



Trustees' Annual Report for the period

Period start date 01 09 2019 To Period end date 31 03 2020
From

Section A

Reference and administration details

Charity name

Little Ealing Primary School PTFA

Other names charity is known by

LEPS PTFA

Registered charity number (if any)

1031052

Charity's principal address

Little Ealing Primary School PTFA

Weymouth Avenue

Ealing, London

Postcode

W5 4EA

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Caroline Hodges	President		
2 Scott Illman	Chair		
3 Laura Sammuels	Vice-Chair (& Summer Fete Co-ordinator)		
4 Lisa Hammond	Vice-Chair		
5 Nush Ahmed	Secretary		
Alex Vines	Treasurer		
6 Ellen Hodgson	Assistant Treasurer		
7 Jamie Fergus Crockett	Assistant Treasurer		
8 Effithia Linardou	Cash Manager		
9 Nicola Wheeler	Class Rep Coordinator		
10 Nikki Webb	Class Rep Coordinator		
11 Emily Cracknell	Class Rep Coordinator		
12 Andrew Rainbow	Ticketing & Events Manager		
13 Idaira Pardo	Christmas Bazaar Coordinator		
14 Kiran Grigg	Staff Representative		
15 Swe Chambers	Recycling Coordinator		
16 Helen Smith	Recycling Coordinator		
17 Jonathan Samuels	Communications Coordinator		
18 Lucie Carter	Copywriter & Editor		
19 Will Ullstein	Marketing Manager		
20 Jaishree Vayavaharka	Governor Representative		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	Trustee
Trustee selection methods	Nominated and elected at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity is governed by a team of 15-20 trustees who make the decisions on which fundraising activities are undertaken and how funds are spent.

The charity continually fosters and develops the relationship with Little Ealing Primary School, with the head teacher serving as president and trustee of the charity, and an additional staff member as a valued trustee of the charity.

A Purchasing Policy is in place that requires pre-authorisations for all purchases on behalf of the charity. An Expense Policy exists for the management of all claims. Issuance of payment, for claims, is by cheque and requires two signatures from the nominated three approvers. The Chair signs all cheques over £200.

The charity continues to have three officers who manage the finances, ensuring correct degree of oversight and control of all cash handling and financial matters.

The charity has a budget which is set at the AGM at the start of the year; performance against this budget is monitored throughout the year. The budget covers both income and payments and is set at an annual level, taking account of each anticipated or planned fund-raising event. The Treasurer monitors payments for each event to ensure that they stay

within budget wherever possible.

Notification of events is made to the council where necessary in order to obtain proper and appropriate licenses. Adequate liability insurance is maintained.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

1. To raise money for the Little Ealing Primary School in a manner that enhances the community spirit.
2. To contribute towards improved facilities and equipment to improve the education, educational environment and social development of the pupils, whilst providing beneficial experiences for all the other stakeholders of the school.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. The main source of public benefit is the ability of the charity to make grants to Little Ealing Primary School. This year we were able to make grants to the school of £13,233 to complete the audiovisual project and support the school orchestra. (Note: A further grant cheque for £27,000 to fund the second phase of the upgrade of the school playground was issued but is not yet cashed yet).
2. The Trustees of the charity are fully aware of the importance of public benefit, and how fundraising activities undertaken allow the charity to make these donations to the school. Unfortunately, this year has not quite matched up to expectations, due to the impact of COVID and the need to cancel key fund-raising activities.
3. The charity continues to ensure that fundraising events enhance the community spirit around the school. As well as the highly profitable events such as the Summer and Christmas Fetes, we hold numerous other events; some (like discos) aimed at the school children, others (like the Comedy Night, the Quiz and the Curry Night) are designed for the parents.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The School, individual teachers and the parent body can request grants. Trustees discuss and vote on grants in the annual Finance meeting and these decisions are then communicated and implemented with the wider school body.

Volunteers are involved at many stages of the fundraising. Organised through the class representative network, they provide the resources that enable the fundraising events to operate. Their input is encouraged either informally via the Class Reps. Or through formal events such as the AGM.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

This year was still a good year for fund raising activity despite the significant challenges of the coronavirus pandemic. All activities from February 2020 were cancelled unfortunately, which meant the loss of income and profit from the summer fete.

All events continue to be profitable, and we continue to develop our work on ecommerce activities to reduce costs and expand our potential fundraising opportunities.

Yet again we made and committed to further significant grants to the school as outlined above.

Section E

Financial review

Brief statement of the charity's policy on reserves

We maintain a £4,000 reserve.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funds is our significant calendar of fundraising events.

All our expenditure is to either support fundraising events, or in grants to the school.

Section F


Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JAMIE FERGUS CROCKETT	
Position (eg Secretary, Chair, etc)	TREASURER	
Date	11.06.2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and payments accounts

CC16a

For the period
from

To

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 £
A1 Receipts					
	32,050	-	-	32,050	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	32,050	-	-	32,050	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,050	-	-	32,050	-
A3 Payments					
Costs of fundraising	9,837	-	-	9,837	-
Payments to other charities	-	-	-	-	-
Insurance	122	-	-	122	-
Grants to Little Ealing Primary School	13,233	-	-	13,233	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	23,192	-	-	23,192	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,192	-	-	23,192	-
Net of receipts/(payments)	8,858	-	-	8,858	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	8,858	-	-	8,858	-

Section B Statement of assets and liabilities at the end of the period

Categories		Details		funds to nearest £		funds to nearest £		funds to nearest £																																									
B1 Cash funds		<table><tr><td>Cash</td><td></td></tr><tr><td>Bank</td><td></td></tr><tr><td>savings</td><td></td></tr><tr><td colspan="2">Total cash funds</td></tr></table>		Cash		Bank		savings		Total cash funds		<table><tr><td>3,740</td></tr><tr><td>33,747</td></tr><tr><td>125</td></tr><tr><td>37,612</td></tr></table>		3,740	33,747	125	37,612	<table><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>		-	-	-	-	<table><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>		-	-	-	-																				
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		(agree balances with receipts and payments account(s))		Unrestricted funds to nearest £		Restricted funds to nearest £		Endowment funds to nearest £																																									
B2 Other monetary assets		<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>								<table><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>		-	-	-	-	-	-	<table><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>		-	-	-	-	-	-	<table><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>		-	-	-	-	-	-																
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B4 Assets retained for the charity's own use		<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>												<table><tr><td>Fund to which asset belongs</td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>		Fund to which asset belongs										<table><tr><td>Cost (optional)</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>		Cost (optional)	-	-	-	-	-	-	-	-	-	<table><tr><td>Current value (optional)</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr><tr><td>-</td></tr></table>		Current value (optional)	-	-	-	-	-	-	-	-	-
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Signed by one or two trustees on behalf of all the trustees		Signature		Print Name		Date of approval																																											
		JF CWA		JAMIE FERENCZACKEN		11.06.2021																																											



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Little Ealing Primary School PTFA

On accounts for the year
ended

31/08/2020	Charity no (if any)	1031052
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Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020

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 the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:

Robert Paul Swales

Date:

11 June 2021

Name:

Robert Paul Swales

Relevant professional
qualification(s) or body
(if any):

Association of Chartered Accountants

Address:

26 Weymouth Ave, London, W5 4SA

Section B

Disclosure

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.

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