



# Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 1	Month 9	Year 2015	Day 31	Month 8	Year 2016
<b>From</b>					<b>To</b>		

## Section A Reference and administration details

Charity name

Tonbridge Grammar School PTA

Other names charity is known by

TGSPTA

Registered charity number (if any)

1020254

Charity's principal address

Tonbridge Grammar School

Deakin Leas

Tonbridge

Postcode

TN9 2JR

### 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	Paola Marshall	Co-Chair	Re-Elected 27/1/16	
2	Kate Phillips	Co-Chair	Elected 27/1/16	
3	Anne Maree Egerton	Treasurer	Elected 1/9/16	
4	Helen Sullivan	Secretary	Elected 23/9/15	
5	Andrew Latcham	Ex-Treasurer	Resigned 31/8/16	
6	Jane Florey	Ordinary member		
7	Michael Colao	Ordinary member	Joined 30/9/16	
8	Renee Birdi	Ordinary member		
9	Jenny Cooper	Ordinary member		
10	Roisin Connell	Ordinary member	Joined 23/9/15	
11	Liz Denbigh	Ordinary member	Joined 22/3/16	
12	Ali Fleming	Ordinary member	Joined 30/9/16	
13	Laura Garner	Ordinary member	Joined 23/9/15	
14	Alison Macgregor	Ordinary member	Joined 23/9/15	
15	Stephanie Reynolds	Ordinary member	Joined 27/1/16	
16	Hilary Savile	Ordinary member	Joined 23/9/15	
17	Angela Tsang	Ordinary member	Joined 23/9/15	
18	Sheila Viola	Ordinary member	Resigned April 2015	
19	Abbey West	Ordinary member	Joined 30/9/16	
20	Jenny Silk	Ordinary member	Resigned April 2015	
21	Lorraine Latcham	Ordinary member	Resigned July 2016	
22	Jenny Dapper	Ordinary member	Resigned July 2016	
23	Alison Mighell	Ordinary member	Resigned July 2016	
24	Victoria Mustill-king	Ordinary member	Resigned July 2016	

**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.

Upon appointment the Trustees also become Trustees of the "Pitchford Fund" which was set up to enable disadvantaged children at the school to fully take part in the extra activities available. The school have not permitted the usual approach to new parents for fundraising for this fund as they are launching a large fund raising event for new premises and do not want to bombard parents. Despite this the PTA have committed to provide an annual donation to support the spirit of the Pitchford fund account and have raised funds via the 2<sup>nd</sup> hand uniform shop to maintain a donation of around £3500 per year. However for this financial year the school has only requested a Pitchford donations of £1900, The balance is maintained and carried forward to the next financial year.

## 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 the purchase of a Gazebo and develop a PTA induction pack to encourage new parents to join. The funds raised at the various events throughout the year including the Summer fair and Xmas fair 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.

## Section D

## Achievements and performance

**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 £3,000; 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

The trustees are reliant on the previous custom & practice on the restrictions on the Pitchford Restricted fund as no documentation of its origin appears to exist.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Andrew Latcham	
Treasurer	
12/10/16	

# Independent examiner's report on the accounts



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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 2016

**Charity no  
(if any)**

120254

**Set out on pages**

Report pages 1-5 & Accounts pages 1-2

(remember to include the page numbers of additional sheets)

**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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. Where the charity's gross income exceeded £250,000 I am qualified to undertake the examination by being a qualified Fellow of the Association of Charity Independent Examiners.

It is my responsibility to:

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

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the 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.

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

**Signed:**

*D R Ralph*

**Date:**

2<sup>nd</sup> March 2016

**Name:**

David R Ralph

**Qualification**

FCIE

**Address:**

50 Southwood Road, Rusthall, TUNBRIDGE WELLS, Kent. TN4 8SP



Charity Name Tonbridge Grammar School PTA	No (if any) 120254
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## Receipts and payments accounts

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For the period from	Period start date 01/09/2015	To	Period end date 31/08/2016
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
School Events	31,753	-	-	31,753	2,467
Uniform Sales	2,727	163	-	2,890	6,224
Fund Raising Events	-	-	-	-	23,653
Donations	2,357	133	-	2,490	4,389
Advanced Ticket Sales	-	-	-	-	465
Interest	-	-	-	-	4
Sale of Items	-	-	-	-	-
Tax Recovered	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>36,837</b>	<b>296</b>	<b>-</b>	<b>37,133</b>	<b>37,202</b>
<b>A2 Asset and investment sales, (see table).</b>					
Recovered funds	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>36,837</b>	<b>296</b>	<b>-</b>	<b>37,133</b>	<b>37,202</b>
<b>A3 Payments</b>					
support to school	1,662	1,900	-	3,562	52,110
Reimbursement to TGS	-	-	-	-	-
ncpta	-	-	-	-	107
uniform sales costs	-	-	-	-	-
fund raising events	15,918	-	-	15,918	9,132
i.e. fee	-	-	-	-	229
PTA Expenses	206	-	-	206	326
Bank Charges	-	-	-	-	-
<b>Sub total</b>	<b>17,786</b>	<b>1,900</b>	<b>-</b>	<b>19,686</b>	<b>61,904</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>17,786</b>	<b>1,900</b>	<b>-</b>	<b>19,686</b>	<b>61,904</b>
<b>Net of receipts/(payments)</b>	<b>19,051</b>	<b>- 1,604</b>	<b>-</b>	<b>17,447</b>	<b>- 24,702</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>7,949</b>	<b>4,042</b>	<b>-</b>	<b>11,991</b>	<b>36,692</b>
<b>Cash funds this year end</b>	<b>27,000</b>	<b>2,438</b>	<b>-</b>	<b>29,438</b>	<b>11,990</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC	26,986	2,438	-
	HSBC BM	14	-	
	Petty Cash	-	-	
	<b>Total cash funds</b>	<b>27,000</b>	<b>2,438</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	2015 - IE fee and Expenses	general	112	
	advance ticket sales	general		
	2016 - IE fee and Expenses		120	
			-	
		-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	