

Amherst School PTA
Annual report for the financial year ending 31st August 2024
Registered charity number 1002301



Trustees Annual Report

Amherst School PTA
 Witches Lane,
 Sevenoaks
 TN13 2AX

Officers (outgoing)	Name	Dates acted if not for whole year
Chair	Hayley Hansford	01-Sep-23 to 31-Aug-24
Vice Chair	Nicole Miles	01-Sep-23 to 31-Aug-24
Secretary	Annie Peel	01-Sep-23 to 18-Jul-24
Treasurer	Steven Harrison	01-Sep-23 to 27-Jun-24

Officers (incoming)	Name	Dates acted if not for whole year
Chair	Lydia Sage	19-Jul-24 to 31-Aug-24
Vice Chair	Natasha Liow	19-Jul-24 to 31-Aug-24
Secretary	Alexandra Evans	19-Jul-24 to 31-Aug-24
Treasurer	William Penry	28-Jun-24 to 31-Aug-24

Other	Name	Dates acted if not for whole year
Trustee/Headteacher	Andrew Reid	
Trustee	Tom Kennedy	
Trustee	Anna Patten	
Trustee	Helen Buttivant	12-Sep-23 to 31-Aug-24

Structure, Governance and Management

Amherst School Parent Teacher Association (PTA) is governed by the Constitution adopted in 1990 and reviewed in 2003 and 2008. Membership consists of all parents and/or guardians of pupils attending Amherst School and all teachers on the staff of the school. Management of the PTA is vested in a Committee consisting of a Chair, Vice-Chair, Secretary and Treasurer, together with a minimum of six other members who serve until the commencement of the next AGM. Temporary vacancies are filled by co-opting existing Committee members to the offices which have been vacated.

Objectives and Activities

The object of the Association is to advance the education of the pupils in the school. In furtherance of the object the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school
- b) Engage in activities which support the school and advance the education of the pupils attending it
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority)

Achievements and Performance

Thanks to the continued work of the Committee, the unwavering support of our parents and local businesses, the PTA raised net cash and change in receivables* funds of £25,267 during the year.

Key fundraising profits for 2023/4:

Christmas Bazaar	£9,020
Summer BBQ	£7,105
Cake and Uniform Sales	£1,098
School Disco	£815
Quiz Nights	£687

It is important to note that the organisation of events and fundraising activities for the year were implemented by Officers coming to the end of their two-year term (Hayley, Nicole, Annie and Steven). The incoming Officers thank the 2022-4 team for their excellent contribution, their efforts in assisting a smooth transition and laying a fantastic foundation for future success.

The PTA donated £14,559 to Amherst School during the year to fund the replacement of the Octagon and for the travel costs of the annual school pantomime trip.

Match funding raised £4,422, in addition to the key fundraising profits above. This contribution is well appreciated, however it continues the decline in match funding from a high of £32,427 in 2020/21. The Officers are focussing their efforts on increasing Member participation in match funding, with initiatives such as a match funding awareness evening in November 2024 and setting match funding recruitment targets for class representatives.

Unrestricted cash funds of £70,861 were available at the financial year end to be used for future projects and activities.

*During the 2022/3 financial year Amherst PTA jointly held a Coronation Ball with Riverhead Infant School PTA which raised a fantastic sum of £6,462. Amherst PTA's share of profit was received at the beginning of the 2023/4 financial year, and therefore included in the headline figures for the previous year.

Approved by the Trustees on 12th November 2024 and signed on their behalf by:

 **ANDREW REID** 12/11/24

Trustee name



Receipts and payments accounts

For the period from	01/09/2023	To	31/08/2024
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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					
Christmas Bazaar	10,254	-	-	10,254	14,674
Summer BBQ	12,539	-	-	12,539	12,959
Leavers Disco	770	-	-	770	736
Secrets Room	1,320	-	-	1,320	1,288
Cake/Uniform Sales	1,098	-	-	1,098	1,794
Advent Calendar	-	-	-	-	436
School Disco	1,230	-	-	1,230	2,415
Quiz Nights	687	-	-	687	1,968
Team Amherst Merchandise	2,062	-	-	2,062	1,858
Riverhead Carnival	315	-	-	315	-
Valentines Raffle	51	-	-	51	161
Wildlife Calendar	-	-	-	-	280
Fireworks	-	-	-	-	147
Silent Auction	607	-	-	607	-
Spring Ball	6,462	-	-	6,462	-
Deposit Account Interest	531	-	-	531	210
Match Funding	4,422	-	-	4,422	4,855
Other Fundraising	713	-	-	713	1,378
Sub total (Gross income for AR)	43,061	-	-	43,061	45,159
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,061	-	-	43,061	45,159
A3 Payments					
Christmas Bazaar	1,234	-	-	1,234	3,496
Summer BBQ	5,434	-	-	5,434	5,914
Leavers Disco	759	-	-	759	395
Secrets Room	1,085	-	-	1,085	857
Cake/Uniform Sales	-	-	-	-	94
Advent Calendar	-	-	-	-	10
School Disco	415	-	-	415	461
Quiz Nights	-	-	-	-	65
Team Amherst Merchandise	1,547	-	-	1,547	1,036
Riverhead Carnival	-	-	-	-	-
Valentines Raffle	13	-	-	13	-
Wildlife Calendar	-	-	-	-	120
Staff Gifts	550	-	-	550	517
Misc Expenses	293	-	-	293	1,703
Donations to Amherst School	14,559	-	-	14,559	14,292
Sub total	25,891	-	-	25,891	28,962
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	25,891.00	-	-	25,891.00	28,962.00
Net of receipts/(payments)	17,170.00	-	-	17,170.00	16,197.00
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	53,691.00	-	-	53,691.00	37,494.00
Cash funds this year end	70,861.00	-	-	70,861.00	53,691.00

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current A/C	1,246.00	-	-
	Deposit A/C	9,392.00	-	-
	Notice A/C	60,221.00	-	-
	PayPal	2.00	-	-
	Petty Cash	-	-	-
	Total cash funds	70,861	-	-

(agree balances with receipts and payments account(s))

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B2 Other monetary assets

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

B3 Investment assets

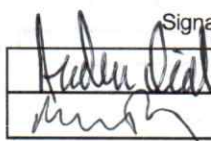

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

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

B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ANDREW REID	12/11/24
	MATTHEW WILLIAM PENNY	12/11/24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Amherst School PTA

**On accounts for the year
ended**

31 August 2024

**Charity no
(if any)**

1002301

Set out on pages

Receipts and Payments Accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 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: 4 October 2024

Name:

Hannah Diddams

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

The Institute of Chartered Accountants in England and Wales

Address:

17 High Street

Brasted

Kent. TN16 1JA