

# Knaphill Schools Parent Teacher Association

Registered Charity No. 311983

Working together towards a better future for our children

## Annual Financial Statements and Independent Examiner's Report For the year ending 31st August 2024

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# Knaphill Schools Parent Teacher Association

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## Independent Examiner's Report on the Accounts for the Year to 31st August 2024

I report on the accounts of the charity for the year ended 31st August 2024 which consist of the receipts and payments schedule, the statement of assets and liabilities, the notes to the accounts and appendices 1 and 2.

### 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 Charity'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 order to enable a proper understanding of the accounts to be reached.

Signed: Rhian Duckworth

Date: 03/10/2024

Name: Rhian Duckworth

Relevant professional qualification(s) or body (if any):

Association of Certified Chartered Accountants (ACCA)

Address:

72 Brookwood Farm Drive, Knaphill, GU21 2FW

Unrestricted

**Knaphill Schools Parent Teacher Association**  
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**Receipts & Payments for the Year Ended 31 August 2024**

For the year ending 31st August 2024

	RECEIPTS			RECEIPTS
	GENERAL FUND	RESTRICTED FUNDS		ALL FUNDS
		Knaphill Lower School (KLS)	Knaphill School (KS)	
<b>Receipts</b>				
<b>Events</b>				
Surrey Half Marathon (Just Giving)	8,004			1,067
Christmas Fair	3,340			4,503
Legoland	-			6,212
Two's Day Muff	-			-
Valentines Tuck Shop	-			-
Autograph Raffle	237			401
Autumn Joint Disco	8,536			1,024
Easter Fun	890			359
Laser Display	68			250
Disco 2023	-			-
Book Fair	837			7,421
Sponsorship	7,650			167
Silent Disco	218			1,279
Summer Fun	3,165			2,157
Sales (Pizza, Sunflowers, Fathers Day)	2,339			4,398
Family Camping	-			-
Colour Run	-			-
Happy's Circus	-			-
Fathers Day	-			-
<b>Other Fundraising Activities &amp; Donations</b>				
Business Donations	199			414
BagSchool	47			204
Cake Sales	9			138
Recycling	4,207			2,908
Theatre tickets	496			597
Your School Lottery	244			344
Class Fundraising - Xmas Cards	-			-
Donations - Barclays match funding	-			390
EasyFundraising	-			-
Amazon Smile	-			-
Stampastic	-			613
Lockdown Class Photos 2020	572			-
Uniform Sale	-			-
Phoenix Trading Fundraiser	-			-
Other Donations	-			-
<b>Restricted Fundraising:</b>				
<b>Knaphill Lower School</b>				
Movie night	-			-
Lower school disco	-			-
Donations Received	-			-
Junior School Library	-			-
Gift Aid Tax reclaimed	-			-
<b>Knaphill School</b>			1,540	
Junior School Library	-		45,274	
Green Screen	-		-	
Tuck Shop	-		-	
Coop Fundraising	-		-	
Gift Aid Tax reclaimed	-		-	
<b>Sub-total Fundraising Receipts</b>	<b>37,857</b>	<b>-</b>	<b>46,814</b>	<b>34,845</b>
<b>Miscellaneous Receipts</b>				
Misc. & Prior year event related receipts	-			-
Parent donations	122			101
Sale of stock	-			-
Swap Shop	-			-
<b>TOTAL RECEIPTS</b>	<b>37,178</b>	<b>-</b>	<b>46,814</b>	<b>34,946</b>
<b>Payments</b>				
<b>Direct Fundraising Payments</b>				
Events	21,427			21,524
Other Fundraising Activities	-			73
<b>Overhead &amp; Asset Payments</b>				
Schools - Copying & Meeting/Claker costs	-			-
Misc Payments, incl. prior year events	-			204
Licences, Membership and Insurance	293			271
Admin Expenses	310			188
Stock Purchases	-			-
PTA Equipment	218			12
Annual General Meeting	-			-
CRB checks	-			-
Prepayments & accrued income 2019/2020	4,000			-
<b>Charitable Payments (Donations to Schools)</b>				
Knaphill Lower School	22,820			8,322
Knaphill School	2,305		46,839	18,956
<b>TOTAL PAYMENTS</b>	<b>51,372</b>	<b>-</b>	<b>46,839</b>	<b>50,151</b>
<b>Net of Receipts/(Payments)</b>	<b>(14,194)</b>	<b>-</b>	<b>(26)</b>	<b>(15,205)</b>
Funds Brought Forward 01 Sep	35,129			50,334
Funds Carried Forward 31 Aug	20,835		(26)	35,129
<b>Net funds generated during the year (costs exclude stock):</b>	<b>10,831</b>	<b>-</b>	<b>46,814</b>	<b>12,673</b>
<b>Receipts vs Cost Ratio (excludes donations to schools &amp; stock):</b>		<b>3.2</b>		<b>1.6</b>

