



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	09	2023	To	31	08	2024

Section A Reference and administration details

Charity name Stanford Infant School Parent, Teacher and Friends Association

Other names charity is known by Stanford Infant School PTFA

Registered charity number (if any) 1049295

Charity's principal address

Stanford Infant School
 Highcroft Villas
 Brighton
Postcode BN1 5PS

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	Emma Mowatt			PTFA Committee
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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

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by PTFA committee

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.

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Section C Objectives and activities

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

Advance the education of the pupils in the school. In furtherance of this object the Association may:

- a) promote the best interests of the School and of the children in it
- b) foster extended relationships between parents, staff and the associated community
- c) provide a forum for the discussion of issues pertaining to the school
- d) raise funds for items additional to those provided by the Authority

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)

Fundraising events include:

- Film nights
- School Discos
- Christmas and Summer Fayres (inc. Raffles)
- Cake Sales
- Family/Parents Quiz nights
- Family Bingo
- Donations
- School Lottery
- Easyfundrasing
- Other - Christmas Card Project, Clothes Recycling Collections, End of Year Tea Towels

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.

Summary of the main achievements of the charity during the year

Main fundraising objective for the year was to refurbish the main playground equipment and playground markings.

Other achievements:

Upgrade to School's Wifi

Investment in the Forest School programme

Refresh/replace books (Phonics books and Picture books)

Subsidising school visits and trips

Providing advertising for prospective parents

Providing safety equipment to make the roads around school safer.

Section E

Financial review

Brief statement of the charity's policy on reserves

Approximately £6,000 remaining at the end of the year, which will go towards next year's main objective to refurbish the Reception playground.

Details of any funds materially in deficit

None

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.

Section F

Other optional information

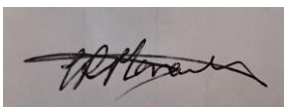
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Emma Mowatt

Position (eg Secretary, Chair, etc)

