

Sevenoaks Primary School Parent Teacher Association

England & Wales · Charity number 283688

Details

Other names SEVENOAKS PRIMARY SCHOOL ASSOCIATION

Status Registered

Legal form Other

Registered 1981-12-02

Register [View on the Charity Commission register](#)

Contact

Address Sevenoaks Primary School
Bradbourne Park Road
Sevenoaks
Kent
TN13 3LB

Phone 01732 453952

Email pta@sevenoaks.kent.sch.uk

Website <https://www.sevenoaks.kent.sch.uk/SPSA-Sevenoaks-Primary-School-Association/>

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL IN PARTICULAR BY:2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: To enhance the education of the pupils of the school by developing effective relationships between the staff, parents and others associated with the school. Also by engaging in activities or providing facilities or equipment which support the school and enhance the education of the pupils.

Classification

- **How:** Makes Grants To Organisations, Provides Human Resources, Other Charitable Activities
- **What:** General Charitable Purposes
- **Who:** Children/young People

Geography

- **Area of benefit:** CATCHMENT AREA OF THE SCHOOL
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£34,600	£16,220	-	-
2024-03-31	£36,845	£21,098	-	-
2023-03-31	£32,574	£10,676	-	-
2022-03-31	£25,524	£10,893	-	-
2021-03-31	£37,690	£5,146	-	-

Trustees

Name	Role	Appointed
Joanne Forder Mrs		2022-09-20
Katherine Elizabeth Sutcliffe		2023-02-09

Sevenoaks Primary School Parent Teacher Association

England & Wales - Charity number 283688

Accounts



Trustees' Annual Report for the period

From **1 April 2024** Period start date To **31 March 2025**
Period end date

Charity name: **Sevenoaks Primary School Parent Teacher Association**

Charity registration number: **283688**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document.	Para 1.17	<p>The object of the Association (the Objects) is to advance the education of pupils in the School in particular by:</p> <p>2.1 Developing effective relationships between the staff, parents and others associated with the school;</p> <p>2.2 Engaging in activities or providing facilities or equipment which support the school and enhance the education of the pupils.</p>
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>When organising PTA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the Association, as detailed above.</p> <p>The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the Association undertook in the year.</p> <p>The main activities were the running of events to raise funds. These were used for the purchase of equipment and facilities to enhance the</p>

		<p>education of the children at the School.</p> <p>The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.</p> <p>The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.</p> <p>The PTA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings.
Contribution made by volunteers	Para 1.38	The Committee cannot stress enough the great contribution made by volunteers to the work of the PTA.

		<p>These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the PTA can achieve its objectives and we would like to thank everyone involved in organising and running the fundraising and other activities for their time and effort.</p>
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Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>The Trustees are pleased to announce that 2024/25 has been another successful year in terms of raising funds for the school.</p> <p>The fundraising has been achieved primarily through PTA fundraising events, but also from donations and sponsorships from local businesses.</p> <p>Net receipts were raised of -£6,677 (last year receipts of -£16,932). But this was after donations to school to purchase equipment of £25,056 (last year £38,030).</p> <p>The Committee organised several fund-raising events in the year raising receipts of £25,467 (last year £28,744). The most successful event was the Christmas fair which raised £9,717 followed by the summer fair which raised £6,164. There was also Party in the Playground, Halloween Disco, two film evenings and a Barn Dance. There were also other smaller events organised such as cake and lolly sales.</p> <p>£1,362 income was earned from the new school lottery.</p> <p>As well as fun and games, the Committee continued to give the children chances to undertake educational activities such as making their own Christmas decorations and decorating biscuits at the Christmas Fair.</p>

The PTA is committed to making available good quality second hand uniform at very affordable prices in support of our charitable objectives.

We also continued to support families through financial difficulties by maintaining a Hardship fund which is available to be used to ensure that all children get the same access to school opportunities and experiences.

Future plans of the Committee:

The Committee will continue to raise funds through events and sponsorship for new equipment, as well as ensuring funds are spent on providing for clubs and activities to support the children. We will also have a focus on providing inclusive events for all children at the school through a variety of SEN friendly initiatives.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the year is healthy with cash funds of £19,803.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The PTA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the PTA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable.
Amount of reserves held	Para 1.22	At the end of the year, £5,000 was held in reserve.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties currently about the charity continuing as a going concern.

