

Charity Registration No. 280076

**IGHTHAM PARENT SCHOOL ASSOCIATION
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023**

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YEAR ENDED 31 AUGUST 2023**

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**IGHTHAM PARENT SCHOOL ASSOCIATION
LEGAL AND ADMINISTRATIVE INFORMATION
YEAR ENDED 31 AUGUST 2023**

TRUSTEES

Joanna Crisp (Chair)
Paul Lumley (Secretary Resigned Jan 24)
Natalie Adams (Treasurer)
Dan Salt
Bradley Watson
Lisa Pearson
Joye Martyn
Elizabeth Blightman
Lynnette Bovenzi
Rachel Meredith
Rebecca Hodges (Income Secretary Appointed Nov 2023)
Demelza Carroll (Appointed Sept 2023)
Gary Smith (Appointed Nov 2023 & Resigned April 2024)
Alex Rankin (Appointed April 2024)

PRINCIPAL ADDRESS

Ightham County Primary School
Oldbury Lane
Ightham
Sevenoaks
Kent
TN15 9DD

CHARITY NUMBER

Registration number 280076

INDEPENDENT EXAMINER

Mrs Julia Weller BA (Hons) AATQB
The Pump House
Coach Road
Ivy Hatch
Sevenoaks
TN15 0PE

**IGHTHAM PARENT SCHOOL ASSOCIATION
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

The Trustees present their report and accounts for the year ended 31 August 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity was established by a charitable trust deed on 16 May 1980. The charity's governing document was adopted on 29 March 1980 and was recently amended on the 9 October 2008 and further amended on 1 September 2023.

The current trustees who served during the year were:

Joanna Crisp (Chair)
Natalie Adams (Treasurer)
Paul Lumley (Secretary)
Dan Salt
Paul Lumley
Bradley Watson
Lisa Pearson
Joye Martyn
Elizabeth Blightman
Lynnette Bovenzi
Rachel Meredith

Paula Freeman also attends the Trustee meetings, in her capacity as Chair of Governors.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The Charity's objectives are to advance the education of pupils of Ightham Primary School and assist the provision of facilities for education at the school not normally provided by the Local Education Authority. The Policies adopted in furtherance of the objects are the running of social and other fundraising events throughout the school year and the agreement of the committee of expenditure requested by the school and there have been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

During the year the major fundraising activities were:

Kings Coronation	£9.3k
Christmas Fair	£1.6k
Readathon	£1.5k

**IGHTHAM PARENT SCHOOL ASSOCIATION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

With the cost of living on the rise, we were mindful as to the fundraising events we held. Second-hand uniform sales, bags2school collections and the usual cake sales were welcomed. At Christmas we held our own Santa's grotto where children got to meet Santa at a fraction of the cost of other local events. We took our travelling Santa around the local villages proving once again popular with the school and wider community. Easter events continued to be popular including a Spring Disco. We held two sponsored events and the usual break the rules day. The Main event of the year was our Kings Coronation picnic in the park. This was a community event and was welcomed by all. The Money Raised was unprecedented and has allowed us to over double the classroom donations this year which allows the teachers autonomy as to what they need for each classroom. The total contribution from events were £19.8k up from £12.2k in the prior year. This increase allowed for continued donations along with a significant increase in carry forwards funds.

Achievements and performance

The main donations to the school during the year consisted of:

Classroom Equipment	£4.2k
Air conditioning unit	£2.7k
New Computers	£1.5k

Other donations totalled £13.3k

Financial review

The net income for the year of £29.8k included £10.0k received from donations, with the remaining £19.8k being generated from events.

The net profit for the year was £7.5k after making specific donations of £11.7k towards classroom equipment and £10k of donations direct to the school. The net funds carried forward for future projects as at 31 August 2023 are £17.2k.

The IPSA set a fund-raising objective of £10k and successfully raised £19.8k of funds from events. For 2023/2024, the IPSA has set an objective of raising funds of circa £10k-12k from events next year.

It is the policy of the charity that unrestricted funds, which have not been designated for a specific use, should be maintained at a level equivalent to between three to six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, the charity will be able to continue the current activities while consideration is given to the ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

On behalf of the board of trustees

Joanna Crisp (Chair)

Trustees

Dated: 29 June 2024

**IGHTHAM PARENT SCHOOL ASSOCIATION
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF IGHAM PARENT SCHOOL ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 August 2023, which are set out on pages 6 to 10.

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") and consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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.

