



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2023 Period start date To 31/08/2024 Period end date

Charity name: Buttsbury Infants School Parents Association

Charity registration number: 276253

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To support the educational and development needs of our Infants School children by working as a parent group to raise funds for equipment, toys, events, and new technologies that can be used by our children.
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 focus of our activities are family friendly events run mainly on the school site. Each year we run Summer and Christmas Fairs featuring tombola's, refreshments, raffles and other traditional stalls. Our events are run by volunteer parents, grandparents and teaching staff with donation of prizes from parents are employed at businesses that support this activity. In between, we use smaller activities to raise money, such as discos and film nights.</p> <p>The Parents Association works closely with the school leadership team and a representative from the teaching staff attends out meetings to ensure our ideas are appropriate and timely for the school</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had guidance issued by the Charity Commission on Public Benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Parent's Association has been able to fund a new outside equipment, Books, Themed Workshops and Year 2 leavers day.</p> <p>As the school has a constant 'Wish List' for us to fund, it means parents volunteering at our events can see their efforts rewarded with their own children experiencing the benefits.</p>

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	The Parent's association has been able to organise a full suite of fundraising events. This has facilitated the purchase of books for the whole school, whilst retaining a strong position at the end of the reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A minimum balance of £5,000 is retained to fund the larger events ahead of proceeds being received.
Amount of reserves held	Para 1.22	£28,376
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	n/a

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 (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees traditionally consist of Joint Chairs of the fund-raising committee and Treasurer. These are approved 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	Buttsbury Infants School Parents Association
Other name the charity uses	
Registered charity number	276253
Charity's principal address	Buttsbury Infants School, Perry Street, Billericay CM12 0NX

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	Migena Lika	Joint Chair		
2	Traci Hall	Joint Chair		
3	Freyja Ginn	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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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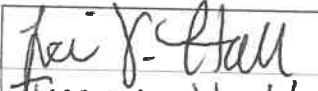
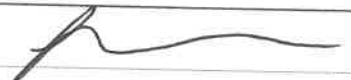
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Traci Hall	FREYSA GINN
Position (eg Secretary, Chair, etc)	Chair	TREASURER
Date	25-06-2025	



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2023

Period end date
31/08/2024

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 £
A1 Receipts					
Frozen Friday	-	-	-	-	94
Quiz Night	2,168			2,168	1,933
Autumn Disco	1,703			1,703	1,758
Autumn Disco Photo Donation	-			-	43
Christmas Cards	712			712	2,849
Tea Towels	2,239			2,239	1,829
Christmas Bazaar	5,031			5,031	5,222
Christmas Raffle	2,733			2,733	2,097
Build a bear	-			-	196
Carol Concert	-			-	292
Book Day Outfit Sale	-			-	121
Spring Film Night	1,342			1,342	1,440
Bake Sale	-			-	234
Mothers Day Boutique	1,671			1,671	1,891
Easter Trail	789			789	949
Spring Disco	1,411			1,411	1,528
Buttsbury Bash	458			458	3,545
Coronation Project	-			-	611
Father's Day Boutique	2,074			2,074	1,479
Strawberry Fair	6,880			6,880	6,071
Wacky Hair Day	345			345	219
Amazon Smile	-			-	391
Uniform Sales	1,009			1,009	1,065
Interest	27			27	2
Stikins	155			155	37
Book sales	-			-	9
Barleylands	2,157			2,157	1,600
Teacher for the day	820			820	
	-			-	
	-			-	
Sub total (Gross income for AR)	33,724	-	-	33,724	37,505
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,724	-	-	33,724	37,505

A3 Payments

Frozen Friday	-	-	-	-	15
Quiz Night	860			860	775
Autumn Disco	577			577	500
Autumn Disco Photo Donation	-			-	15
Christmas Cards	-			-	1,963
Tea Towels	1,361			1,361	1,130
Christmas Bazaar	1,450			1,450	1,208
Christmas Raffle	343			343	177
Build a Bear	-			-	61
Carol Concert	-			-	152
Book Day Outfit Sale	-			-	1
Spring Film Night	187			187	221
Bake Sale	-			-	89
Mother's Day Boutique	997			997	1,015
Easter Trail	154			154	186
Spring Disco	483			483	546
Buttsbury Bash	913			913	2,342
Father's Day Boutique (SS)	1,337	1		1,337	24/06/2025

Strawberry Fair	2,465			2,465	1,275
Uniform Sales	84			84	52
barleylands	1,803			1,803	1,253
Year 2 Leavers BBQ	857			857	610
First Aid Course	750			750	650
Christmas Crackers	-			-	117
Drinks for christmas Parties	-			-	93
Reading corner for reception	-			-	849
Easter Eggs	-			-	67
Early Yeaars Outside Area	3,678			3,678	3,461
Coronation event	-			-	275
Shed/Veranda for recepetion	-			-	885
Basildon Youth Theatre Workshop	-			-	285
Samba Drumming Workshop	-			-	499
African Dance Workshop	-			-	499
Indian Drumming Workshop	-			-	499
Various Costs	256			256	550
Previous year expenditure	-			-	600
Hard Drive for laptop	312			312	-
Books	10,616			10,616	-
Workshops	1,783			1,783	-
Sports tops	613			613	-
Science Equipment	320			320	-
Storage for classrooms	1,474			1,474	-
School mural	1,500			1,500	-
		-	-	-	
		-	-	-	
Sub total	35,173	-	-	35,173	22,506

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-

Total payments	35,173	-	-	35,173	22,506
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Net of receipts/(payments)	- 1,449	-	-	- 1,449	14,999
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	31,489	-	-	31,489	16,490
Cash funds this year end	30,040	-	-	30,040	31,489

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 £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities			Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Buttsbury Infant School Parents Association

On accounts for the year
ended

31 August 2024

Charity no
(if any)

276253

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 DD / MM / YYYY.

Responsibilities and
basis of report

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:

Stephen Hawes.

Date:

24/06/2025

Name:

Stephen Hawes

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

FCCA

Address:

198 Stock Road

Billericay

Essex CM12 0SH

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.