Outgoing Chair

Date

25/06/2025

Stanford Infants PTF - Finances Sep23 - Aug 24

CURRENT ACCOUNT					
Date	Type Description	Credit	Debit	Rec/Inv Balance	Comment
				9840.98	
13-Sep-23	To Stanford Inf Sch		3783		6057.98 Wifi and Forest School
23-Sep-23	To Emma Mowatt		28.3		6029.68 PTF Meeting Expenses
03-Oct-23	From Stripe	167.35			6197.03 Film Night Tickets
04-Oct-23	From Stripe	54.59			6251.62 Film Night Tickets
05-Oct-23	From Stripe	70.78			6322.4 Film Night Tickets
06-Oct-23	From Stripe	32			6354.4 Film Night Tickets
07-Oct-23	To Mark Jukes		572.35		5782.05 Film Night Bookers Expenses
07-Oct-23	To Ope Gibbs		21		5761.05 Film Night TENs
09-Oct-23	From Stripe	15.59			5780.64 Film Night Tickets
10-Oct-23	From Stripe	41.79			5822.43 Film Night Tickets
11-Oct-23	From PayPal	697.63			6520.06 Film Night Card Takings
11-Oct-23	From Stripe	6.4			6526.46 Quiz Night Tickets
12-Oct-23	To Filmbank		151.9		6374.56 Film Night Licence
18-Oct-23	From PayPal	128.66			6503.22 Film Night Card Takings
24-Oct-23	From Anglo Recycling	155			6658.22 Bags2School Collection
31-Oct-23	To Ope Gibbs		42		6616.22 Quiz Night and Xmas Fayre TENs
10-Nov-23	From Stripe	303.12			6919.34 Quiz Night Tickets
13-Nov-23	From Stripe	47.7			6967.04 Quiz Night Tickets
14-Nov-23	To Emma Mowatt		12.5		6954.54 PTF Meeting Expenses
14-Nov-23	From EasyFundraising	37.65			6992.19 EasyFundraising
14-Nov-23	From Stripe	117.14			7109.33 Quiz Night Tickets
16-Nov-23	From Stripe	131.78			7241.11 Quiz Night Tickets
17-Nov-23	To Prestige Printing		51		7190.11 Xmas Fayre Raffle Tickets
17-Nov-23	From Stripe	87.27			7277.38 Quiz Night Tickets
18-Nov-23	To Ope Gibbs		20		7257.38 Council Gambling Licence
18-Nov-23	To Jennifer Daniel		67.46		7189.92 Quiz Night Food Expenses
20-Nov-23	From Stripe	38			7227.92 Xmas Fayre Grotto Tickets
21-Nov-23	To Mark Jukes		223.31		7004.61 Quiz Night Bookers Expenses
21-Nov-23	From PayPal	467.14			7471.75 Quiz Night Card Takings
21-Nov-23	From Stripe	9.5			7481.25 Xmas Fayre Grotto Tickets
23-Nov-23	From Stripe	82.9			7564.15 Xmas Fayre Grotto Tickets
24-Nov-23	From PayPal	0.98			7565.13 Quiz Night Card Takings
24-Nov-23	From Stripe	11.04			7576.17 Xmas Fayre Grotto Tickets
27-Nov-23	From Stripe	5.62			7581.79 Xmas Fayre Grotto Tickets
28-Nov-23	From Stripe	19.37			7601.16 Xmas Fayre Grotto Tickets
28-Nov-23	To Emma Mowatt		226.12		7375.04 Xmas Fayre Expenses
29-Nov-23	From Stripe	16.68			7391.7 Xmas Fayre Grotto Tickets
30-Nov-23	From Stripe	49.98			7441.68 Xmas Fayre Grotto Tickets
01-Dec-23	To Ariane Placidet		250		7191.68 Xmas Fayre Waffle Expenses
01-Dec-23	From Stripe	2.71			7194.39 Xmas Fayre Grotto Tickets
02-Dec-23	To Emma Mowatt		28.6		7165.79 Xmas Fayre Expenses
02-Dec-23	From SAMartin	75			7240.79 Private Donation
03-Dec-23	From Rob Green	30			7270.79 Xmas Fayre Silent Auction
03-Dec-23	From Al Westley	60			7330.79 Xmas Fayre Silent Auction
04-Dec-23	From PayPal	54.02			7384.81 Xmas Fayre Card Takings
04-Dec-23	From Stripe	10.84			7395.65 Xmas Fayre Grotto Tickets
04-Dec-23	From Emma Mowatt	35			7430.65 Xmas Fayre Silent Auction
04-Dec-23	Cash Deposit	4249.61			11680.26 Cash From Events
04-Dec-23	From James Harper	125			11805.26 Xmas Fayre Silent Auction
05-Dec-23	To Paul Garner		6.95		11798.31 Xmas Fayre Expenses
05-Dec-23	To Rachel Lingham		24.7		11773.61 Xmas Fayre Expenses
05-Dec-23	To Karen Ragozd		10.3		11763.31 Xmas Fayre Expenses
05-Dec-23	From Stripe	8.33			11771.64 Xmas Fayre Grotto Tickets
05-Dec-23	From Jessie Mackey	90			11821.64 Xmas Fayre Silent Auction
05-Dec-23	From PayPal	1202.86			13024.5 Xmas Fayre Card Takings