An examination includes a review of the accounting records kept by the Trust 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

Julia Weller BA (Hons) AATQB

The Pump House, Coach Road, Ivy Hatch, Sevenoaks TN15 0PE

Dated 26th June 2024

**IGHTHAM PARENT SCHOOL ASSOCIATION
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2023**

	Note	Year ended 31 August 2023 £	Year ended 31 August 2022 £
<u>Incoming resources from generated funds</u>			
Donations	2	10,015	10,565
Investment income	3	28	1
		<hr/>	<hr/>
		10,043	10,566
Total incoming resources from charitable activities -			
Unrestricted	4	23,679	19,018
Restricted	4	1,669	-
		<hr/>	<hr/>
Total incoming resources		35,391	29,584
<u>Resources expended</u>			
	5		
Expenses for events		(5,511)	(6,804)
		<hr/>	<hr/>
Total costs of generating funds		(5,511)	(6,804)
Charitable activities			
Donations		(21,680)	(22,172)
Governance costs		(628)	(224)
		<hr/>	<hr/>
Total resources expended		(22,308)	(22,396)
		<hr/>	<hr/>
Net income/(expense) for the year / Net movement in funds		7,572	384
Fund balances at 1 September 2022		9,621	9,237
		<hr/>	<hr/>
Fund balances at 31 August 2023		<u>17,193</u>	<u>9,621</u>

**IGHTHAM PARENT SCHOOL ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 AUGUST 2023**

Charity Registration number: 280076

		<u>Year ended 31 August</u>		<u>Year ended 31 August</u>	
		<u>2023</u>		<u>2022</u>	
	Note	£	£	£	£
CURRENT ASSETS					
Stock		119		82	
Debtors	8	520		-	
Cash in bank and in hand		16,554		9,813	
		<u>17,193</u>		<u>9,895</u>	
CREDITORS					
Amounts falling due within one year	9	-		274	
		<u>-</u>		<u>274</u>	
NET CURRENT ASSETS		17,193		9,621	
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>17,193</u>		<u>9,621</u>	
Income funds					
Designated unrestricted funds		-		-	
General unrestricted funds		17,193		9,621	
		<u>17,193</u>		<u>9,621</u>	
TOTAL FUNDS		<u>17,193</u>		<u>9,621</u>	

The accounts were approved by the Trustees and authorised for issue on 29 June 2024.

Joanna Crisp (Chair)
Trustee

**IGHTHAM PARENT SCHOOL ASSOCIATION
NOTES TO THE UNAUDITED ACCOUNTS
YEAR ENDED 31 AUGUST 2023**

1 ACCOUNTING POLICIES

1.1 Basis of preparation

The accounts have been prepared on a receipts and payments basis as permitted under section 133 of the Charities Act 2011.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued October 2019 and the 2011 Act.

1.2 Incoming resources

Income is accounted for as and when received. The accruals basis is applied to all expenditure.

1.3 Stock

Stock is valued at the lower of cost or net realisable value.

2 DONATIONS

	<u>2023</u>	<u>2022</u>
	£	£
Donations and gifts	<u>10,015</u>	<u>10,566</u>

3 INVESTMENT INCOME

	<u>2023</u>	<u>2022</u>
	£	£
Interest income	<u>28</u>	<u>1</u>

4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<u>2023</u>	<u>2022</u>
	£	£
Income from events - Unrestricted	<u>23,679</u>	<u>19,018</u>
Income from events - Restricted	<u>1,669</u>	<u>-</u>

**IGHTHAM PARENT SCHOOL ASSOCIATION
NOTES TO THE UNAUDITED ACCOUNTS (CONTINUED)
YEAR ENDED 31 AUGUST 2023**

5 TOTAL RESOURCES EXPENDED

	<u>2023</u>	<u>2022</u>
	£	£
Costs of generating funds		
Expenses for events	5,511	6,804
	<hr/>	<hr/>
Total	5,511	6,804
Charitable activities		
<u>Donations</u>		
Activities undertaken directly	21,680	22,172
Governance costs	628	224
	<hr/>	<hr/>
	<u>22,308</u>	<u>22,396</u>

6 TRUSTEES

None of the trustees (or any persons connected with them) received any remuneration during the year. No persons connected received any money in respect of reimbursed expenses during this year or the last.

7 EMPLOYEES

There were no employees during the year.

8 DEBTORS

	<u>2023</u>	<u>2022</u>
	£	£
Other debtors	520	-
	<hr/>	<hr/>

9 CREDITORS: amounts falling due within one year

	<u>2023</u>	<u>2022</u>
	£	£
Other creditors	-	274
	<hr/>	<hr/>