-	771	-
Donations to Claygate Primary School	20,924	-	-	20,924	-
Staff Appreciation Activities	719	-	-	719	-
Year 6 leavers activities	990	-	-	990	-
	-	-	-	-	-
<b>Sub total</b>	36,072	-	-	36,072	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	36,072	-	-	36,072	-
<b>Net of receipts/(payments)</b>	5,208	-	-	5,208	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	16,233	-	-	16,233	-
<b>Cash funds this year end</b>	11,025	-	-	11,025	-

## 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>	Barclays accounts	10,991	-	-
	Cash floats	30	-	-
	Undeposited cash	4	-	-
	<b>Total cash funds</b>	<b>11,025</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Lee Wateridge	



Section A

Independent Examiner's Report

Report to the trustees	Claygate Primary School Parents' Association		
On accounts for the year ended	31 <sup>st</sup> July 2024	Charity no (if any)	268885
Set out on pages	1 to 9 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> July 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").

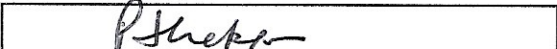
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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;

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:  Date: 29<sup>th</sup> August 2024

Name: Paul Hickson

Relevant professional qualification(s) or body (if any): Fellow of the Institute of Chartered Accountants in England & Wales

Address: 16 Blakeden Drive, Claygate, Surrey, KT10 0JR

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.