

# **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 2025**

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## Independent Examiner's Report on the Accounts for the Year to 31st August 2025

I report on the accounts of the charity for the year ended 31st August 2025 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

Date:

06/10/2025

Name:

RHIAN DUCKWORTH

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

ASSOCIATION OF CERTIFIED CHARTERED ACCOUNTANTS

Address:

72 BROOKWOOD FARM DRIVE, WOKING, GU21 2FW

## Knaphill Schools Parent Teacher Association

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### Receipts & Payments for the Year Ended 31 August 2025

	2024/25		
	£		
	GENERAL FUND	RESTRICTED FUNDS	
		Knaphill Lower School (KLS)	Knaphill School (KS)
<b>Receipts</b>			
<b>Events</b>			
Surrey Half Marathon (Just Giving)	507		
Christmas Fair/Fundraising	-		
Legoland	1,880		
Silent Disco	1,203		
Easter Fun	437		
Christmas Laser Display	6,896		
Summer Fun/Fair	5,878		
Summer Disco	1,464		
Two's Day Mufti	-		
SunFlower Kit Sale / Competition	93		
Fathers Day	470		
Mothers Day	182		
Quiz Night	1,533		
Colour Run	2,778		
<b>Other Fundraising Activities &amp; Donations</b>			
Business Donations	-		
Bag2School	94.00		
Cake Sales	-		
Recycling	8.00		
Theatre tickets	5,000.00		
Your School Lottery	473.33		
Class Fundraising - Xmas Cards	-		
Donations - Barclays match funding	-		
Easyfundraising	43.06		
Amazon Smile	-		
Uniform Sale	221.12		
Phoenix Trading Fundraiser	-		
Other Donations	352.02		
<b>Restricted Fundraising:</b>			
<b>Knaphill Lower School</b>			
Sensory Room		4,005	
Lower school disco		-	
Polytunnel		2,500	
Curiosity Garden		7,236	
Donations Received		-	
Junior School Library		-	
Gift Aid Tax reclaimed		-	
<b>Knaphill School</b>			
Junior School Library			-
Green Screen			-
Tuck Shop			-
Sensory Room			4,005
Coop Fundraising			-
Gift Aid Tax reclaimed			-
<b>Sub-total Fundraising Receipts</b>	<b>29,512</b>	<b>13,741</b>	<b>4,005</b>
<b>Miscellaneous Receipts</b>			
Misc. & Prior year event related receipts	-		
Parent donations	-		
Sale of stock	-		
Swap Shop	-		
<b>TOTAL RECEIPTS</b>	<b>29,512</b>	<b>13,741</b>	<b>4,005</b>
<b>Payments</b>			
<b>Direct Fundraising Payments</b>			
Events	12,964	6,621.91	6,412
Other Fundraising Activities	-		
<b>Overhead &amp; Asset Payments</b>			
Schools - Copying & Meeting C'taker costs	-		
Misc Payments, incl. prior year events	-		
Licences, Membership and Insurance	276		
Admin Expenses	72		
Stock Purchases	-		
PTA Equipment	245		
Annual General Meeting	46		
CRB checks	-		
Prepayments & accrued income 2019/2020	-		
<b>Charitable Payments (Donations to Schools)</b>			
Knaphill Lower School	360	810	
Knaphill School	2,373		810
<b>TOTAL PAYMENTS</b>	<b>16,336</b>	<b>7,432</b>	<b>7,222</b>
<b>Net of Receipts/(Payments)</b>	<b>13,177</b>	<b>6,309</b>	<b>(3,217)</b>
Funds Brought Forward 01 Sep	20,910		-
Funds Carried Forward 31 Aug	34,086	6,309	(3,217)
<b>Net funds generated during the year (costs exclude stock):</b>	<b>16,154</b>	<b>7,119</b>	<b>(2,407)</b>
<b>Receipts vs Cost Ratio (excludes donations to schools &amp; stock):</b>	<b>1.8</b>		

# Knaphill Schools Parent Teacher Association

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## NOTES TO THE ACCOUNTS, 2024-25:

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

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## Statement of Assets and Liabilities for the Year Ended 31 August 2025

