

**Charity registration number: 299849**

## **Cliffe Woods Primary School Parent Teachers Association**

**Annual report and accounts**

**For the year ended 31 August 2022**

## **Cliffe Woods Primary School Parent Teachers Association**

Charity registration number: 299849

### **Charity information**

<b>Officers</b>	Karen Connelly (President)	Appointed 1 September 2021
	Gaby Butler (Treasurer)	Appointed 3 October 2022
	Megan Green	Appointed 1 September 2016
	Nicola Butcher	Appointed 6 September 2013
	Julia Hurren	Resigned 31 July 2023
	Katie-Lees William	Appointed 1 September 2021
	Jodie May	Appointed 1 September 2021

**Registration number** 299849

**Principal address** Cliffe Woods Primary School  
View Road  
Cliffe Woods  
Rochester  
Kent

**Cliffe Woods Primary School Parent Teachers Association**

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**Contents**

	Page
<b>Trustees' annual report</b>	4
<b>Receipts and payments</b>	6
<b>Statement of assets and liabilities</b>	7
<b>Independent examiner's report</b>	8

## Cliffe Woods Primary School Parent Teachers Association

Charity registration number: 299849

### Trustees' annual report

*For the year ended 31 August 2022*

#### Objectives and activities

The key objectives of the Cliffe Woods Primary School Parent Teachers Association (the “**Charity**”) are to advance the education of the pupils of Cliffe Woods Primary School (the “**School**”) by providing and assisting in the provision of facilities for education at the School not normally provided by the Local Education Authority. In addition, the Charity seeks to:

1. foster more extensive relationships between staff, parents and others associated with the School; and
2. engage in activities which support the School and advance the education of the pupils attending it.

The Charity fulfils a range of fundraising events for the benefit of the School including but not limited to:

1. Key Stage 1 & 2 Discos
2. Non-Uniform Days
3. Secret Shops/Wrap Events (Mother's Day, Father's Day, Christmas)
4. Colour Madness Race
5. Christmas and Summer Fetes
6. Second Hand Uniform / Costume Hire

The contribution made by volunteers is substantial and essential. No one receives salary/payment for services rendered.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

#### Achievements and performance

Each year the Charity is able to support the school to help enrich the children's educational experience. This year the Charity funded the following:

1. Personalised biscuits given to each new Reception child with flyer introducing the PTA (September)
2. KS1 and KS2 Discos (October)
3. Bedtime Stories free event for Reception (November)
4. Christmas Secret Shop Wrap event where children could buy their loved ones a gift (December)
5. Christmas Fete – a school and community event filled with food, fun and festive cheer (December)
6. Additions to the Reception garden
7. Ben Allen Memorial Garden fundraising (January onwards)
8. Adopted two wolves from Wildwood and two plush wolves for the Year 4 classes in memory of their teacher, Ben Allen (January)
9. Waterstones Book Trips for Year 4 and Year 5 whereby each child was able to handpick a book for that year group's library (February)
10. KS1 and KS2 Discos (February)
11. Mother's Day Secret Shop Wrap (March)
12. Break the Rules Day
13. Colour Run Event (May)
14. Father's Day Secret Shop Wrap (June)
15. Provided refreshments for New Entrants Meeting (June)
16. Summer Fete – a school and community event including fun stalls, arena events showcasing school and local talent and a bird show (July)
17. Alpaca Experience – school wide event for all children (July)
18. Books for YR4/5 Library (not available at Waterstones) (July)
19. Leavers Disco – free event for Year 6 children in celebration of their time spent at CWPS
20. A set of 30 laptops to enhance learning across the curriculum with emphasis on STEM activities (August)

Subsequent to the end of the financial year, the Charity has funded an outdoor learning area at the School in memory of Ben Allen, a staff member who passed away.

### **Financial review**

The Charity had total cash funds of £17,710 at the end of the period. Cash funds at year end primarily relate to donations received in memory of Ben Allen. These funds were subsequently used to fund an outdoor learning area at the School in memory of Ben.

The Trustees do not consider it necessary to hold reserves on the basis that the Charity only makes charitable donations from its existing cash funds.

### **Structure, governance and management**

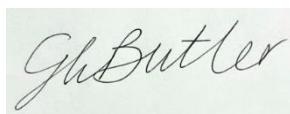
The Charity is an unincorporated association governed by its constitution.

The Charity's committee is responsible for the organisation and conduct of the Charity's activities. The Charity's committee consists of the President and eight members elected at the Charity's AGM and two staff elected by the School staff. The President is the Principal of the School.

### **Declaration**

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

Signed on behalf of the Charity's trustees

A handwritten signature in cursive script, reading 'Gaby Butler', is displayed on a light green rectangular background.

Ms Gaby Butler  
Treasurer  
22 November 2023

# Cliffe Woods Primary School Parent Teachers Association

Charity registration number: 299849

## Receipts and payments

For the period 1 September 2021 to 31 August 2022

	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 £
<b>A1 Receipts</b>					
Fundraising events	24,794	-	-	24,794	n/a
Donations	12,427	-	-	12,427	n/a
Other income	134	-	-	134	n/a
<b>Sub total</b>	<b>37,355</b>	<b>-</b>	<b>-</b>	<b>37,355</b>	<b>188</b>
<b>A2 Asset and investment sales</b>					
n/a	n/a	n/a	n/a	n/a	n/a
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,355</b>	<b>-</b>	<b>-</b>	<b>37,355</b>	<b>188</b>
<b>A3 Payments</b>					
Cost of fundraising events	12,810	-	-	12,810	n/a
Donations to school	8,292	-	-	8,292	n/a
Administrative costs	737	-	-	737	n/a
<b>Sub total</b>	<b>21,839</b>	<b>-</b>	<b>-</b>	<b>21,839</b>	<b>700</b>
<b>A4 Asset and investment purchases</b>					
n/a	n/a	n/a	n/a	n/a	n/a
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,839</b>	<b>-</b>	<b>-</b>	<b>21,839</b>	<b>700</b>
<b>Net of receipts/(payments)</b>	<b>15,517</b>	<b>-</b>	<b>-</b>	<b>15,517</b>	<b>- 512</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,193</b>	<b>-</b>	<b>-</b>	<b>2,193</b>	<b>2,705</b>
<b>Cash funds this year end</b>	<b>17,710</b>	<b>-</b>	<b>-</b>	<b>17,710</b>	<b>2,193</b>

# Cliffe Woods Primary School Parent Teachers Association

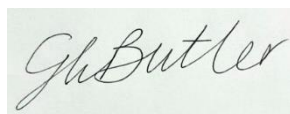
Charity registration number: 299849

## Statement of assets and liabilities

As at 31 August 2022

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	17,710	-	-
	<b>Total cash funds</b>	<b>17,710</b>	<b>-</b>	<b>-</b>
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	n/a	n/a	n/a	n/a
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	n/a	n/a	n/a	n/a
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	n/a	n/a	n/a	n/a
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	n/a	n/a	n/a	n/a

Signed on behalf of the Charity's trustees



Ms Gaby Butler  
Treasurer

22 November 2023

## Cliffe Woods Primary School Parent Teachers Association

Charity registration number: 299849

### Independent Examiner's Report

*On the accounts for the year ended 31 August 2022*

I report to the trustees on my examination of the accounts of the Cliffe Woods Primary School Parent Teachers Association (the "**Charity**") for the year ended 31 August 2022.

As the charity trustees of the Charity, 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 Charity'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.

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.



Mr I McMillan

Member of the Institute of Chartered Accountants in England and Wales

181 Roehampton Lane  
London  
SW15 4HP

22 November 2023