



## Trustees' Annual Report for the period

	Period start date			T o	Period end date		
	1	09	2016		31	08	2017
<b>From</b>							

## Section A Reference and administration details

**Charity name**

Tonbridge Grammar School PTA

**Other names charity is known by**

TGS PTA

**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	Mark Chang	Co-Chair	Elected 23/5/17	
2	Robert von Kaufmann	Co-Chair	Elected 23/5/17	
3	Anne Maree Egerton	Treasurer	Elected 1/9/16	
4	Michael Colao	Secretary	Elected 12/9/17	
5	Paola Marshall	Co-Chair Ordinary member	Resigned 23/5/17 Joined 23/5/17	
6	Kate Phillips	Co-Chair Ordinary member	Resigned 23/5/17 Joined 23/5/17	
7	Helen Sullivan	Secretary Ordinary member	Resigned 12/9/17 Joined 23/5/17	
8	Renee Birdi	Ordinary member		
9	Roisin Connell	Ordinary member		
10	Liz Denbigh	Ordinary member		
11	Jane Florey	Ordinary member		
12	Laura Gardner	Ordinary member		

13	Alison McGregor	Ordinary member	
14	Angela Tsang	Ordinary member	
15	Abby West	Ordinary member	
16	Stephanie Reynolds	Ordinary member	
17	Liz Whitehead	Ordinary member	Joined 1/9/16
18	Jenny Cooper	Ordinary member	Retired 1/9/16
19	Ali Fleming	Ordinary member	Retired 1/9/16
20	Hilary Savile	Ordinary member	Retired 1/9/16

**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)**

--

## 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 running fundraising events for new facilities and do not wish 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 secondhand uniform shop to maintain a donation of around £3,500 per year. However for this financial year the school requested a Pitchford donation of £2,600. The balance will be carried forward to the next financial year. The Trustees have subsequently agreed to reduce the annual donation to £2,500 per 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 a donation of £10,000 to the School's "Big Outdoors" sport facilities and a donation of £15,000 to the School's "Library Project". £6,000 has also been set aside to support In-House School Projects. 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.

**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

The Trustees are reliant on the previous custom and 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)

Anne Maree Egerton


Position (eg Secretary, Chair, etc)

Treasurer

---

**Date**

13 March 2018

	Charity Name		No (if any)		CC16a
	Tonbridge Grammar School PTA		120254		
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	
		9/1/16		8/31/17	

## 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	19,467	-	-	19,467	31,753
Uniform Sales	4,788	403	-	5,191	2,890
Fund Raising Events	-	-	-	-	-
Donations	3,533	246	-	3,779	2,490
Advanced Ticket Sales	-	-	-	-	-
Interest	-	-	-	-	-
Sale of Items	-	-	-	-	-
Tax Recovered	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>27,788</b>	<b>649</b>	<b>-</b>	<b>28,437</b>	<b>37,133</b>
<b>A2 Asset and investment sales, (see table).</b>					
<b>Recovered funds</b>	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,788</b>	<b>649</b>	<b>-</b>	<b>28,437</b>	<b>37,133</b>
<b>A3 Payments</b>					
support to school	25,000	2,628	-	27,628	3,562
Reimbursement to TGS	-	-	-	-	-
Website fee	300	-	-	300	-
uniform sales costs	-	-	-	-	-
fund raising events	4,575	-	-	4,575	15,918
i.e. fee	241	-	-	241	-
PTA Expenses	166	-	-	166	206
Bank Charges	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>30,282</b>	<b>2,628</b>	<b>-</b>	<b>32,910</b>	<b>19,686</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>30,282</b>	<b>2,628</b>	<b>- 0</b>	<b>32,910</b>	<b>19,686</b>
<b>Net of receipts/(payments)</b>	<b>- 2,494</b>	<b>- 1,979</b>	<b>-</b>	<b>- 4,473</b>	<b>17,447</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>27,000</b>	<b>2,437</b>	<b>-</b>	<b>29,437</b>	<b>11,991</b>
<b>Cash funds this year end</b>	<b>24,506</b>	<b>458</b>	<b>-</b>	<b>24,964</b>	<b>29,438</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	24,492	458	-
	HSBC BM	14	-	-



	Petty Cash	-	-	-
	Paypal Account	-	-	
	<b>Total cash funds</b>	<b>24,506</b>	<b>458</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
	<b>Details</b>	to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>		-	-	
		-	-	
		-	-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval

# 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 2017

Charity no  
(if any)

120254

Set out on pages

Report pages 1-6 & 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 Acthave 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:

12<sup>th</sup> April 2018

Name:

David R Ralph

<b>Qualification</b>	FCIE
<b>Address:</b>	50 Southwood Road, Rusthall, TUNBRIDGE WELLS, Kent. TN4 8SP