06-Dec-23	From Stripe	13.55			13038.05 Xmas Fayre Grotto Tickets
11-Dec-23	From S Davis	955			13993.05 Private Donation
16-Dec-23	To Emma Mowatt		55.9		13937.15 Staff Gifts
16-Dec-23	To Marcelle Sherie		11.21		13925.94 Xmas Fayre Expenses
02-Jan-24	To Parentkind		153		13772.93 Parentkind Membership
12-Jan-24	To Ope Gibbs		21		13751.93 Bingo Night TENs
15-Jan-24	To Jaume Onchard		10		13741.93 Bingo Night Ticket Refund
15-Jan-24	From G&H Cooper	10			13751.93 Bingo Night Tickets
17-Jan-24	From Stripe	348.28			14100.21 Bingo Night Tickets
18-Jan-24	From Stripe	161.53			14261.74 Bingo Night Tickets
19-Jan-24	From Stripe	19			14280.74 Bingo Night Tickets
20-Jan-24	To Emma Mowatt		47.35		14233.39 Bingo Night Expenses
22-Jan-24	From Stripe	4.65			14238.04 Bingo Night Tickets
24-Jan-24	To Mark Jukes		194.7		14043.34 Bingo Night Bookers Expense
24-Jan-24	From PayPal	329.57			14372.91 Bingo Night Card Takings
24-Jan-24	From Stripe	24.62			14397.53 Bingo Night Tickets
25-Jan-24	From S&M Court-Brown	1			14398.53 Pre-loved Uniform
16-Feb-24	To Yasha Gotsman		16.91		14381.62 Fund Raiser Expenses
13-Feb-24	From EasyFundraising	73.01			14454.63 EasyFundraising
21-Feb-24	From Eccleall PR	206.17			14660.8 Xmas Card Project
22-Feb-24	To Ope Gibbs		21		14639.8 Film Night TENs
22-Feb-24	To Benjamin Hasker		150		14488.8 Race Night Expenses
22-Feb-24	To Emma Mowatt		13.75		14476.05 PTF Meeting Expenses
28-Feb-24	From Stripe	119.16			14595.21 Film Night Tickets
28-Feb-24	Cash Deposit	842			15437.21 Cash From Events
01-Mar-24	From Stripe	22.79			15460 Film Night Tickets
04-Mar-24	From Stripe	57.79			15517.79 Film Night Tickets
05-Mar-24	From Stripe	12.8			15530.59 Film Night Tickets
06-Mar-24	From Stripe	6.4			15536.99 Film Night Tickets
07-Mar-24	From Stripe	44.99			15581.98 Film Night Tickets
08-Mar-24	From Stripe	3.2			15585.18 Film Night Tickets
09-Mar-24	To Emma Mowatt		24.57		15560.61 Film Night Expenses
11-Mar-24	From Stripe	35.39			15596.00 Film Night Tickets
11-Mar-24	To Mark Jukes		299.18		15296.82 Film Night Bookers Expenses
12-Mar-24	From Stripe	6.4			15303.22 Film Night Tickets
13-Mar-24	From PayPal	619.46			15922.68 Film Night Card Takings
13-Mar-24	From Stripe	16			15938.68 Film Night Tickets
15-Mar-24	To Daisy Beaumont		106.06		15832.62 Film Night Licence
15-Mar-24	To Stanford Inf Sch		1711.66		14120.96 Phonics/Book/Poet Visit
26-Mar-24	To Susie Franklin		24		14096.96 Pre-loved Uniform Expenses
27-Mar-24	From PayPal	64.31			14161.27 Film Night Card Takings
28-Mar-24	From Stripe	20.94			14182.21 Race Night Tickets
04-Apr-24	From Stripe	28.81			14211.02 Race Night Tickets
04-Apr-24	Cheque Deposit	122			14333.02 MyNameTags
05-Apr-24	From Stripe	4.65			14337.67 Race Night Tickets
18-Apr-24	From Stripe	9.5			14347.17 Race Night Tickets
19-Apr-24	To Ope Gibbs		21		14326.27 Race Night TENs
19-Apr-24	To Stanford Inf Sch		1255		13071.27 Subsidise School Trips
22-Apr-24	To Emma Mowatt		20.85		13050.42 PTF Meeting Expenses
23-Apr-24	To Mark Jukes		143.93		12906.49 Race Night Bookers Expenses
23-Apr-24	To Benjamin Hasker		130		12776.49 Race Night Expenses
24-Apr-24	From Stripe	49.05			12825.54 Race Night Tickets
25-Apr-24	From Stripe	52.35			12877.89 Race Night Tickets
25-Apr-24	To Stanford Inf Sch		159.98		12717.91 Safety Road Cones
26-Apr-24	From Stripe	152.01			12869.92 Race Night Tickets
26-Apr-24	To Stanford Inf Sch		135		12734.92 Advertising Banner
27-Apr-24	From SidWick	5			12739.92 Pre-loved Uniform
29-Apr-24	From Stripe	70.75			12810.67 Race Night Tickets
09-Apr-24	To Ope Gibbs		21		12789.67 Disco TENs
30-Apr-24	From PayPal	230.84			13020.51 Race Night Card Takings
