



# Trustees' Annual Report for the period

	Period start date			Period end date		
	01	09	2018	31	08	2019
<b>From</b>				<b>To</b>		

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Tonbridge Grammar School	
Deakin Leas	
Tonbridge	
<b>Postcode</b>	<b>TN9 2JR</b>

### 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)
1	Lynn Gadsby	Chairperson	Elected 11/9/18	
2	Stephanie Reynolds	Vice-Chairperson	Elected 11/9/18	
3	Anne Maree Egerton	Treasurer	Resigned 6/11/19	
4	Zoe Anderson	Secretary	Elected 11/9/18	
5	Ying	Treasurer	Elected 6/11/19 Resigned 4/2/2020	
6	Carmelita Theresa d'Avrincourt	Treasurer	Elected 4/2/2020	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the members at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To raise funds for student enrichment at Tonbridge Grammar School.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Fundraising has continued to enable a donation of £2,000 for funding a new laser printer lease, a donation of 14,400 for funding in the Science Department and a donation of £946 to the school hardship fund. £1,400 was also donated to the school to support In-House School Projects. The funds raised at the various events throughout the year including the Xmas Fair and a Quiz Evening is carried over to the new year. The school have been approached for request for use of these funds.

The Trustees are aware of the Charity Commission guidance on Public Benefit and as the information in Section D shows they aim to ensure all children are included in school activities and events by way of their donations.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main  
achievements of the charity  
during the year**

Reimbursed the school for funds used to pay for children to be included in school activities where they would otherwise have been excluded due to cost.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity does not wish to build significant reserves but to retain a working capital: to enable it to pay deposits for future events or meet urgent requests from the school for funding. The Trustees set that figure at £6,000; which has been exceeded as the school has not required it in the current year.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Zoe Anderson*

Full name(s)

ZOE ANDERSON

Position (eg Secretary, Chair, etc)

SECRETARY

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Date

19 FEB 2020



CHARITY COMMISSION  
FOR ENGLAND AND WALES

TONBRIDGE GRAMMAR SCHOOL PTA

1020254

## Receipts and payments accounts

CC16a

For the period  
from

1 September 2018

To

31 August 2019

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
SCHOOL EVENTS	20,545	-	-	20,545	14,870
UNIFORM & MERCHANDISE SALES	6,435	-	-	6,435	4,729
DONATIONS	1,726	-	-	1,726	3,529
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28,706</b>	<b>-</b>	<b>-</b>	<b>28,706</b>	<b>23,128</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>28,706</b>	<b>-</b>	<b>-</b>	<b>28,706</b>	<b>23,128</b>
<b>A3 Payments</b>					
SUPPORT TO SCHOOL	18,764	-	-	18,764	23,128
WEBSITE FEE	300	-	-	300	300
SCHOOL EVENTS	4,580	-	-	4,580	3,590
IE FEE	-	-	-	-	124
PTA EXPENSES	648	-	-	648	376
TRANSFER TO MAIN BANK ACCOUNT	14	57	-	71	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>24,306</b>	<b>57</b>	<b>-</b>	<b>24,363</b>	<b>27,518</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>24,306</b>	<b>57</b>	<b>-</b>	<b>24,363</b>	<b>27,518</b>
<b>Net of receipts/(payments)</b>	<b>4,400</b>	<b>- 57</b>	<b>-</b>	<b>4,343</b>	<b>- 4,390</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>20,517</b>	<b>57</b>	<b>-</b>	<b>20,574</b>	<b>24,964</b>
<b>Cash funds this year end</b>	<b>24,917</b>	<b>-</b>	<b>-</b>	<b>24,917</b>	<b>20,574</b>

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	HSBC	24,917	-	-
			-	-
		-		

		-	-	-
	<b>Total cash funds</b>	24,917	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Anne Maree Egerton		



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Tonbridge Grammar School PTA

On accounts for the year  
ended

31<sup>st</sup> August 2019

Charity no  
(if any)

1020254

Set out on pages

Report pages 1-6 and Accounts pages 1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/ 08 / 2019**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

30 April 2020

Name:

Pengfei Xiao

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

ACCA

Address:

47 Deakin Leas

Tonbridge, Kent

TN9 2JS

Section B

Disclosure

Only complete if the examiner needs to highlight 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.**