



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: 01/09/23 Period start date

To: 31/08/24

Period end date

Charity name: Parents and Friends of Marlow C of E Infant School Association

Charity registration number: 275299

Company number:

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the association is to advance the education of pupils in the school by; developing relationships between staff, parents and others associated and engaging in activities or providing facilities which support learning
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	Fundraising events -May Fayre, Christmas Bazaar, Circus, Camp Night, Calendars, Cheese and Wine Night, Cook Books, Quiz night, Disco's and Bingo, which bring the school community together and provide funds which are used in the school in the heart of the community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	As a Parent and Friend Association fundraising for a C of E Infant School public benefit is at the heart of all fundraising.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and performance

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	By providing funds, Marlow CofE Infant School have been able to enrich the learning of its pupils, be creative and provide different and new experiences including school trips which benefit the children. In addition the funds also pay for essential school maintenance; Painting, Heating, Electrical works and new toilet facilities, which help to improve the environment in the school therefore promoting learning.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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	See Financials
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Any reserves at the end of the financial year are carried forward to the next year.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	
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	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed , memorandum and articles of association etc	Para 1.25	Constitution
How is the charity constituted? for example limited company , unincorporated association , CIO	Para 1.25	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	Elected by the Committee 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	Parents and Friends of Marlow CofE Infant School Association
Other name the charity uses	Marlow CofE Infant School PFA
Registered charity number	275299
Charity's principal address	Marlow Cof E Infant School, Sandygate Road, Marlow, SL7 3AZ

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	Lauren King	Co Treasurer		AGM
2	Caroline Robinson	Co Treasurer		AGM
3				
4				
5				
6				
7				
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18				
19				
20				

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

Director name	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)

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Full name(s)

Lauren King	Caroline Robinson
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**Position (for example
Secretary, Chair, etc)**

Treasurer	
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Date

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Marlow Cof E PFA TREASURERS REPORT 2023/24**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 1 SEPT 2023 TO 31 AUGUST 2024**

			£
FUNDRAISING PROFITS	Income	Expense	Profit
Bag 2 School	£332.80		£332.80
Calendars	£1,159.76	£301.39	£858.37
Christmas Bazaar	£3,775.53	£181.92	£3,593.61
Christmas Cards	£207.00		£207.00
Back 2 School BBQ	£2,654.78	£1,018.84	£1,635.94
Nativity	£80.75	£8.72	£72.03
Late Night Shopping	£629.43	£281.56	£347.87
Disco – Spring	£2,713.69	£880.39	£1,833.30
Wreath Making	£946.72	£137.23	£809.49
Donuts	£540.72	£90.34	£450.38
Ice pops	£642.89	£297.02	£345.87
Golf Day	£8,964.93	£2,342.50	£6,622.43
Donations General	£739.53		£739.53
Donations Standing orders	£2,129.00		£2,129.00
Easter	£823.73		£823.73
Readathon	£817.89		£817.89
Teachers Amenities fund	£179.73	£250.00	-£70.27
May Fayre	£6,878.54	£3,277.78	£3,600.76
Bingo	£1,263.07	£535.19	£727.88
Utility Warehouse	£85.63		£85.63
PFA Misc	£381.92	£456.99	-£75.07
Light Trail	£159.80	£52.30	£107.50
Cheese & Wine	£1,252.09	£543.68	£708.41
Silent Auction	£2,286.25		£2,286.25
Dinner Dance	£2,172.95	£2,030.00	£142.95
Uniform Sale	£177.51		£177.51
Change Challenge	£801.00		£801.00
Brickies	£492.35	£270.00	£222.35
Sports Day	£236.79		£236.79
Open Evening	£1,651.00	£710.82	£940.18
Camp Night	£2,348.01	£796.53	£1,551.48
Tea Towels	£1,052.60	£808.36	£244.24
Wycombe Wanderers	£559.87		£559.87
Copas Turkey	£10.00		£10.00
1 st day of school pics	£115.24		£115.24
(Totals)	£49,263.50	£15,271.56	£33,991.94
SUNDRIES			
(Totals)	£0.00		
INTEREST			
Interest Received:Direct Reserve		£65.25	
(Totals)		£65.25	
TOTAL INCOME	£49,328.75		