30-Apr-24	From Stripe	19			13039.51 Disco Tickets
02-May-24	From Stripe	218.59			13258.1 Disco Tickets
03-May-24	From Stripe	24.29			13282.49 Disco Tickets
07-May-24	From Stripe	13.64			13296.13 Disco Tickets
08-May-24	From Stripe	16.46			13312.59 Disco Tickets
08-May-24	To Emma Mowatt		10.75		13301.84 Disco Expenses
09-May-24	From Stripe	31.12			13332.96 Disco Tickets
10-May-24	From Stripe	43.36			13376.32 Disco Tickets
13-May-24	From Stripe	21.68			13400 Disco Tickets
13-May-24	To Mark Jukes		352.56		13047.44 Disco Bookers Expenses
15-May-24	Transfer	100			13147.44 Transfer From Savings Account
14-May-24	From EasyFundraising	60.74			13208.18 EasyFundraising
14-May-24	From Stripe	18.97			13227.15 Disco Tickets
15-May-24	From PayPal	692.61			13919.76 Disco Card Takings
15-May-24	From Stripe	43.96			13963.72 Disco Tickets
21-May-24	From M E Rudge	1000			14963.72 Private Donation
23-May-24	Cash Deposit	780			15743.72 Cash From Events
25-May-24	To Ope Gibbs		21		15702.22 Summer Fayre TENs
10-Jun-24	To Emma Mowatt		16.75		15685.97 PTF Meeting Expenses
12-Jun-24	From PayPal	181.69			15867.66 Cake Sale Card Takings
19-Jun-24	To Prestige Printing		81		15786.66 Summer Fayre Raffle Tickets
19-Jun-24	From Anglo Recycling	144			15930.66 Bags2School Collection
22-Jun-24	To Icebusters		27		15903.66 Summer Fayre Expenses
26-Jun-24	To Emma Mowatt		34.8		15868.86 Summer Fayre Expenses
28-Jun-24	From PayPal	0.98			15869.84 Cake Sale Card Takings
28-Jun-24	To Emma Mowatt		270.58		15599.26 Summer Fayre Expenses
30-Jun-24	From ABC Baker	45			15644.26 Summer Fayre Silent Auction
03-Jul-24	From PayPal	24.55			15668.81 Summer Fayre Card Takings
01-Jul-24	From Helen Johnston	8			15676.81 Summer Fayre Silent Auction
01-Jul-24	Cash Deposit	4425.26			20102.07 Cash From Events
01-Jul-24	To Beatrice Segura		263.48		19838.59 Summer Fayre BBQ Expenses
02-Jul-24	From PayPal	65.81			19904.4 Summer Fayre Card Takings
02-Jul-24	To Beatrice Segura		66		19838.4 Summer Fayre BBQ Expenses
02-Jul-24	From Stanford Junior PTF	50			19888.4 Summer Fayre Leftovers sold
03-Jul-24	From PayPal	1850.57			21738.97 Summer Fayre Card Takings
03-Jul-24	To Stanford Inf Sch		21345		393.97 Playground Raffle
09-Jul-24	From Stripe	181.21			575.18 Tea Towel Donations
10-Jul-24	From Stripe	111.24			586.42 Tea Towel Donations
11-Jul-24	From Stripe	100.02			686.44 Tea Towel Donations
16-Jul-24	To Alphagraphics		286.8		399.64 Tea Towel Printing
17-Jul-24	From Stripe	174.17			573.81 Tea Towel Donations
18-Jul-24	To Emma Mowatt		16		557.81 Frozen Friday Expenses
18-Jul-24	From Stripe	88.31			646.12 Tea Towel Donations
22-Jul-24	From Stripe	11.24			657.36 Tea Towel Donations
23-Jul-24	From Stripe	3.2			660.56 Tea Towel Donations
23-Jul-24	To Emma Mowatt		38.6		621.96 Staff Gifts
24-Jul-24	From PayPal	18.14			640.1 Frozen Friday Card Takings
24-Jul-24	From Stripe	12.8			652.9 Tea Towel Donations
25-Jul-24	From Stripe	30.34			683.24 Tea Towel/Photo Donations
26-Jul-24	From Stripe	38.1			721.34 Tea Towel/Photo Donations
31-Jul-24	From Stripe	6.59			727.93 Tea Towel/Photo Donations
05-Aug-24	To Alphagraphics		286.8		441.13 Tea Towel Printing
05-Aug-24	Transfer	1000			1441.13 Transfer From Savings Account
05-Aug-24	To Stanford Inf Sch		656.25		784.88 Whole School Photo
12-Aug-24	From HMRC	507.5			1292.38 Gift Aid Claim
12-Aug-24	From Stripe	11.44			1303.82 Tea Towel/Photo Donations
13-Aug-24	From EasyFundraising	34.36			1338.18 EasyFundraising
16-Aug-24	From Alphagraphics	208			1606.18 Tea Towel Printing
30-Aug-24	From Stripe	4.65			1610.83 Tea Towel/Photo Donations
				1610.83	
	Year Totals	25809.77	34039.92		

