



Trustees' Annual Report

for the period

From (start date) to (end date)

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

 Postcode

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 | Donna Sharp | Co-treasurer | | |
| 2 | Emdli Smith | Treasurer | | |
| 3 | Alix King | Secretary | | |
| 4 | Samantha Richmond | Chair | | |
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Names of the trustees for the charity, if any (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Section A

Reference and administration details (continued)

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)

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

Trust deed

How the charity is constituted
(eg trust, association, company)

Trust

Trustee selection methods
(eg appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting held in July & September

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.

Membership is open to all parents of scholars currently in Merrow Junior school. The trustees oversee the running of the PTA. The trustees seek the views of members, the Merrow Junior school and volunteers in deciding activities and fundraising events. All trustees give their time voluntarily and received no reimbursement / remuneration or other benefits.

Section C

Objectives and activities

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

- Foster communication: Serve as bridge between parents, teachers etc.
- Fundraising: To improve financial support for school projects, activities etc.
- Community building.

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)

In planning our activities for the year we kept in mind the charity Commission's guidance on public benefit at our trustee meetings. The main activities were: Fireworks event, Summer Fair, School discos, Obstacle course

Additional details of objectives and activities (optional information)

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

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

We are grateful for the many hours volunteers have spent working at the different PTA organized events.

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

→ Donna's annual report (excerpt)

We've had many fundraisers over the year from our massive fireworks, termly discos, Mellow Market, the Christmas Shopping experience for the children, Summer Fair with the year 5's running their own successful stalls, parent social nights, house events and second hand uniform sales. Also providing refreshments at the school events and productions.

We've raised a lot of funds and updated the old pavilion with a gazebo.

Section E

Financial review

Brief statement of the charity's policy on reserves

The PTA maintains a reserve fund to ensure financial stability and to cover unexpected expenses. The reserve fund is reviewed annually and adjusted as necessary to reflect the PTA's financial needs + goals.

Details of any funds materially in deficit

Na

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.

Opening balance in bank on 1 Sept 23 : £16 117.66
 Income summary: £ 28 817.47
 Expense summary: £ 23 380.72
 Bank reconciliation: Balanced
 Closing balance on 31/8/24 : £ 21 554.41
 Recommendations: ^{a)} Good earners: Discos, Fireworks, Obstacle course, Summer fair

Section F

Other optional information

b) Make more off:
 - Company match funding/donations
 - Promote lottery
 - Merrow market
 c) Buy money s cash boxes for stalls to manage cash better.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Emdi

Full name(s)

Emdi Smith

Position (eg Secretary, Chair, etc)

Treasurer

Date

27/11/24

| | Income | Expenditure | Balance of Event |
|--------------------------------------|-----------|-------------|------------------|
| Events | | | |
| Bingo Night | £467.89 | £268.60 | £199.29 |
| Christmas Card Fundraising | £239.09 | £0.00 | £239.09 |
| Christmas Hampers | £655.00 | £74.34 | £580.66 |
| Crazy Hair Day | £236.25 | £0.00 | £236.25 |
| Discos | £1,857.84 | £615.53 | £1,242.31 |
| Fantastic Friday/Wonderful Wednesday | £0.00 | £200.00 | -£200.00 |
| Fireworks | £9,463.94 | £5,186.98 | £4,276.96 |
| Frosty Fridays | £297.20 | £0.00 | £297.20 |
| Gardening Days | £0.00 | £25.00 | -£25.00 |
| House Events | £0.00 | £0.00 | £0.00 |
| Merrow Market | £1,636.11 | £646.84 | £989.27 |
| Mufti Days | £0.00 | £0.00 | £0.00 |
| Obstacle Course | £2,311.45 | £143.75 | £2,167.70 |
| Quiz Night | £0.00 | £0.00 | £0.00 |
| Parent 90s Disco | £29.24 | £30.00 | -£0.76 |
| Petty Cash | £0.00 | £0.00 | £0.00 |
| Refreshments | £163.05 | £6.90 | £156.15 |
| Summer Fair | £9,195.70 | £5,341.28 | £3,854.42 |
| Year 6 Leavers Events | £994.73 | £1,064.50 | -£69.77 |

| Passive Income | | | |
|-----------------------|---------|-------|---------|
| Clothes Recycling | £198.80 | £0.00 | £198.80 |
| Lottery | £403.65 | £0.00 | £403.65 |
| One off donations | £420.88 | £0.00 | £420.88 |
| Uniform Sales | £246.65 | £0.00 | £246.65 |

| Subscriptions & Annual Commitments | | | |
|--|-------|-----------|------------|
| Class Funds | £0.00 | £1,600.00 | -£1,600.00 |
| Licenses (TEN, Small Scale Lottery etc.) | £0.00 | £61.00 | -£61.00 |
| School Minibus | £0.00 | £102.05 | -£102.05 |
| School Resources (Twinkl, class supplies etc.) | £0.00 | £340.00 | -£340.00 |
| Subscriptions (Parentkind etc.) | £0.00 | £153.00 | -£153.00 |

| Large Scale Projects | | | |
|-------------------------------|-------------------|-------------------|------------------|
| Project 1 - All Weather Pitch | £0.00 | £0.00 | £0.00 |
| Project 2 - Outdoor Learning | £0.00 | £7,520.95 | -£7,520.95 |
| Project 3 - TBC | £0.00 | £0.00 | £0.00 |
| Project 4 - TBC | £0.00 | £0.00 | £0.00 |
| Totals | £28,817.47 | £23,380.72 | £5,436.75 |

Bank Reconciliation Statement

| | |
|--|-------------|
| Balance brought forward 01/09/23 | £16,117.66 |
| Total Income | £28,817.47 |
| Total Expenditure | -£23,380.72 |
| Closing Balance as per Accounts | £21,554.41 |
| Closing balance as per Bank account 31/8 | £21,554.41 |
| Difference | £0.00 |



Section A

Independent Examiner's Report

Report to the trustees/directors/ members of

Charity Name Bushy Hill PTA

On accounts for the year ended

September 2024

Charity no.:

1004186

Company no.:

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

DSL

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.

* Please delete the words in the brackets if they do not apply.

Signed: D. J. Crush

Date: 17/11/2024

Name: DANIEL JAMES CRUSH

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

CIMA ACMA

Address: MAYKROFT, OLD MERROW STREET,

MERROW, GUILDFORD,

GU4 7AX

Section B

Disclosure

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.

Not applicable

DSZ