	<u>2024/25</u>	<u>2023/24</u>
	£	£
<b><u>Monetary Assets</u></b>		
<b>(Unrestricted, although Designated as shown on the Charitable Donations Report)</b>		
Current Accounts	37,177.77	6,690
Deposit Account	-	-
Petty Cash	-	-
<b>Total Monetary Assets</b>	<b><u>37,178</u></b>	<b><u>6,690</u></b>
<b><u>Non-Monetary Assets Retained for PTA use</u></b>		
Prepayments & accrued income	-	4,000
Stock	-	-
Metal Expanda-Store Sheds x 2 & Shelving	1,955	1,955
Disco equipment	646	646
BBQs x 2	-	-
Storage Boxes	306	306
Gas Burners x 4	52	52
Samba Mini-Soccer Goals x 2	128	128
40m Extn Lead (June 09)	-	-
JCB Powermaster Extension Lead (June 11)	33	33
Hot Water Boilers x2 (June 11)	30	30
Hot water Urn (May 16)	47	47
Santa Suit	30	30
Organza	11	11
Football Target Net	40	40
Gazebo Weights	42	42
Gazebo	38	38
LED Lights	-	-
Panini Toaster x 2 (Nov 19)	40	40
Swing Bin for Ink Jet Recycling (In Sainsbury's)	-	-

SumUp Payment Card Reader x 2	46	46
Sum Up Card Machine with Docking Station (No	23	23
Alcatel 1066 Mobile for use as First Aid Phone (l	14	14
6 Pocket Money Belt (Feb 22)	15	15
Candyfloss Machine (May 22)	165	165
Rounders Set (May 22)	9	9
Badminton Set (May 22)	15	15
Giant 4 in a Row (May 22)	24	24
Giant Draughts and Chess (May 22)	8	8
Tug of War Rope (May 22)	23	23
Giant Tumbling Tower Wooden Blocks (May 22)	54	54
2 x Gazebo Weights 4 Pack (May 22)	64	64
2 x Heavy Duty Pop Up Gazebo 3m x 3m (May 2	260	260
2 x Double Oil Drum Charcoal Barbecue (May 2	174	174
Fire Extinguisher and Fire Blanket (May 22)	26	26
City Plumbing - Sum Up Card Machine x 2 (May	100	100
Easel (Jun 22)	10	10
2 x 50m Extension Lead (Jun 22)	119	119
A4 Tabletop Board (Jun 22)	9	9
Frying Pan (Jul 22)	12	12
Hostess Trolley	-	-
Texas Nimbus 6 Burner Gas BBQ	150	150
Butane 13kg Gas for BBQ	167	54
2 x Table Tennis Sets	23	23
Heavy Duty Membrane - Sandpit Flooring	8	8
Easter Bunny Costume	50	50
High Vis Jackets	84	84
4 x Storage Boxes for PTA Sheds	171	39
Gas BBQ Regulator	14	14

<b>Total Non-Monetary Assets Retained for P</b>	<b>5,234</b>	<b>8,989</b>
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**Liabilities**

100 Club	-	-
	-	-

**Total Liabilities**

-	-
_____	_____
-	-
=====	=====

**These Accounts were presented at the Association's AGM on 7th October 2025, and were signed on behalf of the Trustees by:**

Chair - 

Treasurer - 

Date: 01/10/2025

Date: 01/10/2025

## Appendix 2 - Analysis of Charitable Donations

### Knaphill Schools Parent Teacher Association

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Registered Charity No. 311983

For the year ending 31st August 2025

#### 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

**Funds carried forward at period end**    **9,853**    **9,557**    **1,500**    **20,910**    Total = Bank & Cash Balances

#### Funds Available 2024-25

Comments

	£ KLS	£ KS	£ Operating Float	£ Total
Brought Forward from last year	9,853	9,557	1,500	20,910
Income / (deficit) from current year activities	7,955	7,955		15,909
Restricted Income / deficit	7,119	(2,407)		4,712
Sub-total available funds	24,926	15,105	1,500	41,531
Donated to schools during the current year	1,170	3,183		4,354

**Funds carried forward at period end**    **23,756**    **11,922**    **1,500**    **37,177.77**    Total = Bank & Cash Balances

#### Analysis of Donations:

Donations made during 2024-25    £

##### Lower School

Token Tube Collector    360

Swimming Pool Sockets    810

##### Junior School

School Planners    1,161

Pavement Buddies    389

Swimming Pool Sockets    810

Year 6 SATs Pizza & Breakfast    384

3,915



PTA Equipment		(245)	245	218	(218)	12	(12)
Annual General Meeting		46	(46)	-	-	-	-
Assets Written Off	-	-	-	-	-	-	-
Prepayments & accrued income		-	-	4,000	(4,000)	-	-
<b>Sub-total Sub-total Overhead &amp; Asset Payments</b>	<b>-</b>	<b>150</b>	<b>(150)</b>	<b>-</b>	<b>4,821</b>	<b>-</b>	<b>675</b>
<b>TOTAL OTHER</b>	<b>-</b>	<b>150</b>	<b>(150)</b>	<b>122</b>	<b>4,821</b>	<b>101</b>	<b>675</b>

