



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St Matthew First School Parent Teacher  
Association

1016173

CC16a

## Receipts and payments accounts

For the period from	01/10/2022	To	30/09/2023
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### 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>					
Income from main events	26,968	-	-	26,968	27,738
Income from minor events	6,422	-	-	6,422	6,524
Other income	247	-	-	247	957
Sponsorship	5,320	-	-	5,320	3,860
Donations	1,733	-	-	1,733	570
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>40,690</b>	<b>-</b>	<b>-</b>	<b>40,690</b>	<b>39,649</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>40,690</b>	<b>-</b>	<b>-</b>	<b>40,690</b>	<b>39,649</b>
<b>A3 Payments</b>					
Direct costs for events	10,951	-	-	10,951	7,830
Sundry expenses	955	-	-	955	237
Donations to school	21,728	-	-	21,728	25,159
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>33,634</b>	<b>-</b>	<b>-</b>	<b>33,634</b>	<b>33,226</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>33,634</b>	<b>-</b>	<b>-</b>	<b>33,634</b>	<b>33,226</b>
<b>Net of receipts/(payments)</b>	<b>7,056</b>	<b>-</b>	<b>-</b>	<b>7,056</b>	<b>6,423</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>20,662</b>	<b>-</b>	<b>-</b>	<b>20,662</b>	<b>14,239</b>
<b>Cash funds this year end</b>	<b>27,718</b>	<b>-</b>	<b>-</b>	<b>27,718</b>	<b>20,662</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	27,071	-	-
	Cash on hand	647	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27,718</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>Nelle-Mari Lotz</i>	Nelle-Mari Lotz	31/07/2024
<i>Kerry McDonald</i>	Kerry McDonald	31/07/2024

## 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 2023.**

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 2023.

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

01.10.2022 To

30.09.2023

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>The PTA were able to build on the success of the events held in the prior year and organised a full calendar of fundraising events in the 2022/23 year.</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 new school year kicked off with one of the most popular events, The Light Festival. Although it was not a sell out event this year, it remained well attended and raised an impressive £2.5k.</p> <p>Fortunately, the Christmas Fair was able to go ahead without being restrained by Covid restrictions as in the prior year. Along with other Christmas fundraising initiatives, i.e. the sale of Christmas cards and trees, an impressive £7.5k was raised during the festive season.</p> <p><b>Spring Term:</b> The Spring term was a very busy term for big fundraising events. Parents turned out in force to challenge the teachers for the sought after Quiz night trophy. Coombe Residential very kindly sponsored the bar for the evening, helping to boost the takings.</p> <p>The annual School Disco doubled-up as a farewell party for the departing headteacher, Mr Quinn. Everybody enjoyed the Spanish Fiesta theme especially the</p>

churro van, once again kindly sponsored by Coombe Residential.

The Readathon, the new event introduced in the prior year, was once again held over the February half term and raised £1.1k.

**Summer Term:**

The highlight of the summer term fundraising events was definitely the Summer Fair. The inclusion of a petting zoo this year proved to be a hugely popular.

Building on the prior year success, the Plant sale was once again very well supported by the green fingered parents/carers in our community. Unfortunately, due to a clash of dates, the family picnic event was unable to take place this year. In total, nearly £7.5k was raised during this term.

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.

On top of the main events listed above, during the year we held several smaller events which helped to raise over £3.5k in total. These events included:

- Cake and ice cream sales
- Film nights
- 2<sup>nd</sup> hand uniform sales
- Crazy hair day

For the Easter Egg tombola, the PTA decided to bear the cost of the chocolate eggs instead of requesting parents to donate the eggs.

As society moves towards being more cashless, the PTA has also embraced the convenience of cashless payments by introducing the following:

- Increased the number of "tap and pay" card readers available at events
- Classlist App – enables the purchase of tickets directly through the app

Although there are additional costs associated with these payment methods, the PTA is confident that due to the ease of cashless payments, it will be offset by an increase in purchases made.

		<p>As pressure on household budgets increased, we endeavoured to increase the funds raised from external sources. These included:</p> <ul style="list-style-type: none"> <li>- Commissions received from companies such as 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>On top of the above, a parent who complete a triathlon very kindly donated the £1.3k she raised to the school. In total, we raised £8.8k from external sources.</p> <p><b>During the year, the PTA was able to donate £21,727.00 to the school which was spent on:</b></p> <ul style="list-style-type: none"> <li>- Reading materials, educational resources and educational subscriptions</li> <li>- New playground equipment and markings</li> <li>- Gymnastics coaching</li> <li>- Christmas pantomime</li> <li>- Dance Workshop</li> </ul> <p>The PTA also replaced the worn and lost sports kit, ensuring that the children representing St Matthews at sports events benefit from feeling unified as equal members of the team.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

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

Other		
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## 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 £27,718 (PY: £20,661.00) of which:</b></p> <ul style="list-style-type: none"> <li>• £25,428 is available for unrestricted spending in line with our objectives.</li> <li>• £2,290.00 ringfenced for spend on the school garden.</li> </ul> <p>The £2,584.00 ringfenced in previous years for spend on sports kit and equipment, has been fully utilised during the year.</p>
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>£27,718.00</b>
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p><b>The ongoing impact of the cost-of-living crisis and a decrease in the school's population 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 reserves to meet its current financial obligations.</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	<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



## 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

<b>Signature(s)</b>	<i>K MacDonald</i>	<i>N Lotz</i>
<b>Full name(s)</b>	Kerry McDonald	Nelle-Mari Lotz
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	31 July 2024	