

Charity Registration No. 307812

**TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA
TRUSTEES' REPORT AND ACCOUNTS FOR THE
YEAR ENDED 31 AUGUST 2020**

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Cliff Kilner
Matthew Lowe
Kathleen Perkins
Ian Robertson
Sarah Robinson
James Speller
Andy Stuart

Charity number

307812

Address

Southfield Road
Tunbridge Wells
Kent TN4 9UJ

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

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TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their report and accounts for the year ended 31 August 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the PTA's constitution and guidance made available by the Charity Commission.

Structure, governance and management

The PTA was established by a charitable trust deed on 17 July 1970. Its constitution was amended on 6 March 2015.

The trustees who served during the year were:

Kathleen Perkins

James Speller

Paul Roberts (resigned 18 November 2020)

Sioban Adams (resigned 17 September 2020)

Kirstie Law (resigned 17 September 2020)

Matthew Lowe

Peta Hunter (resigned 17 September 2020)

The trustees have assessed the major risks to which the PTA is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The object of the PTA is to advance the education of the pupils in the school in particular by developing effective relationships between the staff, parents and others associated with the school and by engaging in activities and providing facilities and equipment which support the school.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the PTA should undertake.

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Financial review

It has been a successful year for the PTA, raising just under £20,000, in spite of the challenges of the coronavirus pandemic which effectively curtailed fundraising events post March 2020. PTA events were well supported by parents, pupils and staff and we anticipate that this will continue in the future.

The PTA did not make any donations during the year.

Details of the PTA events that were held during the year are provided below:

We held two discos raising just under £2,700.

We held one raffle at Christmas which raised £2,700.

The Christmas bring and buy sale was as popular as ever and raised a record £2,000.

The second-hand uniform shop also raised a record of nearly £2,500 this year.

The 100+ club was again a significant contributor bringing in just under £3,100.

We held two quiz nights that generated nearly £2,400 with ticket sales in high demand.

A significant factor in the overall net income for the year was Grant Matching which contributed just under £3,000. In addition, other charitable donations added over £1,000.

At the end of the year, the PTA retained unrestricted cash funds of £33,161 which is available to support the objects of the PTA.

On behalf of the trustees:

.....

Cliff Kilner

Trustee

Dated:

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

I report on the accounts of the PTA for the year ended 31 August 2020, which are set out on pages 5 and 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met, or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Roland Millar ACA

Dated:

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	2020 £	2019 £
Receipts			
Donations and gifts		4,162	6,435
Interest received		56	134
Events and fundraising activities	2	21,424	42,673
Total receipts during the year		<u>25,642</u>	<u>49,242</u>
Payments			
Event and fundraising costs	2	5,767	8,410
Donations		-	60,000
Governance costs		218	356
Total payments during the year		<u>5,985</u>	<u>68,766</u>
Net receipts/(payments) during the year / Net movement in unrestricted funds		19,657	(19,524)
Unrestricted cash fund balances brought forward at start of year		<u>13,504</u>	<u>33,028</u>
Unrestricted cash fund balances carried forward at end of year		<u>33,161</u>	<u>13,504</u>

Statement of Assets and Liabilities as at 31 August 2020

	2020 £	2019 £
Assets:		
Cash at bank and in hand	<u>33,161</u>	<u>13,504</u>
Liabilities:		
Payments for events received in advance	<u>-</u>	<u>2,805</u>

The accounts were approved by the trustees on

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Cliff Kilner
Trustee

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

The accounts have been prepared under section 133 of the Charities Act 2011, in accordance with guidance from the Charity Commission available for smaller charities. The charity has income of less than £250,000 for the year and is therefore permitted to prepare receipts and payments accounts and is not required to follow the requirements of the Charity SORP (FRS102) with regard to content and disclosure.

2 Events and fundraising activities

	Receipts	Payments	Net Receipts 2020	Net Receipts 2019
	£	£	£	£
PTA members' events	7,427	2,383	5,044	15,319
Pupils' events	6,404	1,492	4,912	12,967
100+ Club	4,861	1,770	3,091	4,193
Uniform sales and other income	2,732	122	2,610	1,784
	<u>21,424</u>	<u>5,767</u>	<u>15,657</u>	<u>34,263</u>

3 Trustees

None of the trustees (or any persons connected with them) received any remuneration from the PTA during the year.