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	Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Due to the poor interest rates available in the year, surplus funds were not placed on Deposit. This situation is constantly under review.
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	The Committee has adopted in full the PTA-UK (Formerly NCPTA) Model Constitution for Parent Teacher Associations.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
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	Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM.

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	<p>The management of Sevenoaks Primary School Parents Teacher Association (PTA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.</p> <p>PTA is a member of PTA-UK which provides advice and help to Parent Teacher organisations.</p> <p>The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Head teacher of the Sevenoaks Primary School and the Chairs of PTA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the NCPTA and the Health and Safety Executive. In addition, training is provided to members when appropriate.</p>
The charity's organisational structure and any wider	Para 1.51	

network with which the charity works		
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Sevenoaks Primary School Parent Teacher Association
Other name the charity uses	
Registered charity number	283688
Charity's principal address	Sevenoaks Primary School, Bradbourne Park Road, Sevenoaks TN13 3LB

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)
3	Fiona Dennis	Co - Chair	Until 31 July 2025	
4	Joanne Forder	Co - Chair		
5	Katherine Sutcliffe	Treasurer		
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20				

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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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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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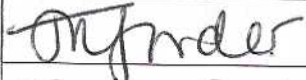
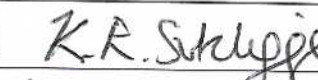
Other optional information

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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)		
Full name(s)	Joanne Fordes	Katherine Sutcliffe
Position (eg Secretary, Chair, etc)	Co Chair	Treasurer
Date	5.11.25	5/11/25



Receipts and payments accounts

For the period from	01-Apr-24	To	31-Mar-25
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising events	25,467	-	-	25,467	28,744
Sales of school uniform	3,380	-	-	3,380	3,536
Sale of hoodies, Christmas cards and hoodies	2,873	-	-	2,873	2,908
Bank interest	100	-	-	100	92
Donations from year 6 performances	-	803	-	803	528
Other donations	362	-	-	362	281
Grant income	-	252	-	252	756
Your School lottery	1,362	-	-	1,362	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,545	1,055	-	34,600	36,845
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,545	1,055	-	34,600	36,845
A3 Payments					
Costs of fundraising events	5,695	-	-	5,695	8,447
Costs of school uniform	1,844	-	-	1,844	2,981
Cost of new parents and leavers gifts	2,101	-	-	2,101	2,012
Governance costs	473	-	-	473	474
Costs of Christmas cards, hoodies and tea towels	5,078	-	-	5,078	852
Bank fees	1,030	-	-	1,030	981
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	16,220	-	-	16,220	15,747
A4 Asset and investment purchases, (see table)					
	-	-	-	-	0
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	16,220	-	-	16,220	15,747

	<i>Net receipts/(payments) before donations to school</i>	17,325	1,055	-	18,380	21,098
Donations to Sevenoaks Primary School		- 23,550	- 1,507	-	- 25,057	- 38,031
Net receipts / (payments)		- 6,225			- 6,677	- 16,933
A6 Cash funds last year end		26,475	-	-	26,475	43,173
Movement in prepayments		5			5	235
	Cash funds this year end	20,250	- 452	-	19,803	26,475

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total to nearest £
B1 Cash funds	Current account	13,720	958	14,678
	Savings account		5,042	5,042
	Petty cash	80	-	83
	Total cash funds	13,800	6,000	19,803
	(agree balances with receipts and payments account(s))			ok

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total to nearest £
B2 Other monetary assets	Stock	353	-	353
	Prepayments		-	
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		-	
Misc assets		-	982

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	

Net assets	Total net assets	21,138
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Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval



Section A Independent Examiner's Report

Report to the trustees

Charity Name
Sevenoaks Primary School PTA (formerly Sevenoaks Primary School Association)

On accounts for the year ended

31 March 2025 **Charity no (if any)** 283688

Set out on pages

Receipts and payments
remember to include the page numbers of additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025.

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").

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;

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.

