



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St Matthew First School Parent Teacher  
Association

1016173

## Receipts and payments accounts

CC16a

For the period from	01/10/2021	To	30/09/2022
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### 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>					
Income from main events	27,738	-	-	27,738	3,280
Income from minor events	6,524	-	-	6,524	846
Other income	957	-	-	957	1,039
Sponsorship	3,860	-	-	3,860	3,500
Donations	570	-	-	570	3,500
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>39,649</b>	<b>-</b>	<b>-</b>	<b>39,649</b>	<b>12,165</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>39,649</b>	<b>-</b>	<b>-</b>	<b>39,649</b>	<b>12,165</b>
<b>A3 Payments</b>					
Direct costs for events	7,830	-	-	7,830	-
Sundry expenses	237	-	-	237	453
Donations to school	25,159	-	-	25,159	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>33,226</b>	<b>-</b>	<b>-</b>	<b>33,226</b>	<b>453</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>33,226</b>	<b>-</b>	<b>-</b>	<b>33,226</b>	<b>453</b>
<b>Net of receipts/(payments)</b>	<b>6,423</b>	<b>-</b>	<b>-</b>	<b>6,423</b>	<b>11,713</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>14,239</b>	<b>-</b>	<b>-</b>	<b>14,239</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>20,661</b>	<b>-</b>	<b>-</b>	<b>20,661</b>	<b>11,713</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>	NatWest Bank account	19,789	-	-
	Cash on hand	872	-	-
		-	-	-
	<b>Total cash funds</b>	<b>20,661</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	n/a		-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	n/a		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	n/a		-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>N Lotz</i>	Nelle-Mari Lotz	31/07/23
<i>K MacDonald</i>	Kerry McDonald	31/7/23

## INDEPENDENT EXAMINER'S REPORT

**FOR: St Matthews Primary School Parent Teacher Association**

**PERIOD: on the accounts for the year ended 30<sup>th</sup> September 2022.**

The charity's trustees consider that an audit is not required for the year in question (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is required as gross income for the financial year in question exceed £25,000.

It is therefore my responsibility to

- examine the accounts – (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 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 other than that disclosed below

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.

There are no matters of concern to disclosure in my examination of the St Matthews Primary School Parent Teachers Association set of accounts ending 30<sup>th</sup> September 2022.

This is the first year that St Matthews Primary School PTA have required to submit their accounts. Their fundraising increased due to a rise in the number of fundraising events in the financial year. I found the accounts to be in good order and sufficient evidence of correct accounting procedure.

**Examiner:** Joanne Moore

**Relevant professional qualification:** Member of the Chartered Institute of Management Accountants

**Address:** 84A Melbury Gardens, London SW20 0DN



## Trustees' Annual Report for the period

From **01.10.2021** To **30.09.2022**

Charity name: **St Matthews First School Parent Teachers Association**

Charity registration number: **1016173**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of the pupils at the school by providing and assisting in the provision of facilities for the education at the school (not normally provided by the Local Education Authority).</b>
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	<b>The main activity of the PTA is fundraising to provide facilities, equipment, and educational resources not funded by the school's budget.</b>  <b>In addition, the PTA strives to create links between the school, parents and the local community through the organisation of social events and activities which fosters the sense of community which is at the heart of our school.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have carefully considered and followed the guidance issued by the Charity Commission on public benefit.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

## 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>Following the Covid-19 pandemic, this has been the first year that the PTA has been able to organise a full calendar of fundraising events.</b></p> <p><b>All events were very well attended and supported by both the school and wider communities. As well as raising much needed funds for the school the events held during the year also played an important role in creating a closeknit community between parents, carers, school staff and the local community.</b></p> <p><b>Winter Term:</b> The Light Festival, held for the first time in 3 years, was a sell-out event and a massive success at kicking off fundraising efforts and bringing the school community together for the first-time post Covid school-closures and restrictions. The Christmas Fair was somewhat curtailed due to an increase in Covid infections, and several classes were unable to attend the event. Along with other Christmas events, i.e. the sale of Christmas cards and trees, a total of £10k was raised during the Winter Term.</p> <p><b>Spring Term:</b> Unfortunately, the planned fundraising events for the Spring Term were also significantly affected by a Covid outbreak. The Disco was postponed to the Summer Term and although the Quiz Night went ahead, attendance dropped off significantly. The Readathon, a new event introduced over the half term proved to be a tremendous success and helped to contribute to the £2.8k raised in this term.</p> <p><b>Summer Term:</b> The Summer Term benefited from a full calendar of events and thankfully very little disruption from Covid. The postponed Disco was combined with the Platinum</p>

