

**TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA
TRUSTEES' REPORT AND ACCOUNTS FOR THE
YEAR ENDED 31 AUGUST 2023**

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees Matthew Lowe
Ian Robertson
Tanya Sharpe (Appointed 21 November 2023,
resigned 25 July 2024)
James Speller

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 2023

The trustees present their report and accounts for the year ended 31 August 2023.

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:

James Speller

Andrew Stuart (Resigned 7 February 2023)

Ian Robertson

Sarah Robinson (Resigned 21 November 2023)

Matthew Lowe

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 2023

Financial review

It has been an excellent year for the PTA, raising just under £37,000, after costs, up from just under £17,500 in the previous year. This strong recovery has been helped in large part by a lot of walking. We normally run a pupils' sponsored walk every other year and this was one such year. It contributed approximately £9,500, but further Gift Aid funds have been received from HMRC since. Walking somewhat further, one parent, Phil Booker, took on and completed the Three Peaks Challenge in support of the PTA in May 2023. His sponsors paid out nearly £3,800 in recognition of his efforts.

When they were run, the PTA events were generally well supported by parents, pupils and staff.

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

The two quizzes together with the raffle generated over £3,000.

The 100+ Club brought in a little over £3,900 after prize payments, helped by an increase in student numbers and by the generosity of the winners in choosing to simply redirect their prize monies towards the school.

Pupils' events were no longer constrained by Covid.

The Bring & Buy ran as normal and raised just under £2,400. This year saw the return of the year 7 & 8 discos, and together they raised just over £3,600.

The timing of receipts and payments on NERF events across the year end is reflected in the payments for events received in advance. The event in September 2023 generated a similar contribution to previous years. The own clothes day raised nearly £800 and the Easter Eggs Bingo close on £900.

The sale of second-hand uniform contributed just under £1,600 with a further sum of nearly £850 coming from AmazonSmile, Local Giving and easyfundraising.

The PTA benefited significantly from the generosity of parents' employers with, once again, employer matched giving of £2,500.

The PTA donated £50,000 to the school in the year to help fund the equipping of the multi-purpose Creative Studio for the Art department.

At the end of the year, the PTA retained unrestricted cash funds of approximately £14,700, which is available to support the objects of the PTA.

On behalf of the trustees:

.....
Ian Robertson
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 2023, 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 2023

	Notes	2023 £	2022 £
Receipts			
Donations and gifts		7,720	3,678
Interest received		153	13
Other receipts		84	-
Events and fundraising activities	2	32,915	19,218
Total receipts during the year		<u>40,872</u>	<u>22,909</u>
Payments			
Event and fundraising costs	2	3,809	5,446
Donations		<u>50,000</u>	<u>5,000</u>
Total payments during the year		<u>53,809</u>	<u>10,446</u>
Net (payments)/receipts during the year / Net movement in unrestricted funds		(12,937)	12,463
Unrestricted cash fund balances brought forward at start of year		<u>27,682</u>	<u>15,219</u>
Unrestricted cash fund balances carried forward at end of year		<u>14,745</u>	<u>27,682</u>

Statement of Assets and Liabilities as at 31 August 2023

	2023 £	2022 £
Assets:		
Cash at bank and in hand	<u>14,745</u>	<u>27,682</u>
Liabilities:		
Payments for events received in advance	3,275	-
Other amounts due	<u>84</u>	-
	<u>3,359</u>	<u>-</u>

The accounts were approved by the trustees on

.....
Ian Robertson
Trustee

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL PTA

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

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 2023	Net Receipts 2022
	£	£	£	£
PTA members' events	4,143	993	3,150	3,901
Pupils' events	22,127	1,669	20,458	4,719
100+ Club	4,920	1,007	3,913	3,694
Uniform sales and other income	1,725	140	1,585	1,458
	<u>32,915</u>	<u>3,809</u>	<u>29,106</u>	<u>13,772</u>

3 Trustees

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