

Confidential

THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

(Registered Charity Number 1016980)

THE WOODFORD GREEN PREPARATORY SCHOOL PARENT-TEACHER
ASSOCIATION

ACCOUNTS FOR THE YEAR ENDED

31 AUGUST 2024

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THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

(Registered Charity Number 1016980)

LEGAL AND ADMINISTRATIVE

Constitution

The Woodford Green Preparatory School Parent-Teacher Association was constituted as a registered charity on 3 February 1993.

Committee (as at 31 August 2024)

Co-Chair	Rebecca Farriday (resigned July 2024)
Co-Chair	Sarah Dumont (appointed Jul 2024)
Co-Chair	Jaspal Seehra (appointed 19 Oct 2022)
Co-Treasurer	Parbin Khatum (resigned July 2024)
Co-Treasurer	Yoonjin Song (appointed Jul 2024)
Co-Treasurer	Yumna Rizwan (appointed Oct 2023)
Co-Secretary	Rajeev Vohora (appointed Oct 2023)
Co-Secretary	Olaide Oboh (resigned July 2024)

Headmistress	Ms McDonald (resigned July 2024)
Acting Headmistress	Ms B Chere

Teacher Members	Ms Andrews Mrs Beer Mrs Allan
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Registered Address	Woodford Green Preparatory School Glengall Road Woodford Green Essex IG8 0BZ
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Bankers	Lloyds Bank 25 Gresham Street London EC2V 7HN
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THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

(Registered Charity Number 1016980)

ANNUAL REPORT OF THE COMMITTEE - Year ended 31 August 2024

The Committee presents their annual report and accounts for the year ended 31 August 2024.

Objects

The charitable purpose of the Association is to advance the education of the pupils in Woodford Green Preparatory School Limited ("the School"). In furtherance of this object the Association may:

1. Develop more extended relationships between the staff, parents and others associated with the School;
2. Engage in activities which support the School and advance the education of the pupils attending it; and
3. Provide and assist in the provision of facilities for education at the School.

Membership

Full membership of the Association shall be open to the parents or guardians of any present pupils of the School by paying the annual subscription in such amount as shall be decided by the Committee. All present teaching staff of the School shall be full members of the Association.

Management

The management of the Association is vested in the Committee, the members of which are the Charity's Trustees. Details of the Committee as at 31 August 2024 are set out on page 3. The Committee and Parent Members are elected at the Annual General Meeting to serve for a period not exceeding three years. Both parents of any child may not serve concurrently. All Committee members receive basic child safeguarding training as part of their induction. All decisions are taken by a vote of the Trustees.

The Teacher Members are chosen by the present teaching staff from amongst their own number to serve for a term not exceeding three years. The Committee has the power to co-opt members, of which there may only be a maximum of five at any one time (other than members co-opted to replace elected members who have retired during the course of their term). The Association obtains Public Liability and other insurance through its membership of Parentkind. None of the Committee members receive any remuneration from the Association.

Activities

The activities of the Association during the year ended 31 August 2024 are described in the Report of the Chair on pages 5 to 6.

Connected Charities

The Woodford Green Preparatory School Limited is a Registered Charity, number 310930. The Association is a member of Parentkind, Registered Charity number 275113.

Funds

At 31 August 2024 the Association had **net assets** of £52,292 (2023: £27,193) represented entirely by unrestricted general-purpose funds. These are considered available and adequate to fulfil the obligations of the Association for the foreseeable future. There is no specific policy for holding reserves and Funds are used when appropriate projects or activities are agreed by the Committee, and the policy of the Committee is to raise sufficient funds to be able to support such projects or activities as they arise.

On Behalf of the Committee



Co-Chair

Date: 23 June 2025

THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

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REPORT OF THE CO-CHAIRS

The Committee has continued with the view that the aim of its existence is to:

- arrange fun events for the children who attend the school to give them a broader experience of school life;
- arrange social events for parents with an intent to fundraise; and
- build a sense of community amongst the parents, children and staff at the school.

Highlights

This year the PTA has raised £38,607 (2023: £18,863) from PTA events, subscriptions and donations, with net income of £25,099 (2023: £5,051) for the 2022/23 financial year. Cash at bank has increased in the year to £50,849 (2023: £25,543).

This year with our new bank account we were able to introduce contactless payment via card readers and QR codes.

This year we were able to offer a full programme of events and would like to highlight the main events of the year.

