



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2017	To	31 08 2018

## Section A

## Reference and administration details

Charity name

Woodlands Primary School Parent Teachers Association (PTA)

Other names charity is known by

Registered charity number (if any)

1090106

Charity's principal address

Woodlands Primary School, Hunt Road

Tonbridge, Kent

Postcode

TN10 4BB

### 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	Caroline Logan	Chairperson	28/09/2018 (appointed)	
2	Anne-Marie Palmer	Secretary		
3	Gillian Carter	Treasurer		
4	Sara Lawrence			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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 members at 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**

THE CHARITY RAISES FUNDS TO PROVIDE FACILITIES AND EQUIPMENT FOR THE SCHOOL. THE CHARITY HOLDS EVENTS AND ORGANISES SOCIAL ACTIVITIES TO ENCOURAGE LINKS BETWEEN HOME AND SCHOOL.

Fundraising events are held at the school for both the pupils at the school and for the wider community.

**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)**

**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**

The school raised funds to pay for laptops, books, projector and outdoor resources for the pupils.

**Section E****Financial review**

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

Reserves are maintained at a level to continue to fund additional fundraising activities.

**Details of any funds materially in deficit**

None

**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)**

*G. Carter*

*CLogan*

**Full name(s)**

Gillian Carter

Caroline Logan

**Position (eg Secretary, Chair, etc)**

Treasurer

Chairperson

**Date**

21/5/19







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Woodlands Primary School Parent Teachers Association

1090106

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2017

To

31/08/2018

### 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>					
Fundraising from school events	28,837	-	-	28,837	30,219
Easyfundraising	222	-	-	222	187
Bank Interest	1	-	-	1	1
Transfer in from Woodlands Junior School Friends' Association	-	-	-	-	26,006
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>29,060</b>	<b>-</b>	<b>-</b>	<b>29,060</b>	<b>56,413</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>29,060</b>	<b>-</b>	<b>-</b>	<b>29,060</b>	<b>56,413</b>
<b>A3 Payments</b>					
Costs of fundraising events	10,601	-	-	10,601	14,869
Admin expenses	145	-	-	145	691
Donations to school	25,198	-	-	25,198	20,013
Charitable donations	-	-	-	-	575
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>35,944</b>	<b>-</b>	<b>-</b>	<b>35,944</b>	<b>36,148</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>35,944</b>	<b>-</b>	<b>-</b>	<b>35,944</b>	<b>36,148</b>
<b>Net of receipts/(payments)</b>	<b>- 6,884</b>	<b>-</b>	<b>-</b>	<b>- 6,884</b>	<b>20,265</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>26,855</b>	<b>-</b>	<b>-</b>	<b>26,855</b>	<b>6,590</b>
<b>Cash funds this year end</b>	<b>19,971</b>	<b>-</b>	<b>-</b>	<b>19,971</b>	<b>26,855</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>	Current Account	18,536	-	-
	Savings Account	1,382	-	-
	Petty Cash	53	-	-
	<b>Total cash funds</b>	<b>19,971</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

*Caroline Logan*  
*Gillian Carter*

CAROLINE LOGAN  
GILLIAN CARTER

20/5/19  
20/5/19



**Independent examiner's report to the trustees Woodlands Primary School Parent Teachers Association:**

I report to the trustees on my examination of the accounts of the Woodlands Primary School Parent Teachers Association for the year ended 31st August 2018.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

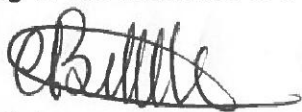
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Christopher Bulman



7 Cornwallis Avenue  
Tonbridge  
Kent  
TN10 4EP

22<sup>nd</sup> March 2019