Signed: *M Hasluck*

Date: 07/11/2025

Name: Marguerite Hasluck

Relevant professional qualification(s) or body (if any):

Chartered Accountant (SA)

Address:

8 Lakeview Road
Sevenoaks
TN13 3EH

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None noted

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Sevenoaks Primary School Parent Teacher Association

England & Wales - Charity number 283688

Accounts



Trustees' Annual Report for the period

From **1 April 2023** Period start date To **31 March 2024**
Period end date

Charity name: **Sevenoaks Primary School Parent Teacher Association**

Charity registration number: **283688**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the Association (the Objects) is to advance the education of pupils in the School in particular by:</p> <p>2.1 Developing effective relationships between the staff, parents and others associated with the school;</p> <p>2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</p>
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>When organising PTA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the Association, as detailed above.</p> <p>The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the Association undertook in the year.</p> <p>The main activities were the running of events to raise funds. These were used for the purchase of equipment and facilities to enhance the</p>

		<p>education of the children at the School.</p> <p>The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.</p> <p>The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.</p> <p>The PTA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings.
Contribution made by volunteers	Para 1.38	The Committee cannot stress enough the great contribution made by volunteers to the work of the PTA.

		<p>These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the PTA can achieve its objectives and we would like to thank everyone involved in organising and running the fundraising and other activities for their time and effort.</p>
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Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>The Trustees are pleased to announce that 2023/24 has been another successful year in terms of raising funds for the school.</p> <p>The fundraising has been achieved primarily through PTA fundraising events, but also from donations and sponsorships from local businesses.</p> <p>Net receipts were raised of -£16,933 (last year receipts of £4,337). But this was after donations to school to purchase equipment of £38,030 (last year £17,561).</p> <p>The Committee organised 6 main fund-raising events in the year raising receipts of £28,744 (last year £28,288). These were a Coronation Celebration, Colour Fest, Party in the Playground, Band Night, Halloween Disco and Film Night. The most successful event was the Christmas fair which raised £8,627. There were also other smaller events organised such as cake and lolly sales and break the rules day.</p> <p>As well as fun and games, the Committee continued to give the children chances to undertake educational activities such as making their own Christmas decorations and decorating biscuits at the Christmas Fair.</p> <p>The PTA is committed to making available good quality second hand uniform at very affordable prices in support of our charitable objectives.</p>

		<p>The previous monthly lottery Top Draw was closed during the year, and a new lottery run by Your school lottery was set up just before the year end. The balance in the Top Draw account of £1,428 was transferred to school to buy new books.</p> <p>We also continued to support families through financial difficulties by maintaining a Hardship fund which is available to be used to ensure that all children get the same access to school opportunities and experiences.</p> <p>Future plans of the Committee:</p> <p>The Committee will continue to raise funds through events and sponsorship for new equipment, as well as ensuring funds are spent on providing for clubs and activities to support the children. We will also have a focus on providing inclusive events for all children at the school through a variety of SEN friendly initiatives.</p>
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Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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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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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the year is healthy with cash funds of £26,475.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The PTA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the PTA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable.
Amount of reserves held	Para 1.22	At the end of the year, £5,000 was held in reserve.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties currently about the charity continuing as a going concern.

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	Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Due to the poor interest rates available in the year, surplus funds were not placed on Deposit. This situation is constantly under review.
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	The Committee has adopted in full the PTA-UK (Formerly NCPTA) Model Constitution for Parent Teacher Associations.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
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	Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM.

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	<p>The management of Sevenoaks Primary School Parents Teacher Association (PTA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.</p> <p>PTA is a member of PTA-UK which provides advice and help to Parent Teacher organisations.</p> <p>The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Head teacher of the Sevenoaks Primary School and the Chairs of PTA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the NCPTA and the Health and Safety Executive.</p> <p>In addition, training is provided to members when appropriate.</p>
The charity's organisational structure and any wider	Para 1.51	

network with which the charity works		
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Sevenoaks Primary School Parent Teacher Association
Other name the charity uses	
Registered charity number	283688
Charity's principal address	Sevenoaks Primary School, Bradbourne Park Road, Sevenoaks TN13 3LB

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)
3	Fiona Dennis	Co - Chair		
4	Joanne Forder	Co - Chair		
5	Katherine Sutcliffe	Treasurer		
6				
7				
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Corporate trustees – names of the directors at the date the report was approved

Director name		

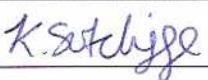

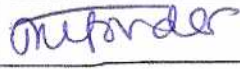
Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)			
Full name(s)	KATHERINE SUTCLIFFE	Fiona Dennis	Jo FORDER
Position (eg Secretary, Chair, etc)	Treasurer	Co Chair	Co Chair
Date	13/11/24		



