THE PETERBOROUGH SCHOOL PARENT TEACHER GUILD

Trustees' Annual Report and Statement of Accounts

Year Ended 31 December 2023

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	01	2023	To	31	12	2023

Section A Reference and administration details

Charity name	The Peterborough School Parent Teacher Guild
Other names charity is known by	
Registered charity number (if any)	1159620
Charity's principal address	The Peterborough School
	Thorpe Road
	Peterborough
	Postcode PE3 6AP

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	Adrian Meadows		Whole Year	
2	Christina Miller		Whole Year	
3	Shinal Gokul		Whole Year	
4	Ross Cameron		Whole Year	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Model Constitution for Parent Teacher Associations
How the charity is constituted (eg. trust, association, company)	Charitable Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Open nomination process followed by a vote

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.

Section C Objectives and activities

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

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

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)

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.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Fundraising and community building events run:

- Running Second Hand Uniform Shop
- Mother's Day Stall
- Father's Day Stall
- Country Dancing Festival
- Summer Fun Day
- School Disco
- Sports Awards
- Quiz Night
- Bingo Night

Items funded:

- permanent classroom fixture of reading tree and reading nooks within the reception classroom
- Christmas trees
- Santa gifts for the nursery children
- School prom

Section E Financial review

Brief statement of the charity's policy on reserves

Purpose

- This Reserves Policy outlines the approach of TPS PTG to managing its financial reserves, ensuring the charity's financial stability while supporting its objectives and charitable activities.

Policy Statement

- TPS PTG aims to maintain a prudent level of reserves to ensure it can continue to operate effectively, cover committed or anticipated expenses and respond to unexpected financial challenges.

Reserve Level

- The maximum balance to be held in the PTA's bank account shall be £25,000. This does not include any specific designated funds being set aside for future, large scale projects.
- A minimum of £5,000 shall be maintained as a designated reserve, specifically to cover outgoing and unforeseen expenses (e.g., deposits, supplier payments, event costs, or cancellations).

Monitoring and Review

- The TREASURER will monitor the reserve levels regularly and report the financial status at each PTA meeting.
- If reserves exceed £25,000, the Committee will review plans to allocate surplus funds to appropriate charitable activities or projects in line with the PTA's aims.
- This policy shall be reviewed annually by the Committee and updated as necessary.

Details of any funds materially in deficit

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)	Christina Miller	Shinal Gokul
Position (eg Secretary, Chair, etc)	CHAIR	VICE CHAIR

Date	29th January 2026

The Peterborough School PTG

Financial Report

For the year ended 31 December 2023

Income and Expenditure	Income £	Costs £	2023 Surplus £	2022 Surplus	Variance
Subscription Income					
Subscriptions	5657.53			5346.61	
		0.00			
Surplus/(Deficit)			**5657.53**	**5346.61**	**310.92**
Uniform Income					
Uniform Sales	6317.35			7553.45	
Cash for Clothes	8.55				
Expenditure/costs		85.32			
Surplus/(Deficit)			**6240.58**	**7553.45**	**-1312.87**
Bar					
Bar Takings	903.00			1233.86	
Bar Expenditure		799.37			
			103.63	**1233.86**	**-1130.23**
Event Income					
Mothers Day	1326.70			393.04	
Mothers Day Costs		663.57			
Surplus/(Deficit)			**663.13**	**393.04**	**270.09**
Father's Day	1506.50			510.44	
Father's Day Costs		731.86			
Surplus/(Deficit)			**774.64**	**510.44**	**264.2**
Chocolate Sale	160.70			315.00	
Purchase Costs					
Surplus/(Deficit)			**160.70**	**315.00**	**-154.3**
Country Dance Festival	1936.00			783.64	
Country Dance Festival Costs		1086.05			
Surplus/(Deficit)			**849.95**	**783.64**	**66.31**
Prom Tickets	1665.00			-994.16	
Prom Costs		3101.89			
Surplus/(Deficit)			**-1436.89**	**-994.16**	**-442.73**
Summer Fun Day	1930.90			786.20	
Summer Fun Day Costs		1132.24			

