



The Russell School PTA:

Registered Charity no: 1017405

The Treasurer report as at 31 July 2025

The purpose of the PTA is to raise funds for the benefit of the children attending The Russell School, while also fostering engagement between teachers, parents, and pupils to enhance the school community. There is a general distinction between two types of funds: general PTA funds, which are used for the benefit of the whole school, and class-specific funds, which are raised by individual year groups and used for their needs.

Change in Fund Structure and Charity Name Change

At the start of the year, the PTA Trustees unanimously agreed to revise the way funds are managed and raised. Previously, the PTA maintained both general and class-specific reserves. To streamline fundraising efforts and simplify financial administration, all reserves will now be held in a single **PTA Operating Fund**.

During the second half of the year, the PTA Trustees unanimously voted to change the charity's name to **Friends of The Russell School**. This change reflects a desire to simplify our identity and better communicate our goals and values and will be actioned during the first half of the academic year.

Furthermore, to support clearer financial governance, the PTA Trustees has established two independent funds, each serving different functions within the school. Both funds operate through the "Friends of The Russell School" charity and are collected through Local Giving for ease of use.

1) The Russell School PTA Operating Fund

2) The Russell School Education Fund (RSEF)

The Russell School receives its funding from the government on a per-pupil basis, but student numbers are much lower across the UK than they have been in the past. School budgets are being stretched to cover increasing overheads, meaning the school must make difficult decisions on what can be prioritised.

The **RSEF** is allocated at the discretion of our amazing headteacher Mrs Brooks to invest in the future of our school, and to ensure we can continue to provide a creative, exciting curriculum for our children.



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The **Russell School PTA Operating Fund** is an unrestricted fund used to support a wide range of school and community activities organised by the PTA. This includes funding for events, enrichment activities, equipment, and other initiatives that enhance the school experience for all pupils. The fund also covers administrative and operational costs related to PTA activities.

Existing class fund balances have been frozen and will move with each year group until they reach Year 6. These funds can then be used to subsidise Year 6 leavers' memorabilia, if they so wish.

Future Class Fundraising for Year 6

Beginning in Year 5, each class may once again raise funds specifically for the purpose of subsidising their Year 6 leavers' memorabilia. This ensures that pupils and families have sufficient time to prepare for and support the costs associated with the end-of-year celebrations.

Ceasing of Year-End Fund Redistribution

Historically, any remaining Year 6 class funds at the end of the academic year were divided between the Nursery and Reception classes. This practice, intended to support those year groups who had not yet had fundraising opportunities, will end in 2025.

Going forward, any leftover balances from Year 6 classes will be transferred to the General PTA Fund for broader use across the school.



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The Table below outlines the frozen funds as at 1st August 2024:

Year Group	Funds as at 1 st August 2024 (£)
Nursery *	171.50
Reception *	185.50
Year 1	183.68
Year 2	470.02
Year 3	670.65
Year 4	957.45
Year 5	481.76
Year 6	1,632.81

*Prior Year 6 left a balance of £343 which was agreed to be split between Nursery and Reception classes of 2024/2025.

Grants, Events and Sponsorships

Over the past year, PTA volunteers applied for a range of grants, including those from Petersham Open Gardens, Ham Close Funds, the BUPA Green Community Grant, Music for All and Universal Music UK Sound Foundation.

The PTA also received a grant in 2024 from the Richmond Parish Lands Charity, which focuses on supporting organisations with a particular emphasis on education.

A variety of events were organised by our PTA members this year, including the Christmas Fair, Quiz Night, Music Concert, Cake Sales, Secondhand School Uniform Sales, Plant Sales, Bounceathon, Ham Fair, Cookbook, Petersham Open Gardens, Gardening afternoon club and the Russell Rocks Summer Festival.

Furthermore, the PTA has secured sponsorship from various local businesses, including Mathnasium, Gibson Lane and Happy Kids Dental (Hammersmith).



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1) Cash in Hand – Bank Balance

	Amount (£)
Opening Balance as at 01 August 2024	24,886.62
Closing Balance as at 31 July 2025	39,427.87

2) Income and Expenditure as at 31 July 2025

	Notes	Amount (£)
Income		
Grants	1	7,830.00
Corporate Donation /Sponsorship	2	1,420.00
Fundraising Events	3	16,618.16
Class funds	4	321.90
Other income	4	784.85
Total income		26,974.91
Expenditure		
General and other	5	784.75
Events expenditure*	3	2,542.64
Class funds expenses	6	1,202.64
School events / resources subsidies	7	4,078.23
School trips subsidies	8	3,825.40
Total expenditure		12,433.66
Surplus for the year		14,541.25
Bank balance b/fwd		24,886.62
Closing bank balance as at 31 July 2025		39,427.87

*excluded platform fees



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Notes to the Income and Expenditure Accounts

NOTE 1

Grants received, applied and brought forward as at 31 July 2025:

Grants	Restricted	Amount Raised (£)
Petersham Open Gardens	School garden projects	7,830.00
<i>Ham Close Funds</i>	<i>School garden projects</i>	<i>Granted* £20,000</i>
<i>BUPA Green Community Grant</i>	<i>School garden projects</i>	<i>Submitted – Decision Pending</i>
<i>Music for All = £2,000</i>	<i>School music department</i>	<i>Unsuccessful</i>
<i>Universal Music UK Sound Foundation = £1,000</i>	<i>School music department</i>	<i>Granted* £600</i>
<i>Richmond Parish Lands Charity b/fwd £275.00</i>	<i>N/A</i>	<i>N/A</i>

*These will be paid in academic year 2025/2026. Grants are considered restricted funds, when the money received must be used specifically for the purposes outlined in the grant application.