Receipts and payments accounts

For the period from	01-Apr-23	To	31-Mar-24
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising events	28,744	-	-	28,744	28,288
Sales of school uniform	3,536	-	-	3,536	2,687
Sale of hoodies and Christmas cards	2,908	-	-	2,908	1,482
Bank interest	92	-	-	92	17
Donations from year 6 performances	-	528	-	528	-
Other donations	281	-	-	281	100
Grant income	-	756	-	756	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,561	1,284	-	36,845	32,574
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,561	1,284	-	36,845	32,574
A3 Payments					
Costs of fundraising events	8,447	-	-	8,447	7,824
Costs of school uniform	2,981	-	-	2,981	1,310
Cost of new parents and leavers gifts	2,012	-	-	2,012	202
Governance costs	474	-	-	474	507
Costs of Christmas cards and hoodies	852	-	-	852	209
Bank fees	981	-	-	981	625
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	15,747	-	-	15,747	10,676
A4 Asset and investment purchases, (see table)					
	-	-	-	-	0
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	15,747	-	-	15,747	10,676
Net receipts/(payments) before donations to school	19,814	1,284	-	21,098	21,898

Donations to Sevenoaks Primary School
 Net receipts / (payments)

A6 Cash funds last year end
 Movement in prepayments

-	38,031	-	-	-	38,031	-	17,561
-	18,216	-	-	-	16,933	-	4,337
	43,173	-	-		43,173		39,319
					235	-	483
Cash funds this year end	24,957	1,284	-	26,475	43,173		43,173

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total to nearest £
B1 Cash funds	Current account	17,144	1,537	18,681
	Savings account	1,714	6,000	7,714
	Petty cash	80	-	80
	Total cash funds	18,938	7,537	26,475
	(agree balances with receipts and payments account(s))			ok

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total to nearest £
B2 Other monetary assets	Stock	353	-	353
	Prepayments	5	-	5
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		-	982

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	

Net assets	Total net assets	27,815
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Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees

Sevenoaks Primary School PTA (formerly Sevenoaks Primary School Association)

On accounts for the year ended

31 March 2024

**Charity no
(if any)**

283688

Set out on pages

Receipts and payments

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

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").

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;

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.

Signed: 

Date: 15/112024

Name: Marguerite Hasluck

Relevant professional qualification(s) or body (if any):

Chartered Accountant (SA)

Address: 8 Lakeview Road

Sevenoaks

TN13 3EH

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None noted

Sevenoaks Primary School Parent Teacher Association

England & Wales - Charity number 283688

Accounts



Trustees' Annual Report for the period

From 1 April 2022 **Period start date** **To** 31 March 2023
Period end date

Charity name: Sevenoaks Primary School Parent Teacher Association
 (formerly known as Sevenoaks Primary School Association)

Charity registration number: 283688

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of Sevenoaks Primary School PTA is to advance the education of pupils in the School in particular by:</p> <p>2.1 Developing effective relationships between the staff, parents and others associated with the school;</p> <p>2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</p>
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>When organising PTA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the Association, as detailed above.</p> <p>The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the Association undertook in the year.</p> <p>The main activities were the running of events to raise funds. These were used for the purchase of equipment and facilities to enhance the</p>

		<p>education of the children at the School.</p> <p>The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.</p> <p>The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.</p> <p>The PTA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School, as well as donating uniform to those families in need.</p>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Para 1.18</p>	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
<p>Policy on grant making</p>	<p>Para 1.38</p>	<p>The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings.</p>

<p>Contribution made by volunteers</p>	<p>Para 1.38</p>	<p>The Committee cannot stress enough the great contribution made by volunteers to the work of the PTA. These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the PTA can achieve its objectives and we would like to thank everyone involved in organising, and running the fundraising and other activities for their time and effort.</p>
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Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>The Trustees are pleased to announce that 2022/23 has been another successful year in terms of raising funds for the school.</p> <p>The fundraising has been achieved primarily through PTA fundraising events, but also from donations and sponsorships from local businesses.</p> <p>Net receipts were raised of £4,337 (last year £12,366). But this was after donations to school to purchase equipment of £17,561 (last year £2,262).</p> <p>The Committee organised 6 main fund-raising events in the year raising receipts of £28,288 (last year £22,460). The most successful events were the Christmas fair which raised £9,430 and the Summer Fair with colour run which raised £6,135.</p> <p>As well as fun and games, the Committee continued to give the children chances to undertake educational activities such as making their own Christmas decorations and decorating biscuits at the Christmas Fair, and arts and crafts activities at other events including the Halloween Disco and Summer Fair. The sale of Christmas cards by the children again proved popular.</p> <p>The PTA is committed to making available good quality second hand</p>