Marlow Cof E PFA TREASURERS REPORT 2023/24

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 1 SEPT 2023 TO 31 AUGUST 2024

TOTAL SURPLUS FOR THE YEAR			£34,057.19
CUMULATIVE FUND B/FWD		Current Account	£13,569.04
		Savings Account	£3,957.22
	(Totals)		£17,526.26
TOTAL FUNDS AVAILABLE			£51,583.45

LESS: SCHOOL APPROPRIATIONS EXPENDITURE

School Funding			
10/11/2023	Bucks CC	Payment to school	£7,016.09
12/22/2023	Bucks CC	Payment to school	£3,825.15
2/26/2024	Bucks CC	Payment to school	£3,537.46
08/05/24	Bucks CC	Payment to school	£7,459.79
09/07/24	Bucks CC	Payment to school	£4,410.99
	(Totals)		£26,249.48

TOTAL APPROPRIATION EXPENDITURE		£26,249.48	(Should be same as School Appropriations Expenditure Sheet)
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TOTAL FUNDS AT YEAR END	THIS FIGURE	£25,333.97
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REPRESENTED BY	Bank Account balance	Reconciled as on cash book	
Current Account	UPDATED xxxxxxxx	£19,711.50	£19,711.50
Savings Account		£5,622.47	£5,622.47
			Use this figure for PTA Meeting
			Use this figure for PTA Meeting
TOTAL CASH FUNDS		£25,333.97	£25,333.97
			Use this figure for PTA Meeting

Bank reconciliation

Balance per Current Account

Current Account

Add Uncleared Credits:

DATE	REF	EVENT
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Less: Unpresented cheques / payments:

DATE	REF	EVENT
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£19,711.50

DETAILS

AMOUNT

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£0.00

DETAILS

AMOUNT

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£0.00

£19,711.50

EVERYTHING IN

when it appears in the c/a delete from here

Put S/O straight into C/A AND Treasurers Report

EVERYTHING OUT

when it appears in the c/a delete from here









ACCOUNT No

Date	Details	Receipts (+)	Payments (-)	Balance
01/09/23	Balance b/fwd TBC			3,957.22
30/09/23		35.55		3,992.77
31/10/23		25.00		4,017.77
30/11/23		25.00		4,042.77
31/12/23		1,339.00		5,381.77
31/01/24		25.00		5,406.77
28/02/24		25.00		5,431.77
31/03/24		45.12		5,476.89
30/04/24		25.00		5,501.89
31/05/24		25.00		5,526.89
30/06/24		45.58		5,572.47
31/07/24		25.00		5,597.47
31/08/24		25.00		5,622.47
				5,622.47
		1,665.25	0.00	1,665.25
Opening Balance				3,957.22
Net movement for year				1,665.25
Closing balance				5,622.47

Interest	Trf Current	Trf Bonus Saver	Total
			0.00
10.55	25.00		35.55
	25.00		25.00
	25.00		25.00
14.00	25.00	1,300.00	1,339.00
	25.00		25.00
	25.00		25.00
20.12	25.00		45.12
	25.00		25.00
	25.00		25.00
20.58	25.00		45.58
	25.00		25.00
	25.00		25.00
			0.00
			0.00
			0.00
65.25	300.00	1,300.00	1,665.25

1,665.25

**Independent Examiner's Report on the Accounts for the Twelve Months Ended 31 August
2024**

**Parents and Friends of Marlow Church of England First School Association
Charity Number 275299**

The Statement of Financial Activities, Receipts and Payments Listings, and Balance Sheet for the year ended 31 August 2024 are attached.

Respective responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Charities legislation does not apply. It is my responsibility to state, on the basis of the procedures specified in the general guidance given by the Charities Commission, whether particular matters have come to my attention.

Basis of my report

My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit. and consequently, I do not express an audit opinion on the view given by the accounts.

Statement by Independent Examiner

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirement to keep accounting records, to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



SIGNED:

NAME: JULIA BURN FCA
MEMBERSHIP NO: 8816505

DATE: 30/06/2025