# Knaphill Schools Parent Teacher Association

Registered Charity No. 311983

Working together towards a better future for our children

## NOTES TO THE ACCOUNTS, 2023-24:

- 1 The PTA is a registered charity and as such is governed by the Charities Act 2011 and follows guidance produced by the Charity Commission. As income is under £250,000 this year, the PTA has adopted the concession for small charities to prepare simpler accounts on a "Receipts and Payments" basis, with all revenue and expenses shown on a cash basis. This is consistent with previous years. Non-monetary assets and liabilities are shown at historical cost
- 2 The PTA operates a General Fund for all non-specified receipts and Restricted Funds for each School. The latter are used in instances when funds are received through activities relating to only one of the schools
- 3 The Treasurer has designated £1,500 of the cash balance as a "Float" to ensure the PTA has funds to ensure pre-event and other expenses can be met. The Float would be distributed equally to the schools upon the dissolution of the charity
- 4 All bank interest is allocated to the General Fund
- 5 No remuneration was paid to any trustee. Expenses are paid to trustees and other PTA members for purchases relating to PTA events and other activities. No travel expenses have been paid in the last three financial years as Members have chosen not to submit claims.
- 6 The Treasurer updated the PTA's Finance Procedures in February '09. This was distributed to Committee Members at that time. The Committee adheres to the policies laid down in this document.
- 7 Stock is recorded, as it is purchased, at historical cost. Stock value is reviewed following each event and obsolete items are written off as they are identified. A stock report is available at any time, upon request
- 8 A number of Appendices follow these statements, providing more detailed information regarding the financial performance and activities of the PTA.

Appendix 1 - Detailed Fundraising Analysis

Appendix 2 - Analysis of Charitable Donations

# Knaphill Schools Parent Teacher Association

Registered Charity No. 311983  
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## Statement of Assets and Liabilities for the Year Ended 31 August 2024

	2023/24	2022/23
	£	£
<b>Monetary Assets</b>		
(Unrestricted, although Designated as shown on the Charitable Donations Report)		35,129
Current Accounts	20,910	-
Deposit Account	-	-
Petty Cash	-	-
<b>Total Monetary Assets</b>	<b>20,910</b>	<b>35,129</b>
<b>Non-Monetary Assets Retained for PTA use</b>		
Prepayments & accrued income	4,000	-
Stock	1,955	1,955
Metal Expando-Store Sheds x 2 & Shelving	646	646
Disco equipment	306	300
Storage Boxes	52	52
Gas Burners x 4	128	128
Samba Mini-Soccer Goals x 2	-	-
40m Extn Lead (June 09)	33	33
JCB Powermaster Extension Lead (June 11)	30	30
Hot Water Boilers x2 (June 11)	47	47
Hot water Um (May 16)	30	30
Santa Suit	11	11
Organza	40	40
Football Target Net	42	42
Gazebo Weights	38	38
Gazebo	-	-
LED Lights	40	40
Parini Toaster x 2 (Nov 19)	-	-
Swing Bin for Ink Jet Recycling (In Sainsbury's)	46	46
SumUp Payment Card Reader x 2	23	23
Sum Up Card Machine with Docking Station (Nov 21)	14	14
Alcatel 1066 Mobile for use as First Aid Phone (Nov 21)	15	15
6 Pocket Money Belt (Feb 22)	165	165
Candyfloss Machine (May 22)	9	9
Rounders Set (May 22)	15	15
Badminton Set (May 22)	24	24
Giant 4 in a Row (May 22)	8	8
Giant Draughts and Chess (May 22)	23	23
Tug of War Rope (May 22)	54	54
Giant Tumbling Tower Wooden Blocks (May 22)	64	64
2 x Gazebo Weights 4 Pack (May 22)	260	260
2 x Heavy Duty Pop Up Gazebo 3m x 3m (May 22)	174	174
2 x Double Oil Drum Charcoal Barbecue (May 22)	26	26
Fire Extinguisher and Fire Blanket (May 22)	100	100
City Plumbing - Sum Up Card Machine x 2 (May 22)	10	10
Easel (Jun 22)	119	119
2 x 50m Extension Lead (Jun 22)	9	9
A4 Tabletop Board (Jun 22)	12	12
Frying Pan (Jul 22)	-	-
Hoastess Trolley	150	150
Texas Nimbus 6 Burner Gas BBQ	54	54
Butane 13kg Gas for BBQ	23	-
2 x Table Tennis Sets	8	-
Heavy Duty Membrane - Sandpit Flooring	50	-
Easter Bunny Costume	84	-
High Vis Jackets	39	-
4 x Storage Boxes for PTA Sheds	14	-
Gas BBQ Regulator	-	-
<b>Total Non-Monetary Assets Retained for PTA use</b>	<b>8,389</b>	<b>4,771</b>
<b>Liabilities</b>		
	-	-
	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>

