



CHEVENING CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHERS' ASSOCIATION

Trustees' Annual Report and Financial Statements

For the year ending 31 July 2022

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Administrative information

Registered public address: Chevening Primary School
Chevening Road
Chipstead
Sevenoaks
Kent
TN13 2SA

Charity registration number: 281701

Trustees: Laura McTurk (appointed November 2022) - Chair
Emma Parmley - Secretary
Hannah Bodek (appointed September 2021) - Treasurer

Bankers: Natwest, 67 High Street, Sevenoaks, Kent

Charity structure

The charity is a registered charity that is managed by the Trustees with support from Committee members. Its governing document is its Constitution that was adopted in February 1976. In 2021 it was agreed that the charity would be known as the Parent Teacher and Friends Association ("PTFA")

Parents are asked if they wish to put themselves forward as a Trustee, being mindful of the skills and experience required for each of the key roles of Chair, Treasurer and Secretary. Volunteer Trustees are formally proposed and appointed at Committee meetings that are open to all parents and teachers. Trustees serve a maximum term of 3 years.

Charitable objectives, main activities and achievements

The Charity raises funds to advance the education of the pupils of the school through the provision and assistance in the provision of facilities for education that are not normally provided by the local education authority.

The main achievement during the year has been raising significant funds whilst some covid restrictions were still in place. Throughout the year, 19 different events/activities took place to raise funds. These included cake sales, mad hair days, a family fun day, a swimathon, a spring ball with auction, a book fair, a colouring competition and a colour run to name just a few!

We have worked closely with the school to make the best use of the funds available to meet our charitable objectives and plan ahead for the future. During the year the PTFA have organised or funded a wide range of activities. During 'science week' we funded a visiting planetarium and science show performed by The Royal Institute that the whole school enjoyed. We ran an Easter fun day and funded a Christmassy 'Once Upon a Bus' story telling session. We also paid towards an educational pantomime, refurbishing the playground and supported the ongoing provision of the swimming pool on our school site.

Public benefit

Trustees have considered the guidance issued by the Charity Commission on public benefit when setting their objectives and are satisfied with the achievement of these objectives.

Financial review

Fundraising activities generated income of £41,000 in the year ending 31 July 2022 (£23,000 in 2021). Total expenditure for the year was £34,000 (£15,000 in 2021), giving a surplus of £7,000 (£8,000 in 2021). The increase in fundraising activity has been possible following the restrictions relating to the covid pandemic being lifted during the year. In 2020/21 so many of our fundraising plans had to be cancelled or reduced because of the restrictions.

The most successful event of the year was the spring ball which raised net income of just under £6,000. During the year a completely new event took place in the form of a colour run. This event was a great success and raised net income of just over £1,300. The event attracted matched funding from the organiser's employers, for which we are very grateful. This provided an additional £1,100.

Our donation income is much higher this year than in the prior year because we trialled having an appeal for donations for the swimming pool rather than asking parents to pay for lessons through the school, which had been the approach in the previous year.

The year closed with reserves of £25,000 (£18,000 in 2021). Of the £25,000 in reserves, £1,000 is restricted for the swimming pool because it arose from fundraising events or appeals that were specifically to raise money for the pool.

The Trustees are content that this level of reserves is appropriate to meet the future plans for the Charity to support the school.

Trustees' Annual report approved by the PTFA Committee at the meeting of 22 March 2023 and signed on their behalf by:



Emma Parmley
Secretary



Hannah Bodek
Treasurer

Independent Examiners Report

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2022.

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; 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.