NOTE 2

Monetary donations / sponsorship from corporation during the year – these sponsorships are shown separately from the fund-raising events.

Corporate Donations/Sponsorship	Amount (£)
Mathnasium – Christmas Stall	220.00
Mathnasium – Bounceathon	150.00
Sports Generations	100.00
We make footballer	100.00
Music Mayhem	100.00
Total	670.00
Happy Kids Dental – Russell Rock Summer festival – for music dept	750.00
Grand Total	1,420.00
Invoiced but not yet received	
<i>Gibson Lane</i>	<i>750.00</i>
<i>Mathnasium</i>	<i>220.00</i>
Total	970.00



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NOTE 3

Fundraising events run by the PTA during the year are shown by amount raised, event costs and net amount received. Additional income from monthly donations and Gift Aid is also included, along with platform fees for processing these donations.

Events	Amount Raised (£)	Event Costs (£)	Net amount received (£)
Christmas Fair / Other Christmas Project (cards)	3,002.81	459.16	2,543.65
Quiz night^	382.00	149.28	232.72
Music Concert^	2,017.75	393.50	1,624.25
Bounceathon^	985.00	235.00	750.00
Russell Rocks Summer Festival #	4,431.17	356.44	4,074.73
Cake sales	201.61	-	201.61
Plant Sales	331.76	-	331.76
Second hand uniform sales	157.45	-	157.45
Petersham Open Gardens	772.62	217.59	555.03
Ham Fair	121.50	72.57	48.93
Cook Book	279.43	-	279.43
Gardening Club^	1,510.00	659.10	850.90
Easy Fundraising	788.67	-	788.67
Sports day*	216.00	-	216.00
Total	15,197.77	2,542.64	12,655.13
Additional income			
Monthly donations via local giving ^	945.00	-	945.00
Gift Aid (from all fund raising events)	713.75	-	713.75
Platform fees			
Stripe	-	134.92	(134.92)
Local giving (rec'd net of fees)	(169.06)	-	(169.06)
Paypal	(69.30)	-	(69.30)
Total fundraising	16,618.16	2,677.56	13,940.60

^ excluding gift aid and platform fee

excluding raffle figures of £909.90 – still to receive

*Cash £54.40 for Sports day still to be banked



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NOTE 4

Other Income

Other income includes funds received from renting out the school railings to a corporate business at an agreed rate. However, the agreement with Sports Generation ended in June 2025 after discussions about a price increase, as the price had remained the same for five years. Mathnasium has agreed to advertise with two banners: one on Petersham Road from June and another, starting in September, at the Meadlands Gate.

During the year, some parent volunteers busked at Richmond Station for the Crisis charity and asked the PTA to transfer the funds directly to the organisation.

Other income also includes funds raised by the Year 5 class for activities planned in Year 6.

	Amount (£)
Sports Generations – Banner Advertisement	590.00
Mathnasium – Banner Advertisement (starting June 2025)	75.00
Collection for other charity – Crisis	119.85
Total	784.85
Year 5 fundraising for activities in Year 6	321.90

NOTE 5

General and other expenditure comprises administrative costs for running the PTA.

During the year, some parent volunteers busked at Richmond Station for the Crisis charity and asked the PTA to transfer the funds directly to the organisation.



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	Amount (£)
Membership fee – local giving	180.00
PTA insurance	162.00
Assets – Fridge / trolley	187.98
Stripe fee (see above Note 3)	134.92
Collection for other charity – Crisis	119.85
Total	784.75

NOTE 6

	Amount (£)
Year 6 – Hoodies for Teachers	68.00
Year 6 – Yearbook	762.29
Year 6 – End of year party - pizza	150.00
Year 6 – End of year party - drinks	31.35
Year 6 – End of year party – ice cream	191.00
Total	1,202.64

NOTE 7

The PTA helps subsidise school events and resources, which is a key part of its role. Some of these expenses are for annual events and are therefore included in the PTA's regular budget.

	Amount (£)
Panto – ice cream	442.50
Stage extension	1,286.92
School band tech	700.00
School Microphones	139.50
School headphones	303.81
School digital piano	237.50
Other school project – The Orchard	198.00
Vocal sessions Year 4	300.00
Student parliament fee	50.00
Tree fort inspection	420.00
Total	4,078.23



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NOTE 8

The PTA also provides support for the school trip each year; this year, £1,000 was budgeted per class. Some classes chose to use the full amount, while others opted for local trips and required less. The final decision depended on each class teacher. We are still expecting some invoices to come through, so final costs may be updated.

