



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

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

**From** 1 April 2022  
**Period end date**

**Period start date To** 31 March 2023

**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>
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	<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	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>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><b>Future plans of the Committee:</b></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.</p> <p>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	
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### Corporate trustees – names of the directors at the date the report was approved

Director name		


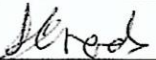
### Name of trustees holding title to property belonging to the charity

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)	Fiona Dennis	SALLY CROOKS
Position (eg Secretary, Chair, etc)	Chair	Chair

Date

8th November 23
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		<b>Sevenoaks Primary School Parent Teacher Association</b>		
		<b>Charity number 283688</b>		
		<b>Statement of assets and liabilities as at 31 March 2023</b>		
		Details		£
<b>Cash funds</b>		Current account		32,876
		Deposit account		7,623
		Top Draw		2594
		Petty Cash		80
		<i>Total cash funds</i>		43,173
<b>Other monetary assets</b>		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
<b>Assets for own use</b>				
		Equipment and lighting for events		0
		Gazebos		0
		Misc Assets		982
<b>Liabilities</b>		Coin sorter		0
		Events income received in advance		0
		Invoices unpaid at year-end		0
<b>Net assets</b>		Other expenditure		0
				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	22460.5	9,275
Sales of school uniform	2687	1622	326
Sale of Christmas cards and hoodies	1482	840	3,933
Bank interest	17	1	3
<b>Total receipts</b>	<b>32,574</b>	<b>25,524</b>	<b>37,690</b>
<b>Payments</b>			
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	1084
<b>Sub total</b>	<b>10,676</b>	<b>10,893</b>	<b>5,146</b>
<b>Purchase of equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>10,676</b>	<b>10,893</b>	<b>5,146</b>
<b>Net receipts before donations to School</b>	<b>21,898</b>	<b>14,631</b>	<b>32,544</b>
<b>Donations to Sevenoaks Primary School</b>	<b>-17,561</b>	<b>-2,262</b>	<b>-22,759</b>
<b>Net (payments) / receipts</b>	<b>4,337</b>	<b>12,369</b>	<b>9,785</b>
<b>Cash funds last year end</b>	<b>39,319</b>	<b>26,950</b>	<b>17,165</b>
Cash used to purchase assets / prepayments	-483		
<b>Cash funds this year end</b>	<b>43,173</b>	<b>39,319</b>	<b>26,950</b>



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**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:**

**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.