		<p>uniform at very affordable prices in support of our charitable objectives.</p> <p>The Committee also run a popular fundraising initiative, Top Draw, which is a monthly lottery. During the year this provided a net profit of £1,237 (last year £1,450).</p> <p>We also continued to support families through financial difficulties by maintaining a Hardship fund which is available to be used to ensure that all children get the same access to school opportunities and experiences.</p> <p>Future plans of the Committee:</p> <p>The Committee will continue to raise funds through events and sponsorship for new equipment, as well as ensuring funds are spent on providing for clubs and activities to support the children. We will also have a focus on providing inclusive events for all children at the school through a variety of SEN friendly initiatives.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the year is healthy with cash funds of £43,172.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The PTA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the PTA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable.
Amount of reserves held	Para 1.22	At the end of the year, £5,000 was held in reserve.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties currently about the charity continuing as a going concern.

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	Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Due to the poor interest rates available in the year, surplus funds were not placed on Deposit. This situation is constantly under review.
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	The Committee has adopted in full the PTA-UK (Formerly NCPTA) Model Constitution for Parent Teacher Associations.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
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	Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM.

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	<p>The management of Sevenoaks Primary School Parents Teacher Association (PTA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.</p> <p>PTA is a member of PTA-UK which provides advice and help to Parent Teacher organisations.</p> <p>The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Head teacher of the Sevenoaks Primary School and the Chairs of PTA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the NCPTA and the Health and Safety Executive. In addition, training is provided to members when appropriate.</p>
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	Sevenoaks Primary School Parent Teacher Association
Other name the charity uses	
Registered charity number	283688
Charity's principal address	Sevenoaks Primary School, Bradbourne Park Road, Sevenoaks TN13 3LB

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	Katherine Sutcliffe	Co-Treasurer	From September 2022	
2	Alice Andreas	Co - Treasurer	From September 2022	
3	Fiona Dennis	Co - Chair	From September 2022	
4	Sally Crooks	CO - Chair	From September 2022	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Fiona Dennis	SALLY CROOKS
Position (eg Secretary, Chair, etc)	Chair	Chair

Date 8th November 23

Sevenoaks Primary School Parent Teacher Association

Charity number 283688

Statement of assets and liabilities as at 31 March 2023

Details £

Cash funds

Current account	32,876
Deposit account	7,623
Top Draw	2594
Petty Cash	80
Total cash funds	43,173

Other monetary assets

Stock of uniform	0
Gift Aid to be reclaimed	0
Stock for events	353
Catering	0
Glow Toys for events	0
Event expenses paid in advance	240

Assets for own use

Equipment and lighting for events	0
Gazebos	0
Misc Assets	982
Coin sorter	0

Liabilities

Events income received in advance	0
Invoices unpaid at year-end	0
Other expenditure	0

Net assets

44,748

Sevenoaks Primary School Parent Teacher Association

Charity number 283688

For the year from 1 April 2022 to 31 March 2023

Receipts and payments

		2023	2022	2021
Receipts		£	£	£
Donations		100	600	24,153
Fundraising events		28,288	22,460.5	9,275
Sales of school uniform		2,687	1,622	326
Sale of Christmas cards and hoodies		1,482	840	3,933
Bank interest		17	1	3
	Total receipts	32,574	25,524	37,690
Payments				
Costs of fundraising events		8,026	7,021	760
Costs of Christmas cards and hoodies		209	1,557	3,127
School uniform costs		1,309	1,474	175
Governance costs		1,132	841	1,084
	Sub total	10,676	10,893	5,146
Purchase of equipment		0	0	0
	Total payments	10,676	10,893	5,146
	Net receipts before donations to School	21,898	14,631	32,544
	Donations to Sevenoaks Primary School	-17,561	-2,262	-22,759
	Net (payments) / receipts	4,337	12,369	9,785
Cash funds last year end		39,319	26,950	17,165
Cash used to purchase assets / prepayments		-483		
	Cash funds this year end	43,173	39,319	26,950



**Report to the trustees/
members of**

Sevenoaks Primary School PTA (formerly Sevenoaks Primary School Association)

**On accounts for the year
ended**

31 March 2023

**Charity no
(if any)**

283688

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Marguerite Hasluck

Date:

8 December 2023

Name:

Marguerite Hasluck

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant CA (SA)

Address:

8 Lakeview Road

Sevenoaks

TN13 3EH

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None.

