



Trustees' Annual Report for the period

From **1/9/2023** To **31/08/2024**

Charity name: **Cleves School PTA**

Charity registration number: **1031777**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide funds in support of educational resources and facilities for the pupils of Cleves School
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	Fund raising activities to raise funds for children and the school - this includes events such as fireworks displays, Xmas Fairs as well as disco's and other sponsorship events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have paid attention to the charity commission guidance on public benefit during the year

Additional information (optional)

You may choose to include further statements where relevant about:

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

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Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>The main achievements during the year included generating net income of over £36k from events such as Fireworks, Summer Ball, Quiz night, Christmas Fair, Raffles and Discos.</p> <p>The funds raised supported the purchase of kitting out the sensory room, SEND resources and IT equipment as well as other resources.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	After financing school projects, the Charity held £64,054 as at 31st Aug-24
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Funds are held to support some bigger projects coming up in 24/25.
Amount of reserves held	Para 1.22	£64,054
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	Fireworks, Summer Fete, Summer Ball, Quiz night, Mufti Days, Raffles, Discos and Christmas Fair
Investment policy and objectives including any social investment policy adopted	Para 1.46	Funding of school resources are discussed at regular PTA meetings where all funding requests are discussed and approved
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	Elected by Parents

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	Cleves School PTA
Other name the charity uses	
Registered charity number	1031777
Charity's principal address	Cleves School Oatlands Avenue Weybridge KT13 9TS

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	Charlotte Dury	Chair		
2	Hannah Murphy	Secretary		
3	Ruth Paisley	Treasurer	From October 2023	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Mrs R E Paisley	Mrs C Drury
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Full name(s)	Ruth Paisley	Charlotte Drury
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Position (eg Secretary, Chair, etc)	Treasurer	Chair
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Date	23.04.2025
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Cleves School Parent Teachers Association
Income statement for the year ended 31 August 2024

2023-24

	Income	Expenses	Profit	2022/23	2021/22
Events					
Fireworks	£54,271.76	-£28,632.50	£25,639.26	£21,600	-£65
2nd Hand Uniform	£624.28		£624.28	£804	£867
Discos	£4,000.00	-£1,113.32	£2,886.68	£3,711	£2,194
Christmas Fair/Events (excluding Raffle)	£5,555.42	-£1,519.64	£4,035.78	£4,295	£536
Quiz night	£738.00	-£324.00	£414.00	£1,133	£0
Fete in the field (didn't run this year)	£1,929.38	-£2,797.32	-£867.94	£4,785	£3,713
Summer Ball (excluding Raffle)	£8,838.44	-£6,570.13	£2,268.31	£4,505	£0
Y6 Leavers Disco		-£1,402.35	-£1,402.35	-£958	-£183
Sponsored Runs				£0	£0
Class Fundraising (incl YR 6 leavers books)	£62.50		£62.50	£4,686	£6,384
Virtual Raffles (Christmas & Summer Ball)	£2,548.74		£2,548.74	£3,273	£3,623
Muftidays				£1,672	£4,344
Funds raised net of costs	£78,568.52	-£42,359.26	£36,209.26	£49,507	£21,414
Other Income					
Gift Aid Donations	£20.00		£20.00	£120	£120
Charities Trust & HMRC Charities (gift aid)	£10.00		£10.00	£1,040	£2,121
Easyfundraising	£15.85		£15.85	£105	£169
Elmbridge Lottery	£166.00		£166.00	£270	£357
Amazon Smile				£295	£238
General & Misc	£59.63		£59.63	£0	£0
Interest	£1,260.06		£1,260.06	£625	£25
Curchods sponsorship				£1,050	£200
Other Income sub-total	£1,531.54		£1,531.54	£3,505	£3,229
Other Expenses					
General & Misc (PTA expenses)	-£820.80		-£820.80	-£633	-£383
PTA UK Insurance	-£153.00		-£153.00	-£140	-£128
Parents events				£0	£0
Charity Donation				-£1,500	-£1,500
Other Expenses sub-total	-£973.80		-£973.80	-£2,273	-£2,011
Net Income					
			£36,767.00	£50,739	£22,633
Funds applied for benefit of school					
		-£41,483.19	-£41,483.19	-£44,477	-£6,477
Excess of Income over expenditure					
			-£4,716.19	£6,262	£16,156
Surplus funds brought forward			£64,204.17	£57,942	£41,786
Funds carried forward			£59,487.98	£64,204	£57,942

Represented By:

Bank Balances:

02703173 Current A/C	£100.00	£100	£100
02703181 Sweep and Reserve a/c	£53,870.25	£58,665	£52,451



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Cleves School Parent Teacher Association

**On accounts for the year
ended**

31/8/2024

**Charity no
(if any)**

1031777

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/8/2024**.

**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:

Date:

9/12/2024

Name:

Gill Robinson

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

ACIE

Address:

Kalaw

Faris Lane

Woodham KT15 3DN

Only complete if the examiner needs to highlight 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.