



Trustees' Annual Report for the period

From 01 September 2021

To 31 August 2022

Charity name: **Claremont Primary School PTA**

Charity registration number: **1036492**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the pupils in the school, including to: <ul style="list-style-type: none">- Develop more extended relationships between the staff, parents and others associated with the school- Engage in activities which support the school and advance the education of the pupils attending it,- Provide and assist in the provision of facilities for education at the 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	During the year the PTA ran a number of events for the enjoyment and benefit of the children and families of the school, and to raise money. The main events were: <ul style="list-style-type: none">- Clarefest- Summer Fete- Scavenger Hunt- Christmas Secret Room- Easter Egg Hunt

		<ul style="list-style-type: none"> - Children's disco - Children's cinema club
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the guidance issued by the Charity Commission on public benefit.

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		

Achievements and Performance

	SORP reference	
<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>This year saw the successful return of our community and school events following a two year hiatus due to the pandemic. The community benefits are not able to be quantified but were significant.</p> <p>In running the events above the total net income raised by the PTA during the year amounted to £48,755.77 with just over £7,000 direct donations received.</p> <p>Total expenditure to run those events was 15,040.75 signalling profit from events of £33,715.02.</p> <p>Principal expenditure was spent funding or subsidising the following to support the education of the children at the school:</p> <ul style="list-style-type: none"> - I.T. £15,000 - Outdoor Classroom £10,000 - Panto Trip £2,208 - Classroom contribution £1,400 - Year 6 leavers £650 <p>The PTA also invested £4,200 in a new storage unit to support the running of the nearly new uniform sales.</p> <p>Total administrative costs (including donations to the school) totalled £53,127.41 which led to a reported loss in the accounts of £12,233.14. This was due to payments to school in October 2021 of invoices from the 2020-2021 accounting year. These were for £18,046.96. Without these costs, the PTA would have had an accounting surplus of £5,813.82.</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	Positive
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The policy is to hold sufficient reserves to maintain the Charity's liquidity. The charity expects the minimum funding to the school annually is £15,000 for I.T.. Therefore a reserve amount of £20,000-30,000 is kept to ensure 1-2 years of future I.T. spend is available.
Amount of reserves held	Para 1.22	£30,412.17 (Cash in bank as of 31 August 2022)
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

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	Unincorporated 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	Trustees are elected to post in meetings and requires two nominations from existing Committee members to be appointed.

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	Claremont Primary School Parent Teacher Association
Other name the charity uses	
Registered charity number	1036492
Charity's principal address	Banner Farm Road Tunbridge Wells TN2 5EB

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	Claire Summers	Chair	whole year	PTA committee
2	Natalie Jolliffe	Vice Chair	whole year	PTA committee
3	Sara Titmuss	Secretary	whole year	PTA committee
4	Sami Fatoohi	Treasurer	whole year	PTA committee
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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)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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) C Summers

Full name(s) Claire Summers

Position (eg Secretary, Chair, etc) Chair

Date 3/10/2023

Profit and Loss

Claremont County Primary School Parent Teacher Association
For the year ended 31 August 2022

Account **2022**

Turnover

5k Run Donation	149.57
Bank Interest Income	2.58
Christmas Card Sales	448.00
Cinema Club Sales	1,018.91
Clarefest Sales	19,808.34
Disco Sales	1,592.96
Dragon Boat Race Donations	110.01
Easter Donations	3,153.65
Event Sponsorship Received	4,230.00
Scavenger Hunt Donation	1,026.09
Second Hand Uniform Sales	2,535.40
Secret Room Donations	1,272.31
Summer Fete Sales	10,755.08
Tea Towels Sales	(34.00)
Text Raffle Donation	701.24
Website Sponsorship Receiv	250.00
Xmas trees & Wreath sales	901.85
Xmas Wreath Making Sales	833.78
Total Turnover	48,755.77

Cost of Sales

Clarefest Expenses	9,472.85
Disco Expenses	374.02
Easter Expenses	188.93
Misc Event Expenses	176.92
Second Hand Uniform Expen	3.50
Secret Room Expenses	63.32
Summer Fete Expenses	3,821.70
Xmas tree & wreath expense	617.90
Xmas Wreath Expenses	321.61
Total Cost of Sales	15,040.75

Gross Profit **33,715.02**

Administrative Costs

Bank & Card Fees	184.79
Donation to School	47,304.96
General PTA Expenses	898.66
PTA Overheads	4,739.00
Total Administrative Costs	53,127.41

Operating Profit **(19,412.39)**

Other Income

Direct Donations received	7,179.25
Total Other Income	7,179.25

Profit on Ordinary Activitie **(12,233.14)**

Profit after Taxation **(12,233.14)**

Balance Sheet

Claremont County Primary School Parent Teacher Association
As at 31 August 2022

Account .ug 2022

Current Assets

Cash at bank and in hand

British Poun 107.27

Business Pr 6,330.11

Community 17,457.34

Instant Acce 6,517.45

Total Cash 30,412.17

Total Current Assets 30,412.17



Section A

Independent Examiner's Report

Report to the trustees

CLAREMONT COUNTY PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

On accounts for the year ended

31 August 2022

**Charity no
(if any)**

1036492

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 31/08/2022.

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; 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.

Signed:

A Gray

Date:

10/12/2023

Name:

Andrew Gray CA CIA BA ALCM

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

Institute of Chartered Accountants of Scotland

Address:

15 Cambridge Street

Royal Tunbridge Wells, Kent

TN2 4SJ

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.