Sevenoaks Primary School Parent Teacher Association

England & Wales - Charity number 283688

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2021		31	March	2022

Section A Reference and administration details

Charity name	Sevenoaks Primary School Parent Teacher Association (formerly Sevenoaks Primary School Association)		
Other names charity is known by	None		
Registered charity number (if any)	283688		
Charity's principal address	Sevenoaks Primary School		
	Bradbourne Park Road, Sevenoaks,		
	Kent		
	Postcode	TN13 3LB	

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)
C Malone	President		
Leanne Terry	Treasurer		
Kelly Jepp	Co-chair		
Corrie Kevan	Co-chair		
Jane Durkin			
Arina Jones			
Sally Crooks			
Victoria Carr			
Andrea Garner			
Fiona Dennis			
Fiona Wade	Secretary		
Johanne Tyrrell-Clark			
Kate Holman			

Names of the trustees for the charity, if any, (for example, any custodian trustees) NONE

Names and addresses of advisers (Optional information) NONE

Name of chief executive or names of senior staff members (Optional information) NONE

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	The Committee has adopted in full the Parentkind (Formerly PTA-UK) Model Constitution for Parent Teacher Associations.
How the charity is constituted <small>(eg. trust, association, company)</small>	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The management of Sevenoaks Primary School Parents Teacher Association (PTA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.

PTA is a member of Parentkind which provides advice and help to Parent Teacher organisations.

The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Headteacher of the Sevenoaks Primary School and the Chair of PTA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the Parentkind and the Health and Safety Executive. In addition, training is provided to members when appropriate.

Summary of the objects of the charity set out in its governing document

The object of the Association (the Objects) is to advance the education of pupils in the School in particular by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school;
- 2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

When organising PTA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the PTA, as detailed in Section C above.

The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the PTA undertook in the year.

The main activities were the running of events to raise funds and the receipt of donations from local businesses, parents, carers and friends. These were used for the purchase of equipment and facilities to enhance the education of the children at the School.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The majority of events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.

The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.

The PTA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant-making;
- policy programme related investment;
- contribution made by volunteers.

The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings.

The Committee cannot stress enough the great contribution made by volunteers to the work of the PTA. These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the PTA can achieve its objectives and we would like to thank everyone involved in organising and running the fundraising and other activities for their time and effort.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Trustees are pleased to announce that 2021/22 has been another successful year in terms of raising funds for the new school. We are especially grateful to those who have been able to deliver some school events again after the lifting of Covid restrictions.

The fundraising has been achieved largely through PTA fundraising events, but also from donations and sponsorship from parents and local businesses.

Net receipts were raised of £12,366 (last year £9,788)

The Committee organised 5 fund-raising events in the year, raising receipts of £22,460 (last year £9,275). The most successful event was the Christmas Bazaar and the other varied events were Break the rules day, Summer Sizzler BBQ party, a Comedy Night and Halloween Disco.

As well as fun and games, the Committee continued to give the children chances to undertake directly educational activities such as making their own decorations and decorating biscuits at the Christmas Bazaar. The sale of Christmas Cards made by the children again proved popular and raised net receipts of £773 (last year £910).

The PTA is committed to making available good quality second hand uniform at very affordable prices in support of our charitable objectives.

The Committee also run a popular fundraising initiative, Top Draw, which is a monthly lottery. During the year this provided a net profit of £1,450.

We also continued to support families through the tough times that came with covid lockdowns and other financial difficulties by maintaining a Hardship Fund. That fund will continue to support families in need at any time of the year to ensure that all children get the same access to school opportunities and experiences.

Future plans of the Committee:

The Committee will continue to raise funds through events and sponsorship for new equipment, as well as ensuring funds are spent on providing for clubs and activities to support the children. We will maintain the Hardship fund to support Sevenoaks Primary School families. We will also have a focus on providing inclusive events for all children at the school through a variety of SEN friendly initiatives.