SAVINGS ACCOUNT					
Date	Type Description	Credit	Debit	Rec/Inv Balance	Comment
				3343.47	
01-Sep-23	From School Lottery	24.3			3367.77 Lottery
05-Sep-23	From School Lottery	129.6			3497.37 Lottery
26-Sep-23	Interest	3.06			3500.43 Lottery
03-Oct-23	From School Lottery	150.4			3650.83 Lottery
26-Oct-23	Interest	3.1			3653.93 Lottery
09-Nov-23	From School Lottery	169.6			3823.53 Lottery
05-Dec-23	Interest	3.33			3826.86 Lottery
24-Dec-23					

From: **ISLA GUBBINS** <islagubbins@gmail.com>
Date: Sat, 28 Jun 2025, 09:47
Subject: Re: Stanford Infant School PTFA - 2023/2024 accounts review
To: Stanford Infants PTFA <stanfordinfantsptfa@gmail.com>
Cc: Stanford Infants Ptfa <stanfordinfantsptfatreasurer@gmail.com>

Dear Emma

I am writing to inform you that the independent review of the PTA's accounts has been completed.

I am pleased to report that the review went very well and the accounts are in good order.

Thank you for your dedication and hard work in managing the PTA's finances.

Best regards,

Isla (FCCA)

On Tue, Jun 17, 2025 at 12:05 PM Stanford Infants PTFA <stanfordinfantsptfa@gmail.com> wrote:

Hi Isla,

Thank you for doing an independent review of the PTFA accounts.

These accounts cover the period 01/09/2023 to 31/08/2024.

I have attached the receipt and payment accounts, which is what we need to submit for our annual return, as our income exceeded £25,000.

I have also attached the bank account details (current and savings account). Lastly I have attached a random selection of receipts/invoices (and highlighted the related transactions in our accounts).

If you could look at the accounts provided and agree these to bank statements and perform some sample testing back to receipts and invoices. And let me know if you have any issues to raise?

For the current size, volume and nature of the transactions, we believe this 'cash book' approach to recording and reporting the finances is appropriate.

Please confirm via email once you have completed the independent review.

Any questions please let me know.

Thanks again for doing this.

Emma

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Stanford Infants PTFA

(Reg. Charity 1049295)

On Facebook (closed group): Stanford Infants PTFA

stanfordinfantsptfa@gmail.com