Surplus/(Deficit)			**798.66**		**786.20**	**12.46**
Prep School Disco	1630.00				782.51	
Prep School Disco Costs		879.97				
Surplus/(Deficit)			**750.03**		**782.51**	**-32.48**
Quiz Night	1229.50				284.50	
Quiz Night Costs		321.61				
Surplus/(Deficit)			**907.89**		**284.50**	**623.39**
Bingo Night	1019.40				0.00	
Bingo Night Costs		784.91				
Surplus/(Deficit)			**234.49**		0.00	**234.49**
Christmas Bazaar	1821.00				229.98	
Christmas Bazaar Costs		486.16				
Surplus/(Deficit)			**1334.84**		**229.98**	**1104.86**
Sports Awards	1159.50				0.00	
Sports Awards Costs		175.12			0.00	
Surplus/(Deficit)			**984.38**		**0.00**	**984.38**
Christmas Card Project	218.93				209.00	
				OP 2021	319.00	
			218.93		**528.0**	**-309.07**
Total Income Contribution	**28,490.56**	**10,248.07**	**18,242.49**		**17,753.07**	**489.42**
School Support						
School Donation	0.00	20000.00	-20000.00		-3375.00	-16625.00
Shed for storage (yurt)	0.00	0.00	0.00		-285.70	285.70
Miscellanous Forest School Items	0.00	0.00	0.00		-281.02	281.02
Book Donation	0.00	0.00	0.00		-371.69	371.69
Santa/Mrs Claus Costume	0.00	399.90	-399.90		0	-399.9
Christmas Trees	0.00	520.00	-520.00		-420.00	-100.00
Sixth Form Prom Contribution	0.00	0.00	0.00		-250.00	250.00
Staff Gifts	0.00	0.00	0.00		0.00	0.00
Sundry Costs	0.00	547.07	-547.07		-79.21	-467.86
Total outgoings for School Support		**21466.97**	**-21466.97**		**-5062.62**	**-16404.35**
Other Costs						
Zettle Fees	0.00	186.52	-186.52		-132.76	-53.76
Parent Kind	0.00	140.00	-140.00		-128.00	-12.00
Bar Licence Fee	0.00	147.00	-147.00		-21.00	-126.00

Raffle Licence Fee	0.00	0.00	0.00	0.00	0.00
Food/Drinks for Volunteers	0.00	0.00	0.00	-219.35	219.35
Total outgoings for other costs		**473.52**	**-473.52**	**-501.11**	**27.59**
Interest				15.23	
Surplus/ (Deficit) for year	**28,490.56**	**32,188.56**	**-3,698.00**	**12,204.57**	
Fundraising for the year post donations			**-3,698.00**	**12204.57**	

Balance Sheet	**Assets**	**Liabilities**	**Balance**	**31.12.2022 Balance**	**Variance**
	£	**£**	**£**		
Cash in hand and at Bank					
Metro Bank Current	5759.74	0.00	5759.74	16694.00	-10934.26
Metro Bank Deposit	40,590.64	0.00	40,590.64	40155.28	435.36
Floats/cash in hand	1568.37	0.00	1568.37	425.00	1143.37
Pre-payments	0.00	0.00	0.00	0.00	0.00
Uniform Debtors	0.00	0.00	0.00	0.00	0.00
Subscription Debtors	5657.53		5657.53		5657.53
	53,576.28	0.00	53,576.28	57274.28	-3,698.00

Represented by:

Reserves Brought Forward	57274.28			45069.71	12204.57
Net Surplus / (Deficit) for year		-3698.00		12204.57	-15902.57
Donation to TPS					
Reserves Carried Forward	**57274.28**	**-3698.00**	**53576.28**	**57274.28**	**-3698.00**

Signed:

Chairman

Mrs Tina Miller _____ Date _____

Treasurer

_____ Date _____

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	Charity Name The Peterborough School Parent Teacher Guild		
On accounts for the year ended	31 December 2023	**Charity no (if any)**	1159620
Set out on pages	7 to 9		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and basis of report

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:	J House	**Date:**	20/05/2026
Name:	Joanne House		
Address:	15 Abberton Mews, Hampton Water, Peterborough PE7 8RZ		

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