		<p>Jubilee celebrations and was another successful event. The ever-popular Summer Fair also did not disappoint, and we ended the year with a Family picnic on the sports field. Lastly, another new event was introduced this term - the plant sale organised by green fingered parents. In total we raised over £10k during this term.</p> <p>Both the Christmas and Summer Fairs benefitted greatly from raffles and silent auctions consisting of prizes generously donated by local businesses. Both events were open to families who attend the school and the local community.</p> <p>On top of the main events listed above, during the year we held several smaller events which helped raise over £3k in total. These events included:</p> <ul style="list-style-type: none"> <li>- Cake and ice cream sales</li> <li>- Film nights</li> <li>- 2<sup>nd</sup> hand uniform sales</li> <li>- Crazy hair day</li> <li>- Easter Egg tombola</li> </ul> <p>We also endeavoured to raise funds from external sources. These included:</p> <ul style="list-style-type: none"> <li>- Commissions received from companies such as The Co-Op, Amazon Smile, Bags2School;</li> <li>- Sponsorship from local businesses, either in the form of prizes for raffles or silent auctions or monetary sponsorship of our respective fairs.</li> <li>- Donations</li> </ul> <p>In total, we raised £5.4k from external sources.</p> <p><b>During the year, the PTA was able to donate £25,159.00 to the school which was spent on:</b></p> <ul style="list-style-type: none"> <li>- Performing arts education workshops for each year group</li> <li>- New playground equipment and markings</li> <li>- Reading materials, educational resources and educational subscriptions</li> <li>- Christmas pantomime</li> <li>- Jubilee Dancing Workshop</li> </ul>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>At the end of the period the charity had funds of £20,661.00 (PY: £11,713.00) of which:</b></p> <ul style="list-style-type: none"> <li>• £15,787.00 is available for unrestricted spending in line with our objectives.</li> <li>• £2,584.00 ringfenced for spend on sports kit and equipment.</li> <li>• £2,290.00 ringfenced for spend on the school garden.</li> </ul>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Sufficient reserves are held to meet the financial obligations that arise from expenditure and other projects identified by the PTA and the school that require additional funding.</b>
Amount of reserves held	Para 1.22	<b>£20,661.00</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p><b>The ongoing impact of the Covid-19 pandemic and the cost-of-living crisis will both have an adverse impact on the PTA's ability to fund raise in the coming year.</b></p> <p><b>The trustees continue to monitor the situation and together with the school will adjust the planned expenditure. The trustees consider it appropriate to prepare the accounts on a going concern basis as it has sufficient</b></p>

		<b>reserves to meet its current financial obligations.</b>
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**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	<ul style="list-style-type: none"> <li>• <b>Fundraising through events, raffles, silent auctions etc held at school.</b></li> <li>• <b>Sponsorship by local businesses.</b></li> <li>• <b>Commissions received through businesses such as Amazon Smile, Bags2School.</b></li> <li>• <b>Donations</b></li> </ul>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association</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	<p><b>Committee members/trustees are elected by the members of the PTA at the AGM and shall hold office until the next AGM.</b></p> <p><b>All parents or guardians of children attending the school, the teaching and support staff and others at the discretion of the committee are considered members of the PTA and are eligible to be nominated as a committee member/trustee.</b></p>

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	St Matthews First School Parent Teachers Association
Other name the charity uses	St Matthews CoE Primary School PTA
Registered charity number	1016173

Charity's principal address	Cottenham Park Road West Wimbledon SW20 0SX

**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	Nelle-Mari Lotz	Treasurer		
2	Kerry MacDonald	Chair	From 15 Sept 2021	
3	Kathryn Lucy Jarvis	Co-Chair	From 15 Sept 2021	
4	Mia Robinson	Co-Chair	From 15 Sept 2021	
5	Sadie Griffith	Co-Chair	From 15 Sept 2021	
6	Sarah Ryll	Co-Chair	From 15 Sept 2021	
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		
n/a		

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

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
n/a		

## 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
Bank	NatWest Bank plc	16 Wimbledon Hill Road, London, SW19 7NN
Independent Examiner	Joanne Moore	84a Melbury Gardens, London, SW20 0DN

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

n/a

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

## Other optional information

n/a

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>K MacDonald</i>	<i>N Lotz</i>
Full name(s)	Kerry McDonald	Nelle-Mari Lotz
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 31 July 2023