Cathy Thewlis

24 March 2023

**CHEVENING CHURCH OF ENGLAND PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**Statement of Financial Activities
For the year ended 31 July 2022**

		2022		2021 (restated)	
	Notes	£	£	£	£
Fundraising:					
Family fun day	2	3,123			
Colour run	2	2,210			
Water bottle sales		254			
Disco		654			
Book week activities		1,497			
Uniform sales		127		251	
Donations	3	12,606		1,324	
Charity matched giving		2,151		2,367	
Shopping related donations		48		457	
Cake and lolly sales		163		557	
Swimming hats				364	
Swimathon	3	3,658		4,131	
Pool fun day		817			
Mad hair day		113		893	
Euro dress up day				256	
Wine tasting				859	
Easter wreaths				700	
PTA quizzes and competitions				1,067	
Yoga				240	
Christmas raffle		854		1,778	
Christmas cards		804		1,467	
Christmas events/fundraising				4,647	
Spring Ball	2	9,738		(225)	
Tea towels/teddies		229		777	
Christmas drinks		1,680			
Christmas Colouring		66		100	
Virtual Panto		90		633	
Total Fundraising		40,882		22,644	
Other Income					
Bank interest	4	8		1	
			8		1
Total income		40,890		22,645	
Expenditure					
Raising funds		11,089		4,836	
Charitable expenditure					
Education week		291			
Once upon a bus		1,144			
Easter event		135			
Playground refurbishment		5,600			
Swimming pool contribution	3	14,945		7,486	
Virtual panto/Christmas event		295		15	
Books				914	
Minibus repairs				1,000	
General running costs		439		260	
Total expenditure		33,938		14,511	
Surplus for the year		6,952		8,135	
Funds brought forward		17,685		9,550	
Funds carried forward		24,637		17,685	

The notes to these accounts on the following pages form part of the financial statements.

**CHEVENING CHURCH OF ENGLAND PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

Balance Sheet as at 31 July 2022

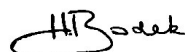
	Notes	2022 £	2021 (restated) £
ASSETS			
Cash:			
Current account balance		200	200
Reserve account		21,908	17,567
Cash in hand		35	341
Total cash		<u>22,143</u>	<u>18,108</u>
 Debtors & prepayments:			
Accrued income		3,059	577
Prepayments		234	-
Total debtors & prepayments		<u>3,293</u>	<u>577</u>
 TOTAL ASSETS		25,436	18,685
 LIABILITIES			
Creditors & accruals:			
Accruals		(799)	(1,000)
 Total creditors & accruals		<u>(799)</u>	<u>(1,000)</u>
 NET ASSETS		<u>24,637</u>	<u>17,685</u>
 FUNDS			
Undistributed surplus brought forward		17,685	9,550
Net (deficit)/surplus for the year		6,952	8,135
 Total funds		<u>24,637</u>	<u>17,685</u>

The notes to these accounts on the following pages form part of the financial statements.

These accounts were approved on 22 March 2023 and signed by:



Emma Parmley
Secretary



Hannah Bodek
Treasurer

**CHEVENING CHURCH OF ENGLAND PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**Notes to the Accounts
For the year ended 31 July 2022**

1 Accounting Basis

The accounts are prepared on an accruals basis under the historic cost convention.

All income is recognised once the charity has entitlement to the income; it is probable that the income will be received; and the amount of income receivable can be measured reliably.

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

2 Key fundraising events

	2022			2021		
	£			£		
	Gross	Expenses	Net	Gross	Expenses	Net
Family fun day	3,123	1,291	1,832			
Spring ball	9,738	3,819	5,919			
Colour run*	2,210	882	1,328			
Swimathon	3,658	-	3,658	4,131	-	4,131

* In addition to funds raised on the day, the colour run attracted matched giving from the organiser's employers of £1,100.

There were no school fairs held in 2021 or 2022 because of the covid-19 pandemic.

3 Swimming - restricted income and expenditure

	2022	2021
	£	£
Swimming hats	-	285
Pool fun day	817	
Swimathon	3,658	4,967
Swimming appeal	12,397	
Total income	16,872	5,252
Swimming pool running costs contribution	10,045	
Contribution to refurbishment loan	4,900	8,768
Total contributions	14,945	8,768
Surplus/(deficit) on swimming restricted funds	1,927	(3,516)

4 Bank Interest

	2022	2021
	£	£
Deposit accounts	8	1