



## Trustees' Annual Report for the period


From **1<sup>st</sup> October 2023** To **30<sup>th</sup> September 2024**

**Charity name: JULIANS PRIMARY SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION**

**Charity registration number: 1015176**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The PTFA is a charity run by an elected committee of parents and teachers whose main purpose is to improve and advance the education of the pupils at Julian's School by:</b></p> <p><b>Providing and helping in the provision of facilities for education at Julian's School including the organisation of social and other events</b></p> <p><b>To promote good relations between staff and parents</b></p> <p><b>To promote the wellbeing of pupils</b></p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>As a PTFA attached to a school we ensure that all our investments into the initiatives we support aim to support all children. We agree on this in collaboration with the schools senior leadership team. Some of the initiatives we supported this financial year were:</b></p> <ul style="list-style-type: none"><li><b>• Reception play area improvements</b></li><li><b>• Primary Shakespeare Programme</b></li><li><b>• Year 6 Leavers Book</b></li><li><b>• Black History Month Literature for the library</b></li><li><b>• 'No Cold Child' winter coats</b></li><li><b>• Playground equipment and shed</b></li><li><b>• Year 6 leavers books</b></li><li><b>• Christmas pantomime</b></li><li><b>• Each year group got a pot of funds</b></li></ul>
Statement confirming whether the trustees have had regard to the guidance	Para 1.18	<p><b>I can confirm that the trustees are aware of the guidance provided by the Charity Commission. Whilst this report is</b></p>

<p>issued by the Charity Commission on public benefit</p>		<p><b>available and issued to the Trustees we also go through a presentation of this information to our trustees and the reminder of this guidance is issued there each year. See the screenshot below.</b></p> 
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
<p>Policy on grant making</p>	<p>Para 1.38</p>	<p><b>As of today we don't have a policy on this and have never received any grants.</b></p>
<p>Policy on social investment including program related investment</p>	<p>Para 1.38</p>	<p><b>Our aim as a PTFA is to promote the wellbeing of pupils at our school and this could be classed as a social investment.</b></p>
<p>Contribution made by volunteers</p>	<p>Para 1.38</p>	<p><b>Charity runs entirely on volunteers, there are no paid members of our organisation. Without the volunteers to lay on the fundraising events then there would be no funds raised at all.</b></p>
<p>Other</p>		<p><b>Out core PTFA team is made up of the following people:  Lucy Cliff – Chair  Ellen Cockerill – Co Chair  Rowan Brown – Secretary  Stephanie Marks – Treasurer  Alison Gibbs – Marketing and social  Lara Cavazza – Co Chair West Norwood  Angelique Richardson – Communications  Chereiss Wilson – Event Support  Dana Kalder – Even Support  Sally Rickard – Cake Sales</b></p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>We ran over 16 fundraising events last year and we drove an income of just over £27k. Obviously we have costs attached to some of our events but we are currently running at margins of around 39% so we are raising a phenomenal amount of additional funds for Julians school which is needed no more than ever, with government cuts and tighter academic budgets. Last year we invested into these initiatives:</b></p> <ul style="list-style-type: none"> <li>• Reception play area improvements</li> <li>• Primary Shakespeare Programme</li> <li>• Year 6 Leavers Book</li> <li>• Black History Month Literature for the library</li> <li>• 'No Cold Child' winter coats</li> <li>• Playground equipment and shed</li> <li>• Year 6 leavers books</li> <li>• Christmas pantomime</li> <li>• Each year group got a pot of funds</li> </ul> <p><b>We also agreed to fund the larger school grounds initiative of Trees for Cities to improve the outdoor spaces at both the Streatham and West Norwood site. The funds for this however were paid in October 2024 so this will be realised in the next financial return.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p><b>After some fallow post covid years our bank balance had built up and so we set the following objectives for 2023/2024</b></p> <ul style="list-style-type: none"> <li>• Spend more of the funds raised – work in collaboration with the school leadership to focus on investment</li> <li>• To improve communication with the school community</li> <li>• Continue fundraising, focus on reducing margins year on year</li> </ul> <p><b>Our spending (on investments to the school, not cost) was up significantly year on year and we made the decision to make some big investments for the outdoor spaces which had never been made at such a level before (£20k).</b></p> <p><b>Communication was much improved via class WhatsApp groups, social posts</b></p>
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		<p>and posters around the school resulting in more participation and more money raised year on year.</p> <p>And whilst we tried to make every penny of cost work as hard as possible we feel that further into next year we will see more improvements behind this.</p>
Performance of fundraising activities against objectives set	Para 1.41	The school have been thrilled with the support that the PTFA have provided and were very clear that without our support many of these initiatives simply would have not happened. This was also recognised in the school governors end of year report.
Investment performance against objectives	Para 1.41	We definitely spent the budget we set out to spend, but excellent fund raising has filled the bank account again and our objective is to find another big project (year on year off) to save for, whilst continuing to invest in the core initiatives every year (e.g. Primary Shakespeare, etc.).
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>Our CC16a form has been completed along with our own financial systems submitted for independent examination, a summary is here:</b></p> <p><b>Starting balance Oct 1<sup>st</sup> 2023: £27,164.77</b>  <b>Income: £27,368.86</b>  <b>Outgoings: -£16,646.31</b>  <b>Closing balance 30<sup>th</sup> Sept 2024: £37,887.32</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p><b>We don't have a policy to holding reserves – as an organisation we have no fixed costs that must be delivered at any given time, we are a cash in and cash out business really with not fixed operating costs.</b></p>
Amount of reserves held	Para 1.22	<p><b>N/A</b></p> <p><b>We don't have a policy of this but we do try and avoid the balance getting below £5k, and the reason being that the summer fair needs a fair amount of investment for that event to happen so cost goes out, before the return comes in, so we do need a buffer for that, however this isn't a fixed 'policy' as such, more a sensible decision we all make.</b></p>
Reasons for holding zero reserves	Para 1.22	<p><b>We don't have any fixed costs</b></p>
Details of fund materially in deficit	Para 1.24	<p><b>We are not materially in deficit</b></p>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p><b>N/A</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p><b>The majority of our revenue comes in via fundraising initiatives, each year we will try and come up with new ideas, but broadly there are a series of small but frequent events such as:</b></p> <ul style="list-style-type: none"> <li>• <b>Cake Sales</b></li> <li>• <b>Uniform Sales</b></li> <li>• <b>Coffee Mornings</b></li> <li>• <b>Lolly ice sales</b></li> <li>•</li> </ul> <p><b>We lay on social events such as:</b></p> <ul style="list-style-type: none"> <li>• <b>Wreath making</b></li> <li>• <b>Fish and Chips Quiz</b></li> </ul> <p><b>And we do 2 larger events throughout the school year:</b></p>
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		<ul style="list-style-type: none"> <li>• <b>Festive Friday</b></li> <li>• <b>Summer Fair</b></li> </ul> <p><b>Community participation from these events drives most of our revenue but we do also see money come in via:</b></p> <ul style="list-style-type: none"> <li>• <b>Private donors</b></li> <li>• <b>Estate agent boards as sales and marketing to drive revenue towards funding the summer fair</b></li> <li>• <b>We sell stalls to outside traders at the summer fair</b></li> <li>• <b>We also have some revenue that comes through via school cashback schemes.</b></li> </ul> <p><b>You will see this colour coded on our financial sheets.</b></p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>We are at the mercy of volunteers, if people don't hand raise, events can't go ahead, but we are a big school of 5 form entry so we are unlikely to experience this.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>Unrestricted funds</b>
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>We run off our constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>We run an AGM, we have a designated PTFA committee and we abide by our constitution.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees were elected at the same time as the committee and reflect the committee.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>N/A</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>N/A</b>
Relationship with any related parties	Para 1.51	<b>We work hand in glove with the senior leadership of the school to ensure that the funds are spent in the interest of the school, the children and the wider public</b>
Other		

