



Trustees' Annual Report for the period

From 01/09/2023 **(period start date)** **To** 31/08/2024 **(period end date)**

Charity name: Cotham Gardens Primary School Parent Teacher and Friends Association

Charity registration number: 1005349

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	develop more extended relationships between staff, parents and others associated with the school - engage in activities which support the school and advance the education of the pupils - provide and assist in the provision of facilities for education at the school which are not normally provided by the Single Academy Trust
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>Our activity is balanced between fundraising events and assessing funding requests for school enrichment activities. Top fundraising events were Spooky Disco (£2,753.34), Summer Fair (£2,463.32), Christmas Fair (£2,067.48) and Christmas Trees (£2,042.44).</p> <p>Examples of enrichment activities supported include Librarian, Little Wandle books, Sports Day, YR6 Camp, Glockenspiel purchase, Science resources, YR5 Mojo active event, Book bags, PA System, African drum workshop, Crochet and quiet club materials.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance on public benefit published by the Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	Para 1.38	
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Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

<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>Total income for this period was £25,738 and total expenditure was £41,649. This was due to an underspend in the previous period and changes to our school's financial staff.</p> <p>Our activity is balanced between fundraising events and assessing funding requests for school enrichment activities. Top fundraising events were Spooky Disco (£2,753.34), Summer Fair (£2,463.32), Christmas Fair (£2,067.48) and Christmas Trees (£2,042.44).</p> <p>Examples of enrichment activities supported include Librarian, Little Wandle books, Sports Day, YR6 Camp, Glockenspiel purchase, Science resources, YR5 Mojo active event, Book bags, PA System, African drum workshop, Crochet and quiet club materials.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We are in a good position with just over £15k available for funding into the next reporting year, although some further invoices from the school for costs incurred this year are expected.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	n/a – we do not hold reserves
Amount of reserves held	Para 1.22	£0
Reasons for holding zero reserves	Para 1.22	As a small school and a small charity, we do not formally hold reserves. We simply spend within our means, depending on the success of our fundraising efforts.
Details of fund materially in deficit	Para 1.24	n/a – we are not in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a – we do not have uncertainties

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	

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	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
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	The officers of the committee are elected at the 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	
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	Cotham Gardens Primary School Parent Teacher and Friends Associations
Other name the charity uses	Cotham Gardens PTAF (informally only)
Registered charity number	1005349
Charity's principal address	Cotham Gardens Primary School 16-18 Cotham Grove BRISTOL BS6 6AL

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	Maija Riitta Lawrence	Co-Chair & Trustee	Whole year	PTAF Committee / Trustee
	2	Dorothy Wood (Marlow)	Treasurer	Whole year	PTAF Committee

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a – not registered on Companies House		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a – charity does not hold property		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a – no assets held
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a – no assets held
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a – no assets held

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Name of chief executive or names of senior staff members (Optional information)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

Other optional information



Declarations

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

Signed on behalf of the charity's trustees

	Signature(s)	Dorothy Wood	
	Full name(s)	Dorothy Wood	
	Position (eg Secretary, Chair, etc)	Treasurer	
	Date	30/06/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Cotham Gardens Primary School Parent Teacher and Friends
No (if any)
1005349

Receipts and payments accounts

For the period from 01/09/2023 To 31/08/2024

CC16a

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	20,618	-	-	20,618	30,734
Donations	5,120	-	-	5,120	865
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,738	-	-	25,738	31,599
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,738	-	-	25,738	31,599
A3 Payments					
Costs of charitable activities (grants to school)	34,767	-	-	34,767	12,298
Costs of fundraising activities	6,882	-	-	6,882	12,714
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	41,649	-	-	41,649	25,012
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	41,649	-	-	41,649	25,012
Net of receipts/(payments)	- 15,911	-	-	- 15,911	6,587
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 15,911	-	-	- 15,911	6,587

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		4,616	-	-
		-	-	-
		-	-	-
	Total cash funds	4,616	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

Categories	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



Section A Independent Examiner's Report

Report to the trustees/ members of

COTHAM GARDENS PARENT, TEACHER AND FRIENDS ASSOCIATION

On accounts for the year ended

31/08/2024

Charity no (if any)

1005349

Set out on pages

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

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 (~~other than that disclosed below *~~) 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.

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

Signed: [Signature]

Date: 12/6/25

Name: CHARLOTTE HILLIARD

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

N/A.

Address:

46 FREMANTLE RD
COTHAM
BRISTOL BS6 5SU