	2024/25			2023/24			2022/23		
	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)	Receipts	Payments	Surplus / (Deficit)
	£	£	£	£	£	£	£	£	£
<b>GRAND TOTALS - Before Donations</b>	<b>47,268</b>	<b>29,045</b>	<b>18,214</b>	<b>37,178</b>	<b>27,163</b>	<b>10,931</b>	<b>34,946</b>	<b>22,273</b>	<b>12,673</b>

<b>ANALYSIS OF CHARITABLE DONATIONS</b>									
	2024/25		2023/24		2022/23				
	Payments	Surplus / (Deficit)	Payments	Surplus / (Deficit)	Payments	Surplus / (Deficit)			
	£	£	£	£	£	£			
<b>KNAPHILL LOWER SCHOOL</b>									
Christmas Crackers	-	-	-	-	168	(168)			
Desk Fans	-	-	-	-	250	(250)			
Chrome Books	-	-	-	-	6,241	(6,241)			
Christmas Books	-	-	-	-	308	(308)			
Mindfulness Rugs - Year 1	-	-	-	-	1,035	(1,035)			
Books	-	-	1,380	(1,380)	920	(920)			
Sensory Room Equipment	-	-	25	(25)	-	-			
Outdoor Area	-	-	479	(479)	-	-			
Coronation Badges	-	-	301	(301)	-	-			
Football Kits (Sponsored by Seymours)	-	-	239	(239)	-	-			
Outdoor Area (Wooden Enclave)	-	-	405	(405)	-	-			
Token Tube Collector	360	-	-	-	-	-			
Swimming pool sockets	810	-	-	-	-	-			
Reception Area Playframe	-	-	19,991	(19,991)	-	-			
<b>Sub-total KLS</b>	<b>1,170</b>	<b>-</b>	<b>22,820</b>	<b>(22,820)</b>	<b>8,922</b>	<b>(8,922)</b>			
<b>KNAPHILL SCHOOL</b>									
iPads/Chrome books	-	-	-	-	-	-			
Christmas Crackers	-	-	-	-	90	(90)			
Food Waste Caddies for classrooms	-	-	-	-	-	-			
Shade + Planning	-	-	-	-	-	-			
Chrome Books	-	-	-	-	7,106	(7,106)			
PE Shed	-	-	-	-	2,675	(2,675)			
Desk Fans	-	-	-	-	250	(250)			
Directional Signs	-	-	-	-	1,149	(1,149)			
Destination Reader	-	-	-	-	2,665	(2,665)			
Water Fountains	-	-	-	-	1,740	(1,740)			
Year 6 SATS Pizzas	384	(384)	438	(438)	731	(731)			
Books	-	-	535	(535)	2,287	(2,287)			
Year 3 Parent Event	-	-	-	-	264	(264)			
Smart Schools Council Subscription	-	-	399	(399)	-	-			
Cooking Subscription	-	-	295	(295)	-	-			
2 Mini Ovens and Food Processor	-	-	233	(233)	-	-			
Pack of Cookery Essentials	-	-	298	(298)	-	-			
Oxford Owls - Online Phonics	-	-	244	(244)	-	-			
Coronation Badges	-	-	301	(301)	-	-			
Junior School Library	-	-	1,538	(1,538)	-	-			
Green Screens	-	-	45,301	(45,301)	-	-			
Swimming pool sockets	810	-	-	-	-	-			
School Planners	1,161	-	-	-	-	-			
Pavement Buddies	389	-	-	-	-	-			
<b>Sub-total KS</b>	<b>2,745</b>	<b>(384)</b>	<b>49,144</b>	<b>(49,144)</b>	<b>18,956</b>	<b>(18,956)</b>			
<b>TOTAL DONATIONS</b>	<b>3,915</b>	<b>(384)</b>	<b>71,964</b>	<b>(71,964)</b>	<b>27,878</b>	<b>(27,878)</b>			

FUNDS CARRIED FORWARD	2024/25		2023/24		2022/23	
	Designation:		Designation:		Split:	
	KLS	£23,756	KLS	£27,207	KLS	£29,793
	KS	£11,922	KS	£6,422	KS	£19,041
	Float	£1,500	Float	£1,500	Float	£1,500
	<b>Total</b>	<b>£37,178</b>	<b>Total</b>	<b>£35,129</b>	<b>Total</b>	<b>£50,334</b>