Lower School Halloween Disco (+£772) Being the first PTA event for the academic year, we had a great turnout with all tickets being fully sold. The children (and parents!) had a great time with the return of BamBam.

School Uniform Sales (+£4,368) Traditionally this is one of our most successful events. Thanks to the generous donations from the parents in the school of good quality used uniform, we were able to organise a several sales throughout the year.

Christmas events

Christmas Fair (+£1,356) Held on a Saturday. The event attracted a large crowd of mainly families to celebrate the festive season.

Pop up stalls (+£1,797) Children from F2 up were encouraged to bring in their pocket money visit our Xmas stalls to purchase gifts for friends and family.

Reindeer (-£950) This year the PTA funded an educational visit by Woodstock Farm who brought reindeer to the school over the Christmas period. All year groups were given a talk and chance to meet the reindeer – the event was a huge success with the children who thoroughly enjoyed it.

Parent's Quiz Night (+£805) A special thanks to our resident quiz master, Tommy Sandhu, who filled the evening with laughter and fun, with a great variety of questions. This event is such a wonderful informal way for the parents to get together and enjoy some healthy competitive fun.

Easter Wipeout (+£1,556) Traditionally an event for the upper school, this year a smaller version was replicated for the lower school. Both events were incredibly popular with every ticket sold, comprising large outdoor inflatables, pizza and Krispy Kremes!

Summer Fayre (+£2,000) The children were entertained with numerous stalls and games before the start of the summer holidays.

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Subscriptions + (£1,895) A £5 optional subscription is contributed by parents at the beginning of the academic year to support the activities of the PTA. This income is a valuable contribution to the activities the PTA continues to support every year such as the Living Eggs programme and the Pantomime.

Benevity (+£15,536) Benevity match funding is a platform that helps companies create and manage donation matching programs for employees. We were very fortunate to be able to secure match an impressive sum of £15,536!

Year 6 Leavers Party Contribution (-£1,000) The PTA contributed £1,000 towards the year 6 leaving party which, this year, was a pool party in Epping Forest and have made an advance payment towards next year's event.

Pantomime (-£1,439) Great feedback received from the children and an event the PTA will happily support next year.

Living eggs (-£342) Once again, the PTA funded this initiative which was enjoyed by the F1 children with visits from children in all year groups.

Future Plans

In addition to supporting ongoing annual activities, the PTA engages with the school to form a strategic expenditure plan covering a longer period for a larger scale project. The PTA welcomes suggestions from parents on ideas that will benefit the whole school in the future.

Special Thanks

We would like to thank:

- 1) Ms Chere (Acting Head) and staff members for their continued support of the PTA.
- 2) Staff representative Mrs Allan who provided administrative support for the PTA and liaison between the PTA and the school, who has now left the school. We are pleased to welcome back Mrs Allan in the current year who provided the PTA with support for many years previously.
- 3) All teachers and staff at the school for their support of the fundraising events.
- 4) All parents on the PTA who give up their time to support the school, volunteering at our events, and the parents who attend non-PTA events to promote the PTA.
- b) All parents and children who support the fundraising events.

Unfortunately and inevitably there are a few PTA members who have already or will be stepping down. We thank all our members for giving up their valuable time to support the fundraising efforts of the PTA. In particular, our Co-Treasurer, Parbin Khatum, who has provided invaluable support to the PTA in fulfilling our treasury obligations for many years.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The constitution of the Association requires the Trustees ("the Committee") to prepare accounts for each financial year which give a true and fair view of the state of the Charity's affairs as at the end of the financial year and of the incoming resources and application of the resources in that year. In preparing those accounts the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Trustees are responsible for keeping proper accounting records, for safeguarding the assets of the Association and for the prevention and detection of fraud and other irregularities.

THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

(Registered Charity Number 1016980)

STATEMENT OF FINANCIAL POSITION

For the year ended 31 August 2024

	Note	2024 £	2023 £
Current assets			
Cash at bank and in hand		50,849	25,543
Prepayments		1,300	1,200
Other debtors	2	1,835	1,800
Total assets		53,984	28,543
Liabilities			
Other payables	3.1	(342)	
Provisions	3.2	(1,350)	(1,350)
Total liabilities		(1,692)	(1,350)
Net assets		52,292	27,193
Represented by :			
Unrestricted general purpose funds		52,292	27,193
		52,292	27,193

THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

(Registered Charity Number 1016980)

