



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

**Trustees' Annual Report and Financial Statements**

**For the year ending 31 July 2024**

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

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

**For the year ending 31 July 2024**

### **Administrative information**

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

**Charity registration number:** 281701

**Trustees:** Laura McTurk - Chair  
  
Emma Parmley – Secretary (retired July 2024)  
  
Lucy Fyfe – Secretary (appointed November 2024)  
  
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 are appointed for a term of two years, renewable twice, with a maximum period of service of six years.

### **Charitable objectives**

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.

### **Main activities and achievements**

Throughout the year, the usual large range of fundraising activities took place including cake sales, mad hair days, a swimathon, a spring ball with auction and a book fair to name just a few! A quiz made a welcome return to the fundraising efforts this year, with a fun evening had by all who attended. Santa made a welcome return to the Christmas Fair, alongside a magical grotto experience.

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. The funding to the school was significantly higher than recent years, with total funding of £38,000 provided (£16,000 in 2022/23). This was a result of the purchase of a new minibus for the school, with contributions from the PTFA of £30,000. As in previous years, we ran an Easter fun day and funded a Christmas pantomime experience for the whole school. During the year, the school worked hard to create an incredible production of Joseph and the Technicoloured Dreamcoat. Various fundraising activities took place to support this, with activities through the PTFA raising £599. 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 £26,000 in the year ending 31 July 2024 (£38,000 in 2023). Total expenditure for the year was £45,000 (£30,000 in 2023), giving a deficit of £19,000 (£8,000 in 2023). The decrease in income was a result of the summer fair being postponed until September, together with the associated corporate matched giving.

The year closed with reserves of £14,000 (£32,000 in 2023). All of the reserves held are unrestricted.

### **Reserves policy**

The Trustees aim to hold reserves that are sufficient to cover any working capital of fundraising events and to provide funding at short notice for any unexpected needs that might arise at the school. As such, reserves in the range of £5,000 to £10,000 are considered appropriate. The Trustees may also designate reserves for a specific purpose that the school has requested support for that may take a number of years to plan and fundraise for.

The reserves are currently a little higher than this amount. The Trustees will work closely to the school to ensure funds are appropriate used.

Trustees' Annual report approved by the PTFA Committee at the meeting of 6th November 2024 and signed on their behalf by:



Laura McTurk

Chair

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 2024.

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 2024.

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

7<sup>th</sup> November 2024

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

**Statement of Financial Activities  
For the year ended 31 July 2024**

		<b>2024</b>		<b>2023</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fundraising:</b>					
Family fun day	2	-		3,000	
Colour run	2	-		4,469	
Water bottle sales		5		26	
Disco		996		762	
Book week activities		374		438	
Uniform sales		363		389	
Individual donations and gift aid		250		791	
Corporate matched giving		2,344		5,985	
Shopping related donations		10		89	
Cake and lolly sales		1,239		1,147	
Swimming hats	3	9		12	
Swimathon	3	3,404		3,869	
Easter fun day		113		117	
Raffles		1,689		721	
Christmas cards		788		754	
Christmas events/fundraising	2	5,433		6,777	
Spring Ball	2	6,923		7,005	
Movie night		1,015		768	
Quiz night		748			
Other small fundraisers		76		233	
<b>Total Fundraising</b>			<b>25,779</b>		<b>37,352</b>
<b>Other Income</b>					
Bank interest	4	316		163	
			<b>316</b>		<b>163</b>
<b>Total income</b>			<b>26,095</b>		<b>37,515</b>
<b>Expenditure</b>					
Raising funds		6,600		13,543	
Charitable expenditure					
Education week				615	
Easter event		240		281	
Minibus		30,000			
Swimming pool contribution	3	5,825		8,647	
Jospeh production		599			
Virtual panto/theatre event		400		385	
Books				3,990	
Power of Reading course				1,450	
ELSA resources		133		150	
New parents welcome event		118		152	
General running costs		338		725	
<b>Total expenditure</b>			<b>44,253</b>		<b>29,938</b>
<b>(Deficit)/Surplus for the year</b>			<b>(18,158)</b>		<b>7,577</b>
<b>Funds brought forward</b>			<b>32,214</b>		<b>24,637</b>
<b>Funds carried forward</b>			<b>14,055</b>		<b>32,214</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 2024**

	Notes	2024 £	2023 £
<b>ASSETS</b>			
<b>Cash:</b>			
Current account balance		200	200
Reserve account		13,249	25,592
Cash in hand		35	35
<b>Total cash</b>		<b>13,484</b>	<b>25,827</b>
 <b>Debtors &amp; prepayments:</b>			
Accrued income		337	6,152
Prepayments		234	234
<b>Total debtors &amp; prepayments</b>		<b>571</b>	<b>6,386</b>
 <b>TOTAL ASSETS</b>		 <b>14,055</b>	 <b>32,214</b>
 <b>LIABILITIES</b>			
<b>Creditors &amp; accruals:</b>			
Accruals		-	-
<b>Total creditors &amp; accruals</b>		<b>-</b>	<b>-</b>
 <b>NET ASSETS</b>		 <b>14,055</b>	 <b>32,214</b>
 <b>FUNDS</b>			
Undistributed surplus brought forward		32,214	24,637
Net (deficit)/surplus for the year		(18,158)	7,577
 <b>Total funds</b>		 <b>14,055</b>	 <b>32,214</b>

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

These accounts were approved on 6th November 2024 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 2024**

**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>2024</b>			<b>2023</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
Ball with auction	6,923	3,628	3,295	7,005	4,058	2,947
Colour run	-	-	-	4,469	1,939	2,530
Swimathon	3,404	-	3,404	3,869	-	3,869
Christmas fair	5,433	1,027	4,406	6,777	4,234	2,543

**3 Swimming - restricted income and expenditure**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Swimming hats	9	12
Swimathon	3,404	3,869
<b>Total income</b>	<b>3,413</b>	<b>3,881</b>
Contribution to pool loan and running costs	5,825	8,647
<b>Total contributions</b>	<b>5,825</b>	<b>8,647</b>
<b>Surplus/(deficit) on swimming restricted funds</b>	<b>(2,412)</b>	<b>(4,766)</b>

**4 Bank Interest**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Deposit accounts	316	163