CHARITY COMMISSION
FOR ENGLAND AND WALES

| Sevenoaks Primary School PTA | 283688 |
|---|---|

# Receipts and payments accounts

CC16a

| For the period from | 01-Apr-25 | To | 31-Mar-26 |
|---|---|---|---|

## Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|---|---|---|---|
| **A1 Receipts** | | | | | |
| Fundraising events | 24,860 | - | - | 24,860 | 25,467 |
| Sales of school uniform | 1,897 | - | - | 1,897 | 3,380 |
| Sale of hoodies, Christmas cards and tea towels | 2,257 | - | - | 2,257 | 2,873 |
| Bank interest | 61 | - | - | 61 | 100 |
| Donations from year 6 performances | 723 | | - | 723 | 803 |
| Other donations | 11,364 | | - | 11,364 | 362 |
| Grant income | | | - | - | 252 |
| Your School lottery | 1,049 | | | 1,049 | 1,362 |
| Esayfundraising income | 16 | - | - | 16 | - |
| ***Sub total** (Gross income for AR)* | 42,227 | - | - | 42,227 | 34,600 |
| **A2 Asset and investment sales, (see table).** | | | | | |
| | - | - | - | - | |
| | - | - | - | - | - |
| ***Sub total*** | - | - | - | - | - |
| ***Total receipts*** | 42,227 | - | - | 42,227 | 34,600 |
| **A3 Payments** | | | | | |
| Costs of fundraising events | 6,252 | - | - | - | 5,695 |
| Costs of school uniform | 602 | - | - | - | 1,844 |
| Cost of new parents and leavers gifts | 2,139 | - | - | - | 2,101 |
| Governance costs | 344 | - | - | - | 473 |
| Costs of Christmas cards, hoodies and tea towels | 1,675 | - | - | - | 5,078 |
| Bank fees | 842 | - | - | - | 1,030 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| ***Sub total*** | 11,854 | - | - | 11,854 | 16,220 |
| **A4 Asset and investment purchases, (see table)** | | | | | |
| | - | - | - | - | 0 |

| | | | | | |
|---|---|---|---|---|---|
| | - | - | - | - | |
| ***Sub total*** | - | - | - | - | - |
| ***Total payments*** | 11,854 | - | - | 11,854 | 16,220 |
| ***Net receipts/(payments) before donations to school*** | 30,373 | - | - | 30,373 | 18,380 |
| **Donations to Sevenoaks Primary School** | - 7,068 | | - | - 7,068 | - 25,057 |
| **Net receipts / (payments)** | 23,306 | - | | 23,306 | - 6,677 |
| **A6 Cash funds last year end** | 19,803 | - | - | 19,803 | 26,480 |
| Movement in prepayments | - 160 | | | - 160 | |
| ***Cash funds this year end*** | 42,948 | - | - | 42,948 | 19,803 |
| | | | check | 42,948 | |

## Section B Statement of assets and liabilities at the end of the period

**B1 Cash funds**

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Total to nearest £ |
|---|---|---|---|---|
| | Current account | 36,866 | 852 | 37,718 |
| | Savings account | | 5,150 | 5,150 |
| | Petty cash | 80 | | 80 |
| | ***Total cash funds*** (agree balances with receipts and payments account(s)) | 36,946 | 6,002 | 42,948 |

**B2 Other monetary assets**

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Total to nearest £ |
|---|---|---|---|
| Stock | 353 | - | 353 |
| Prepayments | | - | 160 |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

**B3 Investment assets**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---|---|---|
| | | - | - |

**B4 Assets retained for the charity's own use**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---|---|---|
| Misc assets | | - | 982 |

**B5 Liabilities**

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---|---|---|---|
| | | - | |

**Net assets**

***Total net assets*** 44,443

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|---|---|---|
| K.R. Sutcliffe | KATHERINE SUTCLIFFE | 6/10/2026 |

CHARITY COMMISSION
FOR ENGLAND AND WALES

# Trustees' Annual Report for the period

**From** **1 April 2025** **Period start date** **To** **31 March 2026** **Period end date**

**Charity name: Sevenoaks Primary School Parent Teacher Association**

**Charity registration number: 283688**

## Objectives and Activities

| | SORP reference | |
|---|---|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The object of the Association (the Objects) is to advance the education of pupils in the School in particular by:<br><br>2.1 Developing effective relationships between the staff, parents and others associated with the school;<br><br>2.2 Engaging in activities or providing facilities or equipment which support the school and enhance the education of the pupils. |
| 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 | When organising PTA activities the Trustees kept in mind the Charity Commission's guidance on public benefit. The Trustees understood that in order to act for the public benefit, all activities must be undertaken within the main aims (objects) of the Association, as detailed above.<br><br>The Trustees took care to ensure that the Association's activities (taken as a whole) fulfilled all these aims and that these were at the heart of everything that the Association undertook in the year.<br><br>The main activities were the running of events to raise funds. These were used for the purchase of equipment and facilities to enhance the |

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| | | education of the children at the School.<br><br>The Committee focused on providing a varied range of activities that in addition to raising funds, also fostered more effective relationships between the staff, parents and others associated with the School. The events were held on the School premises with the aim of encouraging the children and their families to become directly involved at the School.<br><br>The Committee assisted directly (where possible and appropriate) in providing educational opportunities to the children. For example, the Trustees were pleased to assist the School children to design their own Christmas Cards, which their families could then purchase.<br><br>The PTA also runs a second-hand school uniform shop, the main aim being to promote recycling and good relationships between the School and Parents or Carers. This is done by encouraging donations of good quality second hand school clothing and making it available to the parents at a reasonable price, for the benefit of the children attending the School. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | |