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 August 2024

	Note	2024	2023
		£	£
Income			
Donations			
Membership subscriptions & benevolence		17,431	1,860
Other trading activities (income from fundraising)	4	21,176	17,003
Total income		<u>38,607</u>	<u>18,863</u>
Expenditure on:			
Raising funds	4	(8,522)	(7,112)
Charitable activities	4	(4,531)	(6,411)
Other	4	(455)	(289)
Total expenditure		<u>(13,508)</u>	<u>(13,812)</u>
Net (expenditure)/income		<u>25,099</u>	<u>5,051</u>
Reconciliation of funds:			
Total funds brought forward		27,193	22,142
Net (expenditure)/income		25,099	5,051
Total funds carried forward		<u>52,292</u>	<u>27,193</u>

NOTES TO THE ACCOUNTS

1 Accounting Policies

1.1 Basis of Accounting

The Accounts have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Accounting and Reporting by Charities: Statement of Recommended Practice (2015) and in accordance with applicable law and under the historical cost convention.

The Trustees consider there are no material uncertainties about the charity's ability to continue as a going concern or the Association's financial and liquidity positions.

Material judgements and estimates

Goods donated for sale are only recognized on sale rather than at the point of receipt. It is considered that the cost involved in undertaking a valuation is not justified by the benefits to the users of the accounts in terms of their better understanding the resources available to the charity and to the charity itself from having this financial information due to the materiality of the donations received.

1.2 Incoming Resources

1.2.1 Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when

- the charity becomes entitled to the resources;
- it is probable that economic benefits will flow to the charity; and
- the monetary value can be measured with sufficient reliability.

Goods donated for sale are recognized as income only on their sale due to materiality considerations and as the cost involved in undertaking a valuation would not be justified by the benefits to users of the accounts in terms of their better understanding the resources available to the charity and to the charity itself from having this financial information.

1.2.2 Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising) the incoming resources and related expenditure are reported gross in the SoFA.

Volunteer help

The value of any voluntary help received is not included in the accounts. Volunteers include parents from the school who devote their time to organizing the activities of the PTA and running the activities on the day.

1.3 Expenditure and liabilities

Liabilities

Liabilities are recognized as soon as there is a legal or constructive obligation to pay out resources. A constructive obligation exists where the commitment made by the charity is specific, the commitment is communicated directly to the beneficiaries and there is an established pattern of practice that indicates to the recipients that the charity will meet its commitment.

A provision is recognised when:

- there is a present obligation at the reporting date as a result of a past event;
- it is probable that a transfer of economic benefit will be required in settlement; and

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- the amount of the settlement can be estimated reliably.

Provisions for liabilities are measured at the best estimate of their settlement amount discounted back to the present value at the reporting date where the effect of discounting is material.

1.4 Assets

Tangible fixed assets for use by the charity

These are capitalized if they are for ongoing use by the charity, and cost at least £500. They are valued at cost or a reasonable estimate of fair value on receipt. Assets costing less than £500 are expensed on purchase.

Donated goods for resale are not recognized as it is considered the cost of valuation would outweigh the benefit to users of the accounts and the charity of this information. Donated goods are recognized when they are sold.

Debtors

Prepayments are measured at the amount paid in advance for goods and services.

Funds

All resources are unrestricted funds of the Charity.

2. Debtors

Debtors comprise amounts owed by Woodford Green Preparatory School in relation to Membership subscriptions collected on behalf of the PTA.

3.1 Other payables

Payables in the current period comprise of the Living Eggs activity which are expected to be settled within 12 months of the year end.

	2024	2023
	£	£
Provisions brought forward	0	0
Other payables	342	0
Carried forward	342	0

3.2 Provisions

Provisions for liabilities in the current period comprise amounts owed in relation to the Storyteller seating collection.