Section E Financial review

Brief statement of the charity's policy on reserves

The PTA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the PTA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable.
At the end of the year, £5,000 was held in reserve.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School.

Due to the extremely poor interest rates available in the year, surplus funds have not been placed on Deposit. This situation is constantly under review.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Corrie Kevan</i>	<i>K. Jepp</i>
---------------------	---------------------	----------------

Full name(s)	CORRIE KEVAN	KELLY JEPPE
---------------------	--------------	-------------

Position (eg Secretary, Chair, etc)	CO-CHAIR	CO-CHAIR
--	----------	----------

Date 24/1/23



Sevenoaks Primary School Association

Charity number 283688

Statement of assets and liabilities as at 31 March 2022

Details

£

Cash funds

Current account				30,174
Deposit account				7,606
Top Draw				1459
Petty Cash				80
<i>Total cash funds</i>				39,319

Other monetary assets

Stock of uniform				0
Gift Aid to be reclaimed				0
Stock for events				353
Catering				0
Glow Toys for events				0
Event expenses paid in advance				0

Assets for own use

Equipment and lighting for events				0
Gazebos				0
Misc Assets				739
Coin sorter				0

Liabilities

Events income received in advance				0
Invoices unpaid at year-end				0
Other expenditure				0

Net assets

40,411



Sevenoaks Primary School Association

Charity number 283688

For the year from 1 April 2021 to 31 March 2022

Receipts and payments

	2022	2021	2020
Receipts	£	£	£
Donations	600	24,153	1,830
Fundraising events	22,461	9,275	25,856
Sales of school uniform	1622	326	1011
Sale of Christmas cards and hoodies	840	3,933	4,033
Bank interest	1	3	75
Total receipts	25,524	37,690	32,805
Payments			
Costs of fundraising events	7,021	760	5,686
Costs of Christmas cards and hoodies	1,557	3,127	2,400
School uniform costs	1474	175	811
Governance costs	841	1084	1022
Sub total	10,893	5,146	9,919
Purchase of equipment	0	0	739
Total payments	10,893	5,146	10,658
Net receipts before donations to School	14,631	32,544	22,147
Donations to Sevenoaks Primary School	-2,262	-22,759	-24,677
Net (payments) /receipts	12,369	9,785	-2,530
Cash funds last year end	26,950	17,165	19,695
Cash funds this year end	39,319	26,950	17,165



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Sevenoaks Primary School PTA (formerly Sevenoaks Primary School Association)

**On accounts for the year
ended**

31 March 2022
Charity no (if any) 283688

Set out on pages

3-4

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 26 January 2023

Name: Marguerite Hasluck

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant CA (SA)

Address:

8 Lakeview Road
Sevenoaks
TN13 3EH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None.

Sevenoaks Primary School Parent Teacher Association

England & Wales - Charity number 283688

Accounts



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2020		31	March	2021

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Sevenoaks Primary School
Bradbourne Park Road, Sevenoaks,
Kent
Postcode <input type="text" value="TN13 3LB"/>

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 any)
C Malone	President		<input type="text"/>
Leanne Terry	Treasurer		<input type="text"/>
Kelly Jepp	Co-chair		
Corrie Kevan	Co-chair		
Jane Durkin			
Arina Jones			
Sally Crooks			
Victoria Carr			
Andrea Garner			
Fiona Dennis			
Fiona Wade	Secretary		
Johanne Tyrrell-Clark			
Kate Holman			

Names of the trustees for the charity, if any, (for example, any custodian trustees) NONE

Names and addresses of advisers (Optional information) NONE

Name of chief executive or names of senior staff members (Optional information) NONE

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The Committee has adopted in full the PTA-UK (Formerly NCPTA) Model Constitution for Parent Teacher Associations.
How the charity is constituted (eg. trust, association, company)	Unincorporated Association of Parents, Carers, Staff and Friends of the School.
Trustee selection methods (eg. appointed by, elected by)	Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The management of Sevenoaks Primary School Association (SPSA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.

SPSA is a member of PTA-UK which provides advice and help to Parent Teacher organisations.

The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Headmaster of the Sevenoaks Primary School and the Chair of SPSA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the NCPTA and the Health and Safety Executive. In addition, training is provided to members when appropriate, e.g. for handling fireworks at the Fireworks Night event.