### Reference and Administrative details

Charity name	<b>JULIANS PRIMARY SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION</b>
Other name the charity uses	Julians PTFA
Registered charity number	<b>1015176</b>
Charity's principal address	Julians Primary School 226 Leigham Court Road London SW16 2RB



**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Lucy Cliff	n/a	All year	Existing trustees
2	Ellen Cockerill	n/a	All year	Existing trustees
3	Rowan Brown	n/a	All year	Existing trustees
4	Alison Gibbs	n/a	All year	Existing trustees
5	Stephanie Marks	n/a	All year	Existing trustees
6				
7				
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12				
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15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		
<b>N/A</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>N/A</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

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

Type of adviser	Name	Address
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N/A		

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

N/A
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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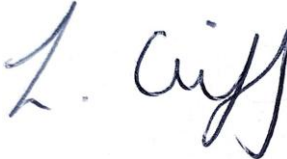
## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Stephanie Marks	Lucy Cliff
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	27.07.25	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

JULIANS PRIMARY SCHOOL PARENT TEACHER AND  
FRIENDS ASSOCIATION

1015176

## Receipts and payments accounts

CC16a

For the period  
from

10/1/2023

To

9/30/2024

### 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>					
Private Donations	319	-	-	319	-
Total Fundraising	27,050	-	-	27,050	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>27,369</b>	<b>-</b>	<b>-</b>	<b>27,369</b>	<b>-</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>27,369</b>	<b>-</b>	<b>-</b>	<b>27,369</b>	<b>-</b>
<b>A3 Payments</b>					
Charitable costs (investment back to Julians)	4,600	-	-	4,600	-
Fundraising costs	12,046	-	-	12,046	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,646</b>	<b>-</b>	<b>-</b>	<b>16,646</b>	<b>-</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>16,646</b>	<b>-</b>	<b>-</b>	<b>16,646</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>10,723</b>	<b>-</b>	<b>-</b>	<b>10,723</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>10,723</b>	<b>-</b>	<b>-</b>	<b>10,723</b>	<b>-</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>	Bank Balance	37,887	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>37,887</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>Stephanie A. Marks</i>	Stephanie Marks	24.07.25

L. Cliff

Lucy Cliff

27.07.25



**Section A**

**Independent Examiner's Report**

**Report to the trustees** JULIANS PRIMARY SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION

**On accounts for the year ended** 30 September 2024 **Charity no (if any)** 1015176

**Set out on pages** 1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2024.

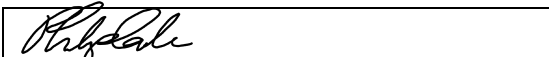
**Responsibilities and basis of report** As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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.

**Independent examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did 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:**  **Date:** 29 / 07 / 2025

**Name:** Philip Earle

**Relevant professional qualification(s) or body (if any):** Institute of Chartered Accountants in England and Wales ("ICAEW")

**Address:** 114 St Julians Farm Road  
West Norwood  
SE27 0RR

Only complete if the examiner needs to highlight material 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.**

In carrying out my examination it was noted that a personal payment was accidentally made from the Trust's bank account for £10,000 during the period. The error was identified and corrected in a matter of days as the Treasurer performs a weekly bank account check.

As the payment did not relate to the activities of the Trust, and was cancelled by paying back in the £10,000 to the Trust's bank account, the amount has not been accounted for as part of the payments or receipts within the Trust's return.

The error was adequately addressed within the Trustees Annual report, including a description of how the error arose and the measures in place to ensure it will not recur.

It should be noted that this is not being disclosed as a material matter of concern but only for transparency and completeness.