	2024	2023
	£	£
Provisions brought forward	1350	0
Other payables	-	1350
Carried forward	1350	1350

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4. Net income from PTA events

	FY24	FY24	FY24	FY23	FY23	FY23
	Income	Expenses	Profit	Income	Expenses	Profit
PTA Events						
Uniform Sale	4,368	-	4,368	3,307	(63)	3,244
Summer Fair	4,104	(2,104)	2,000	5,268	(2,362)	2,906
Christmas Pop Up	2,210	(422)	1,787	1,720	(1,203)	427
PTA Wipeout 2024	3,127	(1,571)	1,556	2,000	(1,287)	713
Christmas Fair	4,778	(3,423)	1,356	-	-	-
Quiz Night	1,385	(580)	805	1,415	(793)	622
Lower School Halloween Disco	1,195	(423)	772	-	-	-
Total PTA Events	£21,176	£(8,522)	£12,654	£13,710	£(5,798)	£7,912
Subscriptions & Donations						
Subscription fees & benevity	17,431	-	17,431	-	-	-
Total Subscriptions & Donations	£17,431	£0	£17,431	£0	£0	£0
Contributions to School/Other						
Pantomime	-	(1,439)	(1,439)	-	(1,559)	(1,559)
Year 6 leaver party	-	(1,000)	(1,000)	-	(1,000)	(1,000)
Christmas Reindeer	-	(950)	(950)	-	(2,160)	(2,160)
Deposit - School Ball	-	(800)	(800)	-	-	-
Living Eggs	-	(342)	(342)	-	(342)	(342)
Other	-	(455)	(455)	-	-	-
Total Contributions to School/Other	£0	£(4,986)	£(4,986)	£0	£(5,061)	£(5,061)
Banners						
Upper School disco	-	-	-	400	-	400
Lower School Magic Show	-	-	-	930	(320)	610
Easter crafts	-	-	-	1,123	(500)	623
Storyteller reading chair	-	-	-	840	(494)	346
Other	-	-	-	-	(1,350)	(1,350)
TOTAL	£38,607	£(13,508)	£25,099	£17,063	£(13,812)	£3,191

5. Transactions with related parties

There have been no transactions with related parties during the current or prior years.

Trustees' remuneration

None of the trustees have been paid any remuneration or received any other benefit from an employment with the charity or a related entity. No trustee expenses have been incurred.

6. Events after the balance sheet date

There have been no events after the balance sheet date that require adjustment or disclosure.

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**THE WOODFORD GREEN PREPARATORY SCHOOL PARENT-TEACHER
ASSOCIATION**

ACCOUNTS FOR THE YEAR ENDED

31 AUGUST 2024

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Headmistress	Ms McDonald (resigned July 2024)
Acting Headmistress	Ms B Chere

Teacher Members	Ms Andrews Mrs Beer Mrs Allan
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Registered Address	Woodford Green Preparatory School Glengall Road Woodford Green Essex IG8 0BZ
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Bankers	Lloyds Bank 25 Gresham Street London EC2V 7HN
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ANNUAL REPORT OF THE COMMITTEE - Year ended 31 August 2024

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On Behalf of the Committee



Co-Chair

Date: 23 June 2025

THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

(Registered Charity Number 1016980)

REPORT OF THE CO-CHAIRS

The Committee has continued with the view that the aim of its existence is to:

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1.1 Basis of Accounting

The Accounts have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Accounting and Reporting by Charities: Statement of Recommended Practice (2015) and in accordance with applicable law and under the historical cost convention.

The Trustees consider there are no material uncertainties about the charity's ability to continue as a going concern or the Association's financial and liquidity positions.

Material judgements and estimates

Goods donated for sale are only recognized on sale rather than at the point of receipt. It is considered that the cost involved in undertaking a valuation is not justified by the benefits to the users of the accounts in terms of their better understanding the resources available to the charity and to the charity itself from having this financial information due to the materiality of the donations received.

1.2 Incoming Resources

1.2.1 Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when

- the charity becomes entitled to the resources;
- it is probable that economic benefits will flow to the charity; and
- the monetary value can be measured with sufficient reliability.

Goods donated for sale are recognized as income only on their sale due to materiality considerations and as the cost involved in undertaking a valuation would not be justified by the benefits to users of the accounts in terms of their better understanding the resources available to the charity and to the charity itself from having this financial information.

1.2.2 Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising) the incoming resources and related expenditure are reported gross in the SoFA.

Volunteer help

The value of any voluntary help received is not included in the accounts. Volunteers include parents from the school who devote their time to organizing the activities of the PTA and running the activities on the day.

1.3 Expenditure and liabilities

Liabilities

Liabilities are recognized as soon as there is a legal or constructive obligation to pay out resources. A constructive obligation exists where the commitment made by the charity is specific, the commitment is communicated directly to the beneficiaries and there is an established pattern of practice that indicates to the recipients that the charity will meet its commitment.

A provision is recognised when:

- there is a present obligation at the reporting date as a result of a past event;
- it is probable that a transfer of economic benefit will be required in settlement; and



THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION**(Registered Charity Number 1016980)**

- the amount of the settlement can be estimated reliably.