These Accounts were presented at the Association's AGM on 7th October 2024, and were signed on behalf of the Trustees by:

Chair - NATALIE BLACK  
Date: 01/10/2024

Treasurer - ELIZABETH BOUR  
Date: 01/10/2024

Appendix 1 Fundraising Analysis

**Knaphill Schools Parent Teacher Association**

Registered Charity No. 211983  
Working together towards a better future for our children

For the year ending 31st August 2024

	2023/24			2022/23			2021/22		
	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £	Receipts £	Payments £	Surplus / (Deficit) £
<b>Events</b>									
School Dinner	500	289	211	1,024	882	142	-	-	-
Christmas Fair / Fundraising	6,004	3,208	2,796	4,903	2,853	2,050	1,975	864	1,111
Leavers	3,340	1,800	1,540	6,212	4,810	1,402	6,883	4,708	2,175
View Forecasts	-	-	-	-	-	-	208	-	208
Ter's Day Muff	-	-	-	-	-	-	470	388	82
Yearbook Tuck Shop	-	-	-	-	-	-	-	-	-
Swap Shop	-	-	-	-	-	-	-	-	-
* Race Night - Old Mingle	-	-	-	-	-	-	1,708	151	1,557
Spencer 2021	-	-	-	-	-	-	-	-	-
Knaphill Village Show / Family	-	-	-	1,067	-	1,067	3,700	-	3,700
Spicy Half Marathon (Lost Change)	-	-	-	308	40	268	-	-	-
Bank Fee	88	-	(88)	-	-	-	-	-	-
Garment Fair / Fun	7,880	4,483	3,397	7,421	4,573	2,848	6,367	2,862	3,505
Slant Disco	857	638	219	-	48	(48)	-	-	-
Spring Mile Action	-	-	-	-	-	-	-	-	-
Tales of Fox, Donkeys & Father's Day	218	31	187	167	21	146	249	63	186
Easter Fun	237	430	(193)	401	600	(199)	2,337	1,228	1,109
Virtual Badminton Race	-	-	-	-	-	-	-	-	-
Autograph Panels	-	-	-	-	-	-	1,414	1,000	414
Family Camping	3,185	1,743	1,442	1,279	853	426	1,269	921	348
Colour Run	2,338	1,367	971	2,107	1,274	833	2,240	437	1,803
Happy's Circus	-	-	-	-	-	-	(607)	-	(607)
Leaver Light	1,520	4,977	(3,457)	-	686	(686)	-	-	-
<b>Sub-total Events</b>	<b>21,883</b>	<b>17,887</b>	<b>3,996</b>	<b>28,987</b>	<b>21,824</b>	<b>7,163</b>	<b>28,883</b>	<b>12,887</b>	<b>15,996</b>
<b>Other Fundraising</b>									
Business Donations	-	-	-	-	-	-	-	-	-
Bag/Sheet	108	-	108	414	-	414	104	-	104
Cake Sales	47	-	47	204	73	131	200	9	191
Recycling	8	-	8	138	-	138	189	-	189
Revealers Action	4,207	3,440	767	2,008	-	2,008	3,947	2,121	1,826
Year School Library	488	-	488	587	-	587	1,042	-	1,042
Class Fundraising - Xmas Cards	244	-	244	344	-	344	665	-	665
Donations - Starline match making	-	-	-	-	-	-	33	-	33
Event fundraising	-	-	-	-	-	-	324	-	324
Armasen Smile	-	-	-	390	-	390	8	-	8
Stampastic	-	-	-	-	-	-	-	-	-
Lockdown Class Photos (2020)	-	-	-	-	-	-	-	-	-
Lockdown Sale	572	-	572	813	-	813	824	-	824
Teamwork	-	-	-	258	-	258	-	-	-
Other Donations	-	-	-	-	-	-	248	-	248
<b>Restricted Fundraising</b>									
Knaphill Lower School	-	-	-	-	-	-	-	-	-
White night	-	-	-	-	-	-	-	-	-
Lower School Dinner	-	-	-	-	-	-	-	-	-
GB Aid on Reception proceeds	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-
<b>Knaphill School</b>									
Seven Night	-	-	-	-	-	-	-	-	-
Coop Fundraising	-	-	-	-	-	-	-	-	-
<b>Sub-total Other Fundraising</b>	<b>6,774</b>	<b>3,448</b>	<b>3,326</b>	<b>6,888</b>	<b>73</b>	<b>6,765</b>	<b>1,204</b>	<b>3,278</b>	<b>4,487</b>
<b>TOTAL FUNDRAISING</b>	<b>28,657</b>	<b>21,335</b>	<b>7,322</b>	<b>35,875</b>	<b>21,897</b>	<b>13,928</b>	<b>30,087</b>	<b>16,165</b>	<b>20,483</b>

