

**DRAFT - Otford Primary School
Parent, Teachers and Friends Association**

(PTFA)

(Registered Charity Number 1092099)

Financial Statements

For year ended 31st August 2025

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Otford Primary School PTFA
Trustees' Annual Report for the Year Ending 31st August 2025

Trustees During the year and up to the date of this report

Ebony Gill – Chair
Jennifer Waters - Secretary
Lisa Simmonds - Treasurer
Kerry Randall - Vice Treasurer
Amy James - Vice Treasurer
Katy Richardson Hollands

Principle Address

Otford Primary School
High Street
Otford
Kent
TN14 5PG
ptfa@otford.kent.sch.uk

Governing Document

The PTFA is a registered charity and is operated under the rules of its constitution signed 26 February 2002.

Overall management of the charity is the responsibility of the trustees who are elected annually and co-opted under the terms of the constitution. Day to day project activity is managed and carried out by volunteers.

Aims, Objectives and Activities

The PTFA organises a variety of events during the year. Our aim being to advance the education of pupils in the school, by funding facilities, equipment and experiences not normally met by the Local Education Authority. There is a strong social aspect to its activities and PTFA events provide a good opportunity to get to know other parents and staff in informal surroundings.

Activities and public benefit statement

The principal activities of the PTFA include fund raising events and social events for parents, teachers and pupils of the school, also involving members of the local community and businesses. Money raised is then spent on items requested by parents, staff and head teacher of Otford Primary School for the public benefit of all those that attend the school.

Oxford Primary School PTFA
Trustees' Annual Report for the Year Ending 31st August 2025

Summary of the main achievements during the year

The net income for the year totaled **£12,337** (2024 £19,501)

The main funding raising activities (shown net) were:

Donations (Non Event Fundraising);	£4,360
Fundraising Events;	
Christmas Bazaar	£3,813
Cake Sales	£1,594
Disco	£1,005
Book Hunt	£526
Sports Day	£490
Pre Loved Uniform	£398

The PFTA Expenses in the year totaled **£5,434** (2024 £1,001)

This included the purchase of; new shed, shed base and shelving. Insurance & membership, accounting software, room hire, printing, stationery and general equipment (table cloths, storage boxes etc)

Through its fundraising activities and donations received (including gift aid) in the current and preceding years the PTFA have benefitted the pupils of Oxford Primary School by funding **expenditure totaling £5,058** (2024 £26,682)

The PTFA funded the below listed school expenditures/purchases totaling **£5,058**

Self-Regulation Boxes	£1,449
Panto 2024	£1,000
Silly Science Workshop	£699
Panto 2025 Deposit	£450
Sports Bibs	£280
PE Equipment	£223
Tablet for Teacher	£207
Leavers Party	£200
Y6 Production Props	£199
Christmas Tree & Crackers	£196
Music Equipment	£155

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The year end closing balance as at 31 August 2025 is **£27,617**

Each and every year, we commit £200 towards the Year 6 Leavers Party and £200 towards the Y6 Production.

We have also committed to fund £990 for a Christmas Panto in Dec 2025, and £6,410 for playground gym equipment.

Therefore, we start the year with **£19,817** available for use.

Reserves Policy

At each meeting of the PTFA, the accounts are scrutinized and a wealth check is conducted; as a result of this it is then decided by the Committee whether to spend any of the money. Operating costs are minimal as PTFA members are all volunteers.

Recruitment and appointment of trustees

Trustees are appointed annually at the AGM in September each year by a show of hands of all those present and are recruited on a voluntary basis from the parents of children at the school.

The Trustees' Declaration

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

Signed on behalf of the charity's trustees

Signature:

Date:

Name:

Lisa Simmonds

Position:

Treasurer

Oxford Primary School PTFA Financial Statements

Receipts and Payment Accounts for the year ended 31 August 2025

Receipts

	Receipts	Expenses	Profit YE 310825	Profit YE 310824
Non Event Fundraising	£4,558	-£198	£4,360	£4,187
Christmas Bazaar	£4,632	-£819	£3,813	£5,160
Cake/Ice Cream Sales	£1,690	-£96	£1,594	£1,632
Disco	£1,180	-£175	£1,005	£1,052
Book Hunt	£808	-£282	£526	£712
Sports Day	£717	-£227	£490	£464
Pre Loved Uniform	£412	-£14	£398	£633
Summer Fete				£4,759
Easter Egg Hunt				£750
Y6 Refreshments				£13
Subtotal	£13,997	-£1,811	£12,186	£19,361
Interest/Bank Charges	£151		£151	£140
Total Receipts	£14,148	-£1,811	£12,337	£19,501

Oxford Primary School PTFA Financial Statements

Receipts and Payment Accounts for the year ended 31 August 2025

Payments

	Payments YE 310825	Payments YE 310824
Panto	£1,450	£1,055
Self-Regulation Boxes	£1,448	£0
Science – Workshop	£699	£0
PE – Bibs, Gym, Tennis	£503	£810
IT-Ipads	£208	£4,669
Y6 Leaver’s Party	£200	£200
Y6 Production Props	£199	£112
Christmas Tree/Crackers	£196	£135
Music – Songdrawing	£155	£0
Library Revamp	£0	£10,000
Peaceful Pod	£0	£3,725
Class Budget	£0	£3,111
Whiteboard	£0	£2,817
Banner	£0	£48
Total Investing Activities	£5,058	£26,682
PTFA General Expenses	£4,776	£392
Xero (accounting system)	£356	£324
Insurance & Membership	£162	£153
Gifts	£41	£90
Meeting Expenses	£99	£42
PTFA Expenses	£5,434	£1,001
Subtotal	£10,492	£27,683
Total Receipts	£12,337	£19,501
Less Total Payments	-£10,492	-£27,683
Surplus/Deficit (-)	-£1,845	£8,182

Otford Primary School PTFA Financial Statements

Statement of Assets and Liabilities as at 31 August 2025

	YE 310825	YE 310824
Reserves		
Balance at start of year	£25,772	£33,953
Surplus/Deficit for the year	£1,845	-£8,182
Balance at end of year	£27,617	£25,772
Current Assets		
Cash Float	£100	£100
Treasurers Account	£4,602	£10,409
Deposit Account	£22,915	£15,263
Total	£27,617	£25,772

Accounts prepared by:

Lisa Simmonds (Treasurer)

Agreed:

Jennifer Waters (Secretary)