



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 01/09/20 Period start date To 31/08/21 Period end date**

**Charity name: Chorleywood Primary Parents Teachers Association**

**Charity registration number: 281628**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of Chorleywood Primary school pupils by providing and assisting in the provision of facilities, services and events.
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>Like most PTAs, the majority of our funds are raised through the events that we run. Some of our most popular events are:</p> <ul style="list-style-type: none"><li>• Christmas Fair</li><li>• Summer Fair</li><li>• Quiz</li><li>• Family Fun Nights.</li></ul> <p>We also run events like children's gift sales for Christmas and Mothers/Father's Day.</p> <p>We raise money in other ways too incl. parent sponsored events, easy fundraising, amazon smile, used clothes bin collections etc.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have had regard to the 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	
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	Volunteer parents and carers of Chorleywood Primary school pupils are very important to the running of the PTA. They make up the PTA committee and contribute to the running of events.
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>Money raised by the PTA is spent on enhancing the education and enjoyment of the school by its pupils. Over the past 5 years, the PTA has enabled the school to:</p> <ul style="list-style-type: none"> <li>• purchase classroom ICT equipment,</li> <li>• buy playground apparatus</li> <li>• fund essential repairs to school structures</li> <li>• contribute towards school trips</li> </ul>

### 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	Para 1.41	

against objectives		
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	On 01/09/21, the PTA had £29,875.86 in the account.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Usually, around £5,000 are kept as reserves. These are held in order to fund any up front costs for events (alcohol, food, bouncy castles etc).
Amount of reserves held	Para 1.22	Around £5000.
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	No current concerns.

### 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	Parents and carers of CWP school pupils are the main source of funds.
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	PTA-UK model 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 are formally appointed at the AGM which is usually held in Sept each year.

### 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	Chorleywood Primary Parents Teachers Association
Other name the charity uses	
Registered charity number	281628

Charity's principal address	Chorleywood Primary School Stag Lane Chorleywood WD35HR

## 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	Christine Booth			
2	Tania Ridgeway			
3	Vicky Inness			
4				
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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	Cash
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Chorleywood Primary PTA Like most PTAs, the majority of our funds are raised through the events that we run. Some of our most popular events are: • Christmas Fair • Summer Fair • Quiz • Family Fun Nights. We also run events like Children's gift sales for Christmas and Mothers/Father's Day. So you can see there is always something going on. We always try and respond to the children's requests via the School council; it is great to see them having fun at the events or enjoying using a piece of new equipment that the PTA has donated. We raise money in other ways too. Donations from parents are extremely important. You can donate time, money, items for sale, raffle prizes and auction lots or offers of services and skills. We have now introduced Gift Aid.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### 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)**

Vicky Inness

**Full name(s)**

Vicky Inness

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

Treasurer

**Date**

03/03/22

# Chorleywood Primary School PTA

For the Period from 02 September 2020 to 01 September 2021

	Unrestricted funds	Total funds	Prior year funds
<b>Income and endowments from:</b>			
<i>Donations and legacies</i>	18,695.71 (incl. 5865.90 worth of laptops)	18,696	-
<i>Income from charitable activities</i>	20,434	20,434	14,728
<i>Investments</i>	2	2	25
<i>Other income</i>			
<b>Total income</b>			
<b>Expenditure on:</b>			
<i>Raising funds</i>	4,086	4,086	4,095
<i>Other expenditure</i>			
<b>Total expenditure</b>	4,086	4,086	4,095
<b>Net income/(expenditure) resources before transfer</b>	35,010	35,010	10,658
<b>Transfers</b>			
<i>Gross transfer between funds - in</i>			
<i>Gross transfer between funds - out (donations made)</i>	11,170.13 (incl. laptops)	11,170.13 (incl. laptops)	26,152
<i>Other recognised gains/losses</i>			
<i>Gains/losses on investment assets</i>			
<i>Gains on revaluation, fixed assets, charity's own use</i>			
<b>Net movement in funds</b>	23,839	23,839	-15,494
<b>Reconciliation of funds</b>			
<b>Total funds brought forward</b>	6,037	6,037	21,531
<b>Total funds carried forward</b>	29,876	29,876	6,037

## **Report on the Financial Statements for Chorleywood Primary School PTA (Charity), year ended 1<sup>st</sup> September 2021**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An 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 the 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**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:  
to keep accounting records in accordance with section 130 of the Charities Act;  
and  
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Caroline Warner, FCA

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