Analysis continues on next page...

OTHER RECEIPTS & OVERHEAD / ASSET PAYMENTS									
	2020/21			2021/22			2022/23		
	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)
	£	£	£	£	£	£	£	£	£
<b>Miscellaneous Receipts</b>									
Misc & Prior yr asset related receipts	122	-	122	101	-	101	216	-	216
Fund donations	-	-	-	-	-	-	-	-	-
Sale of stock	-	-	-	-	-	-	-	-	-
Dynamic Casualty Reclaiming	-	-	-	-	-	-	-	-	-
<b>Sub-total Misc. Receipts</b>	<b>122</b>	<b>-</b>	<b>122</b>	<b>101</b>	<b>-</b>	<b>101</b>	<b>216</b>	<b>-</b>	<b>216</b>
<b>Overhead &amp; Asset Payments</b>									
Schools, Catering & Meeting Chamber costs	-	-	-	304	(204)	(94)	304	(204)	(94)
Misc Payments, excl prior year events	202	(202)	-	271	(271)	-	202	(202)	-
Excursion, Membership and resources	310	(310)	-	108	(108)	-	302	(302)	-
Admin Expenses	-	-	-	-	-	-	-	-	-
Stock Purchase, less than 10 Events	719	(210)	509	12	(12)	10	1,122	(1,122)	-
IT & Equipment	-	-	-	-	-	-	-	-	-
Annual General Meeting	-	-	-	-	-	-	-	-	-
Assets Written Off	-	-	-	-	-	-	-	-	-
Prepayments & accrued income	4,200	(4,200)	-	-	-	-	-	-	-
<b>Sub-total Overhead &amp; Asset Payments</b>	<b>4,821</b>	<b>(4,821)</b>	<b>-</b>	<b>678</b>	<b>(678)</b>	<b>-</b>	<b>1,898</b>	<b>(1,898)</b>	<b>-</b>
<b>TOTAL OTHER</b>	<b>122</b>	<b>4,821</b>	<b>(4,700)</b>	<b>101</b>	<b>678</b>	<b>(577)</b>	<b>216</b>	<b>1,898</b>	<b>(1,674)</b>

GRAND TOTALS - before Donations	2020/21			2021/22			2022/23		
	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)
	£	£	£	£	£	£	£	£	£
	37,178	38,348	(1,170)	34,848	22,272	12,576	38,204	14,581	23,623