Summary of the objects of the charity set out in its governing document

The object of the Association (the Objects) is to advance the education of pupils in the School in particular by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school;
- 2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

When organising SPSA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the SPSA, as detailed in Section C above.

The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the SPSA undertook in the year.

The main activities were the running of events to raise funds and the receipt of donations from local businesses, parents, carers and friends. These were used for the purchase of equipment and facilities to enhance the education of the children at the School.

The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The majority of events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.

The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.

The SPSA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant-making;
- policy programme related investment;
- contribution made by volunteers.

The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings.

The Committee cannot stress enough the great contribution made by volunteers to the work of the SPSA. These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the SPSA can achieve its objectives and we would like to thank everyone involved in organising and running the fundraising and other activities for their time and effort.

Summary of the main achievements of the charity during the year

The Trustees are pleased to announce that, even despite covid lockdowns and restrictions, the committee were able to continue fundraising for the school. This was down to the continued passion and commitment of the SPSA committee, all the school staff and teachers and our supportive parents and carers.

Whilst the SPSA had to cancel many of our really successful events, we were able to hold some virtual events, like an online quiz night and when the children returned to school, a well received break the rules day, as well as continuing with our ever popular SPSA Christmas Cards sale.

We also turned our attention to supporting families through the tough times that came with covid lockdowns by starting our own Food Bank and later developing that into a Hardship Fund. That fund will continue to support families in need at any time of the year to ensure that all children get the same access to school opportunities and experiences.

With home schooling a reality for many in lockdown, we certainly felt more appreciation for our school team and the SPSA were delighted to be able to show just how grateful we all were with our Staff Welfare Packs, delivered to all 100 Sevenoaks Primary staff.

Brief statement of the charity's policy on reserves

The SPSA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the SPSA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable.

At the end of the year, £5,000 was held in reserve.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School.

Due to the extremely poor interest rates available in the year, surplus funds have not been placed on Deposit. This situation is constantly under review.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)




Full name(s)

Kelly Jepp

Corrie Kevan

Position (eg Secretary, Chair, etc)

Co-Chair

Co-Chair

Date

31.01.2022




Sevenoaks Primary School Association

Charity number 283688

Statement of assets and liabilities as at 31 March 2021

Details			Unrestricted funds £
Cash funds	Current account		18,269
	Deposit account		7,605
	Top Draw		999
	Petty Cash		80
	<i>Total cash funds</i>		26,953
Other monetary assets	Stock of uniform		0
	Gift Aid to be reclaimed		0
	Stock of alcohol for events		353
	Catering		0
	Glow Toys for events		0
	Event expenses paid in advance		0
Assets for own use	Equipment and lighting for events		0
	Gazebos		0
	New Misc Assets		739
	Coin sorter		0
Liabilities	Events income received in advance		0
	Invoices unpaid at year-end		0
	Other expenditure		0

				
		Sevenoaks Primary School Association		
		Charity number 283688		
		For the year from 1 April 2020 to 31 March 2021		
Receipts and payments				
			2021	2020
Receipts			£	£
Donations			24,153	1,830
Fundraising events			9,275	25,856
Sales of school uniform			326	1011
Sale of Christmas cards and hoodies			3,933	4,033
Bank interest			3	75
		Total receipts	37,690	32,805
Payments				
Costs of fundraising events			760	5,686
Costs of Christmas cards and hoodies			3,127	2,400
School uniform costs			175	811
Governance costs			1084	1022
		Sub total	5,146	9,919
Purchase of equipment			0	739
		Total payments	5,146	10,658
Net receipts before donations to School			32,544	22,147
Donations to Sevenoaks Primary School			-22,759	-24,677
	Net (payments) / receipts		9,785	-2,530
Cash funds last year end			17,165	19,695
	Cash funds this year end		26,950	17,165



**Independent examiner's
report on the accounts**

**Report to the trustees/
members of**

Charity Name
Sevenoaks Primary School Association

**On accounts for the year
ended**

31 March 2021	Charity no (if any)	283688
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Set out on pages

3-4
(insert number or numbers of pages, or numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2019.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

1/2/2022

Name:

Pui Lai To

Relevant professional qualification(s) or body (if any):

Chartered Tax Adviser

Address:

4 Camden Road

Sevenoaks

Kent TN13 3L7

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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