



**CHEVENING CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHERS' ASSOCIATION**

**Trustees' Annual Report and Financial Statements**

**For the year ending 31 July 2023**

# **CHEVENING CHURCH OF ENGLAND PRIMARY SCHOOL PARENT TEACHERS' ASSOCIATION**

## **Trustees' Annual Report and Financial Statements**

**For the year ending 31 July 2023**

### **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 - 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 and revised in October 2022. 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.

At our AGM in 2022 the PTFA's new Chair, Laura McTurk, was appointed. The main achievement during the year was the reinstatement of the Christmas Fair that had not taken place for the previous two years because of covid restrictions. The Fair included an ice-rink experience, which was a first for Chevening. Throughout the year, the usual large range of fundraising activities took place including 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 education week we funded a visit by a maths specialist to provide engaging and inspiring workshops for each class. We ran an Easter fun day and funded a Christmas pantomime experience for the whole school. Literacy was a focus of our funding during

the year, providing funds for a new set of books for the school as well as 'power of reading' training for staff. We also paid towards 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 £38,000 in the year ending 31 July 2023 (£41,000 in 2022). Total expenditure for the year was £30,000 (£34,000 in 2022), giving a surplus of £8,000 (£8,000 in 2022). The decrease in income was a result of a change in approach to raising funds for the swimming pool. In 2021/2 the PTFA ran an appeal for the pool instead of the school requesting paying for lessons directly. This generated £12,000 in 2021/2. If this appeal is excluded, 2022/3 actually saw an increase in fundraised income of £8,000.

Following the success of applications for matched giving in 2021/2, the Committee focussed on maximising opportunities to apply for similar funding in 2022/3 and secured just under £6,000, for which we are very grateful.

The year closed with reserves of £32,000 (£25,000 in 2022). All of the reserves held are unrestricted (£1,000 were restricted in 2021/2).

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 15 November 2023 and signed on their behalf by:



Laura McTurk

Chair



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.

### **Report of the Independent examiner**

I have examined the books of account and associated records of Chevening Church of England Primary School Parent Teacher Association for the year ended 31 July 2023.

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 2011 Act; or
  - to prepare financial statements which accord with these accounting records 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.



Cathy Thewlis

28 November 2023

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

**Statement of Financial Activities  
For the year ended 31 July 2023**

		<b>2023</b>		<b>2022</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fundraising:</b>					
Family fun day	2	3,000		3,123	
Colour run	2	4,469		2,210	
Water bottle sales		26		254	
Disco		762		654	
Book week activities		438		1,497	
Uniform sales		389		127	
Individual donations and gift aid	3	791		12,606	
Corporate matched giving		5,985		2,151	
Shopping related donations		89		48	
Cake and lolly sales		1,147		163	
Swimming hats		12			
Swimathon	3	3,869		3,658	
Pool fun day				817	
Easter fun day		117		113	
Raffles		721		854	
Christmas cards		754		804	
Christmas events/fundraising		6,777		1,836	
Spring Ball	2	7,005		9,738	
Movie night		768			
Other small fundraisers		233		229	
<b>Total Fundraising</b>			<b>37,352</b>		<b>40,882</b>
<b>Other Income</b>					
Bank interest	4	163		8	
			<b>163</b>		<b>8</b>
<b>Total income</b>			<b>37,515</b>		<b>40,890</b>
<b>Expenditure</b>					
Raising funds		13,543		11,089	
Charitable expenditure					
Education week		615		291	
Once upon a bus				1,144	
Easter event		281		135	
Playground refurbishment				5,600	
Swimming pool contribution	3	8,647		14,945	
Virtual panto/theatre event		385		295	
Books		3,990			
Power of Reading course		1,450			
ELSA resources		150			
New parents welcome event		152			
General running costs		725		439	
<b>Total expenditure</b>			<b>29,938</b>		<b>33,938</b>
<b>Surplus for the year</b>			<b>7,577</b>		<b>6,952</b>
<b>Funds brought forward</b>			<b>24,637</b>		<b>17,685</b>
<b>Funds carried forward</b>			<b>32,214</b>		<b>24,637</b>

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 2023**

	Notes	2023 £	2022 £
<b>ASSETS</b>			
<b>Cash:</b>			
Current account balance		200	200
Reserve account		25,592	21,908
Cash in hand		35	35
<b>Total cash</b>		<u>25,827</u>	<u>22,143</u>
 <b>Debtors &amp; prepayments:</b>			
Accrued income		6,152	3,059
Prepayments		234	234
<b>Total debtors &amp; prepayments</b>		<u>6,386</u>	<u>3,293</u>
 <b>TOTAL ASSETS</b>		<b>32,214</b>	<b>25,436</b>
 <b>LIABILITIES</b>			
<b>Creditors &amp; accruals:</b>			
Accruals			(799)
 <b>Total creditors &amp; accruals</b>		<u>-</u>	<u>(799)</u>
 <b>NET ASSETS</b>		<u><b>32,214</b></u>	<u><b>24,637</b></u>
 <b>FUNDS</b>			
Undistributed surplus brought forward		24,637	17,685
Net (deficit)/surplus for the year		7,577	6,952
 <b>Total funds</b>		<u><b>32,214</b></u>	<u><b>24,637</b></u>

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

These accounts were approved on 15 November 2023 and signed by:



Hannah Bodek  
Treasurer

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

**Notes to the Accounts  
For the year ended 31 July 2023**

**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**

	<b>2023</b>			<b>2022</b>		
	<b>£</b>			<b>£</b>		
	<b>Gross</b>	<b>Expenses</b>	<b>Net</b>	<b>Gross</b>	<b>Expenses</b>	<b>Net</b>
Family fun day	3,000	1,165	1,835	3,123	1,291	1,832
Ball with auction	7,005	4,058	2,947	9,738	3,819	5,919
Colour run	4,469	1,939	2,530	2,210	882	1,328
Swimathon	3,869	-	3,869	3,658	-	3,658
Christmas fair	6,777	4,234	2,543			

**3 Swimming - restricted income and expenditure**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Swimming hats	12	-
Pool fun day	-	817
Swimathon	3,869	3,658
Swimming appeal		12,397
<b>Total income</b>	<b>3,881</b>	<b>16,872</b>
Swimming pool running costs contribution		10,045
Contribution to refurbishment loan	8,647	4,900
<b>Total contributions</b>	<b>8,647</b>	<b>14,945</b>
<b>Surplus/(deficit) on swimming restricted funds</b>	<b>(4,766)</b>	<b>1,927</b>

**4 Bank Interest**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Deposit accounts	163	8