**Additional information (optional)**
You may choose to include further statements where relevant about:

| | SORP reference | |
|---|---|---|
| Policy on grant making | Para 1.38 | The only grants are those made directly to the School to fund facilities and educational activities. All such expenditure is discussed and approved in advance at Trustee Committee meetings. |
| Contribution made by volunteers | Para 1.38 | The Committee cannot stress enough the great contribution made by volunteers to the work of the PTA. |

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| | | These include committee members, parents, carers, staff and not least the pupils themselves. It is through the continued support of all these people that the PTA can achieve its objectives and we would like to thank everyone involved in organising and running the fundraising and other activities for their time and effort. |

## 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 | The Trustees are pleased to announce that 2025/26 has been another successful year in terms of raising funds for the school.<br><br>The fundraising has been achieved primarily through PTA fundraising events, but also from donations and sponsorships from local businesses.<br><br>Net receipts were raised of £23,306 (last year receipts of -£6,677). This was after donations to school to purchase equipment of £7,068 (last year £25,056).<br><br>The Committee organised several fund-raising events in the year raising receipts of £24,860 (last year £25,467). The most successful event was the Christmas fair which raised £16,992, this includes match funding and other donations of £96,09 included within donations in the accounts. The summer fair raised £4,757. There was also Party in the Playground, Halloween Disco, a Winter disco, two film evenings and a Barn Dance. There were also other smaller events organised such as cake and lolly sales.<br><br>£1,049 income was earned from the school lottery.<br><br>As well as fun and games, the Committee continued to give the children chances to undertake educational activities such as making their own Christmas decorations and |

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| | | decorating biscuits at the Christmas Fair.<br><br>The PTA is committed to making available good quality second hand uniform at very affordable prices in support of our charitable objectives.<br><br>We also continued to support families through financial difficulties by maintaining a Hardship fund which is available to be used to ensure that all children get the same access to school opportunities and experiences.<br><br>**Future plans of the Committee:**<br><br>The Committee will continue to raise funds through events and sponsorship for new equipment, as well as ensuring funds are spent on providing for clubs and activities to support the children. We will also have a focus on providing inclusive events for all children at the school through a variety of SEN friendly initiatives. |

## Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | The financial position at the end of the year was healthy with cash funds of £42,948. The PTA intends to contribute towards new playground equipment in the next financial year worth approximately £28,500. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The PTA aims to hold a reserve of £5,000, being the amount the Treasurer has estimated is required to maintain adequate cash flow on a day to day basis. Time lags may occur between the PTA raising funds and the School being able to spend them but the aim of the Committee is to pass funds to the School as soon as practicable. |
| Amount of reserves held | Para 1.22 | At the end of the year, £5,000 was held in reserve. |
| 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 | There are no uncertainties currently about the charity continuing as a going concern. |

**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 | Net receipts raised from the activities of the Association continue to be used to support the key objective of benefitting children of Sevenoaks Primary School. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | Due to the poor interest rates available in the year, surplus funds were not placed on Deposit. This situation is constantly under review. |
| 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 | The Committee has adopted in full the PTA-UK (Formerly NCPTA) Model Constitution for Parent Teacher Associations. |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Unincorporated Association of Parents, Carers, Staff and Friends of the School. |
| 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 | Trustee vacancies are communicated to all members via the School Newsletter. Members who wish to become Trustees are co-opted at a Committee meeting, until they can be formally elected at the next AGM. |

**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 management of Sevenoaks Primary School Parents Teacher Association (PTA) is undertaken by the Trustees Committee, all of which give their time voluntarily and receive no remuneration. The Headteacher of Sevenoaks Primary School is the President of the Association. The organisation has no paid staff. The organisation has no related parties.<br><br>PTA is a member of PTA-UK which provides advice and help to Parent Teacher organisations.aa<br><br>The main work of the Charity is the running of fund-raising events. Risk assessments are undertaken on all events in advance by the Head teacher of the Sevenoaks Primary School and the Chairs of PTA. The risk assessment forms were devised using Kent County Council guidelines as well as information from the websites of the NCPTA and the Health and Safety Executive.<br>In addition, training is provided to members when appropriate. |
| The charity's organisational structure and any wider | Para 1.51 | |

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| network with which the charity works | | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

## Reference and Administrative details

| | |
|---|---|
| Charity name | Sevenoaks Primary School Parent Teacher Association |
| Other name the charity uses | |
| Registered charity number | 283688 |
| Charity's principal address | Sevenoaks Primary School, Bradbourne Park Road, Sevenoaks TN13 3LB |
| | |

**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) |
|---|---|---|---|---|
| 3 | Joanne Forder | Chair | | |
| 4 | Katherine Sutcliffe | Treasurer | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
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| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
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## Funds held as custodian trustees on behalf of others

| | |
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| Description of the assets held in this capacity | None |
| 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)** | | |
| **Full name(s)** | JOANNE MARIE FORDER | KATHERINE SUTCLIFFE |
| **Position (eg Secretary, Chair, etc)** | Chair | Treasurer. |
| **Date** | 04.10.26 | |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees** | Sevenoaks Primary School PTA (formerly Sevenoaks Primary School Association) | | |
| **On accounts for the year ended** | 31 March 2026 | **Charity no (if any)** | 283688 |
| **Set out on pages** | Receipts and payments | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2026.

**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;

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:** | M Lewis | **Date:** | 07/10/2026 |
| **Name:** | Marguerite Hasluck | | |
| **Relevant professional qualification(s) or body (if any):** | Chartered Accountant (SA) | | |
| **Address:** | 8 Lakeview Road<br>Sevenoaks<br>TN13 3EH | | |

| 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.** | None noted |



MH