Provisions for liabilities are measured at the best estimate of their settlement amount discounted back to the present value at the reporting date where the effect of discounting is material.

1.4 Assets

Tangible fixed assets for use by the charity

These are capitalized if they are for ongoing use by the charity, and cost at least £500. They are valued at cost or a reasonable estimate of fair value on receipt. Assets costing less than £500 are expensed on purchase.

Donated goods for resale are not recognized as it is considered the cost of valuation would outweigh the benefit to users of the accounts and the charity of this information. Donated goods are recognized when they are sold.

Debtors

Prepayments are measured at the amount paid in advance for goods and services.

Funds

All resources are unrestricted funds of the Charity.

2. Debtors

Debtors comprise amounts owed by Woodford Green Preparatory School in relation to Membership subscriptions collected on behalf of the PTA.

3.1 Other payables

Payables in the current period comprise of the Living Eggs activity which are expected to be settled within 12 months of the year end.

	2024	2023
	£	£
Provisions brought forward	0	0
Other payables	342	0
Carried forward	342	0

3.2 Provisions

Provisions for liabilities in the current period comprise amounts owed in relation to the Storyteller seating collection.

	2024	2023
	£	£
Provisions brought forward	1350	0
Other payables	-	1350
Carried forward	1350	1350

THE WOODFORD GREEN PREPARATORY PARENT-TEACHER ASSOCIATION

(Registered Charity Number 1016980)

4. Net income from PTA events

	FY24	FY24	FY24	FY23	FY23	FY23
	Income	Expenses	Profit	Income	Expenses	Profit
PTA Events						
Uniform Sale	4,368	-	4,368	3,307	(63)	3,244
Summer Fair	4,104	(2,104)	2,000	5,268	(2,362)	2,906
Christmas Pop Up	2,210	(422)	1,787	1,720	(1,200)	520
PTA Wipeout 2024	3,127	(1,571)	1,556	2,000	(1,287)	713
Christmas Fair	4,778	(3,423)	1,355	-	-	-
Quiz Night	1,385	(580)	805	1,415	(793)	622
Lower School Halloween Disco	1,195	(423)	772	-	-	-
Total PTA Events	£21,176	£(8,522)	£12,654	£13,710	£(5,798)	£7,912
Subscriptions & Donations						
Subscription fees & benevity	17,431	-	17,431	-	-	-
Total Subscriptions & Donations	£17,431	£0	£17,431	£0	£0	£0
Contributions to School/Other						
Pantomime	-	(1,439)	(1,439)	-	(1,559)	(1,559)
Year 6 leaver party	-	(1,000)	(1,000)	-	(1,000)	(1,000)
Christmas Reindeer	-	(950)	(950)	-	(2,160)	(2,160)
Deposit - School Ball	-	(800)	(800)	-	-	-
Living Eggs	-	(342)	(342)	-	(342)	(342)
Other	-	(455)	(455)	-	-	-
Total Contributions to School/Other	£0	£(4,986)	£(4,986)	£0	£(5,061)	£(5,061)
Banners						
Upper School disco	-	-	-	400	-	400
Lower School Magic Show	-	-	-	930	(320)	610
Easter crafts	-	-	-	1,123	(500)	623
Storyteller reading chair	-	-	-	840	(494)	346
Other	-	-	-	-	(1,350)	(1,350)
TOTAL	£38,607	£(13,508)	£25,099	£17,063	£(13,812)	£3,191

5. Transactions with related parties

There have been no transactions with related parties during the current or prior years.

Trustees' remuneration

None of the trustees have been paid any remuneration or received any other benefit from an employment with the charity or a related entity. No trustee expenses have been incurred.

6. Events after the balance sheet date

There have been no events after the balance sheet date that require adjustment or disclosure.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees

THE WOODFORD GREEN PREPARATORY SCHOOL PARENT-TEACHER ASSOCIATION

On accounts for the year ended 31/08 2024

Charity no (if any) 1016980

Set out on pages

(Remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08 2024

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

~~[The charity'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 in connection with the examination (other than that disclosed below *) 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; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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: *PD*

Date: 24.06.2025

Name:

PAYAL DESAI

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

ICAEW (ACA QUALIFIED)

Address:

23 BROADMEAD ROAD
WOODFORD
TGB OAX

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.

N/A