	Amount (£)
Nursery / Reception	460.40
Year 1 - Farm	500.00
Year 2 – Sea Life	500.00
Year 3	365.00
Year 4 – Young Thames Mariners	1,000.00
Year 5 *	-
Year 6 – Isle of Wight	1,000.00
Total	3,825.40

*Year 5 did not use the budgeted amount for their Sawyers Croft trip

The Russell School Education Fund (RSEF) and other restricted funding pots

In accordance with the EGM held on 2 July 2025, the PTA operating funds will move £10,000 towards the RSEF for 2025-2026 academic year. Below is the breakdown of various restricted funds.

	Amount (£)
Closing Balance from the bank as at 31 July 2025 is made up from the following restricted funds:	39,427.87
The Russell School Education Fund (RSEF)	10,000.00
Gardening Project Grant	7,830.00
Frozen Class pot (2025-2026)	3,442.47
Grand piano	3,000.00
PTA Operating fund	15,155.40



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Scheduled Expenditure before the year end

The following are expenditures that the PTA agreed to pay before the end of the year and are included to provide an overall view of the accounts.

	Amount (£)
Piano tuning	340.00

Frozen class funds

The Table below outlines the frozen funds as at 1st August 2025:

Year Group	Funds as at 1 st August 2025 (£)
Nursery *	-
Reception *	171.51
Year 1	185.50
Year 2	183.68
Year 3	470.02
Year 4	670.65
Year 5	957.45
Year 6	803.66
Total	3,442.47

*Prior Year 6 (24-25) left a balance of £430.17 which was agreed to put into the PTA General operating funds



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Budget spending forecast for PTA Operating Funds for 2025-2026

	Forecasted amount (£)
Class trips (coaches £1,000 per class except EYFS £500 each)	7,000.00
Panto – ice cream	330.00
Maintenance / inspection (tree fort £2,500, reading hut £500)	3,000.00
Grand Piano	1,945.00
Band tech	720.00
Year 4 vocal sessions	300.00
Pupil Parliament fee	50.00
Ad-hoc projects	200.00
PTA Platform fees	200.00
PTA Membership fees – local giving	200.00
PTA Insurance	250.00
Total	14,195.00
PTA operating fund	15,155.40
Surplus for 2025/2026 without any fundraising events	960.40

Prepared by: Phoebe Reule

Position: PTA Co-Treasurer

Date: 23 September 2025

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Charity Commission Annual Return 2025

THE RUSSELL SCHOOL PARENT TEACHER ASSOCIATION

Charity registration number: 1017405

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2025.

PART A - Charity information

Financial period

Financial period start date

01/08/2024

Financial period end date

31/07/2025

Income and spending

Income £

£ 26,975

Spending £

£ 12,434

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

Income breakdown

Donations and legacies (excluding Endowments Received)

£ 0

Charitable activities

£ 26,975

Other trading activities

£ 0

Investments

£ 0

Other

£ 0

Grantmaking

Is grant making the main way your charity carries out its purposes?

No

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).

Individuals

£ 0

Other charities

£ 0

Other organisations that are not charities

£ 0

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ e. None of the trustees have been paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside of the United Kingdom

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Total Spending outside of the United Kingdom

£

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Property

Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return?

No

Employment contract types

People were permanently employed by your charity

0

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Yes

Complaints policy and procedures

Yes

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

Yes

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Yes

Investing charity funds policy and procedures

Yes

Campaigns and political activity policy and procedures

Yes

Bullying and harassment policy and procedures

Yes

Social media policy and procedures

Yes

Engaging external speakers at charity events policy and procedures

Yes

Safeguarding

Has your charity provided services to children and/or adults at risk in the financial period of the return?

Yes

a. Standard DBS checks have been obtained for all eligible roles

Yes

b. Enhanced DBS checks have been obtained for all eligible roles

Not Applicable

c. Enhanced with Barred List(s) DBS checks have been obtained for all eligible roles

Not Applicable

Serious Incidents

Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?

There were no incidents to report

External risk and impact

Donations

Negative

Other income - grants

Unknown

Other income - contracts

Unknown

Other income - investment

Unknown

Expenditure on charitable activities

Negative

Expenditure on overheads

Negative

Number of volunteers

Unknown

Number of employees

Not applicable

Number of trustees

Unknown

Fundraising activities

Negative

Capacity to deliver services

Negative

Total service demand

Negative

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

50

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**
- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made



Report to the trustees/
members of

Charity Name

The Russell School Parent Teacher Association

On accounts for the year
ended

31 July 2025

Charity no
(if any)

1017405

Set out on pages

1-11

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2025.

Responsibilities and
basis of report

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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

26.03.2026

Name:

MAGDA ANDRONIC

	Relevant professional qualification(s) or body (if any):	FCCA
	Address:	8 NEW ROAD RICHMOND
		TW10 7HY
<div style="background-color: black; height: 20px; width: 100%;"></div>		

Only complete if the examiner needs to highlight 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.