ANALYSIS OF CHARITABLE DONATIONS									
	2020/21		2021/22		2022/23				
	Payments	Surplus / (Deficit)	Payments	Surplus / (Deficit)	Payments	Surplus / (Deficit)			
	£	£	£	£	£	£			
<b>KNAFVILL LOWER SCHOOL</b>									
Christmas Crackers	-	-	100	(100)	-	-			
Desk Fairs	-	-	250	(250)	-	-			
Chrome Books	-	-	6,241	(6,241)	-	-			
Christmas Books	-	-	308	(308)	-	-			
Christmas Rugs Year 1	-	-	1,000	(1,000)	-	-			
Books	1,300	(1,300)	600	(600)	-	-			
Sanitary Room Equipment	25	(25)	-	-	-	-			
Outdoor Area	479	(479)	-	-	-	-			
Correction Badges	301	(301)	-	-	-	-			
Football Kits (Sponsored by Sponsors)	239	(239)	-	-	-	-			
Outdoor Area (Flooded Excluse)	405	(405)	-	-	-	-			
Outdoor Area Playframe	16,001	(16,001)	-	-	-	-			
<b>Sub-total KLS</b>	<b>22,800</b>	<b>(22,800)</b>	<b>8,802</b>	<b>(8,802)</b>	<b>-</b>	<b>-</b>			
<b>KNAFVILL SCHOOL</b>									
Photo/Chrome books	-	-	-	-	-	-			
Christmas Crackers	-	-	90	(90)	-	-			
Food Withh Cardbus for classrooms	-	-	-	-	12,482	(12,482)			
Stalls - Planning	-	-	-	-	-	-			
Chrome Books	-	-	7,106	(7,106)	-	-			
PC Stand	-	-	2,875	(2,875)	-	-			
Desk Fairs	-	-	250	(250)	-	-			
Directional Signs	-	-	1,149	(1,149)	-	-			
Directional Reader	-	-	2,895	(2,895)	-	-			
Water Fountains	-	-	1,740	(1,740)	-	-			
Year 5 SATS Poles	-	-	731	(731)	-	-			
Books	535	(535)	2,287	(2,287)	-	-			
Year 3 Parent Event	-	-	204	(204)	-	-			
Smart Schools Council Subscription	300	(300)	-	-	-	-			
Cooking Subscription	205	(205)	-	-	-	-			
2 Mins Ovens and Food Processor	233	(233)	-	-	-	-			
Pack of Custody Essentials	266	(266)	-	-	-	-			
Outdoor Oven - Ovens Playframe	244	(244)	-	-	-	-			
Correction Badges	301	(301)	-	-	-	-			
Atter School Library	1,538	(1,538)	-	-	-	-			
Ovens Screens	45,301	(45,301)	-	-	-	-			
<b>Sub-total K/S</b>	<b>48,144</b>	<b>(48,144)</b>	<b>18,206</b>	<b>(18,206)</b>	<b>12,482</b>	<b>(12,482)</b>			
<b>TOTAL DONATIONS</b>	<b>71,944</b>	<b>(71,944)</b>	<b>27,078</b>	<b>(27,078)</b>	<b>12,482</b>	<b>(12,482)</b>			

FUNDS CARRIED FORWARD			
	2020/21	2021/22	2022/23
Donations	63,853	227,287	420,753
R/S	69,827	88,422	416,641
Fund	11,899	11,899	11,899
<b>Total</b>	<b>145,579</b>	<b>327,608</b>	<b>859,293</b>

## Appendix 2 - Analysis of Charitable Donations

### Knaphill Schools Parent Teacher Association

Working together towards a better future for our children

Registered Charity No. 311983

For the year ending 31st August 2024

#### Funds Available 2022-23

Comments

	£ KLS	£ KS	£ Operating Float	£ Total	
Brought Forward from last year	29,793	19,041	1,500	50,334	
Income / (deficit) from current year activities	6,337	6,337		12,673	
Sub-total available funds	36,129	25,378	1,500	63,007	
Donated to schools during the current year	8,922	18,956		27,878	
<b>Funds carried forward at period end</b>	<b>27,207</b>	<b>6,422</b>	<b>1,500</b>	<b>35,129</b>	<b>Total = Bank &amp; Cash Balances</b>

#### Funds Available 2023-24

Comments

	£ KLS	£ KS	£ Operating Float	£ Total	
Brought Forward from last year	27,207	6,422	1,500	35,129	
Income / (deficit) from current year activities	5,465	5,465		10,931	
Restricted Income / deficit		46,814		46,814	
Sub-total available funds	32,673	58,701	1,500	92,873	
Donated to schools during the current year	22,820	49,144		71,964	
<b>Funds carried forward at period end</b>	<b>9,853</b>	<b>9,557</b>	<b>1,500</b>	<b>20,910</b>	<b>Total = Bank &amp; Cash Balances</b>

#### Analysis of Donations:

Donations made during 2023-24	£
<b>Lower School</b>	
Sensory Room Equipment	25
Outdoor Area	479
Coronation Badges	301
Football Kits (Sponsored by Seymours)	239
Outdoor Area (Wooden Enclave)	405
Books (Oxford University Press)	1,380
Reception Area Playframe	19,991
<b>Junior School</b>	
Junior Atlas' and Atlas Book Covers	535
Smart Schools Council Subscription	399
Cooking Subscription	295
2 Mini Ovens and Food Processor	233
Pack of Cookery Essentials	298
Oxford Owls - Online Phonics	244
Coronation Badges	301
Junior School Library	1,538
Green Screens	45,301
	<u>71,964</u>

Unrestricted