



## Trustees' Annual Report for the period

Period start date	Period end date
01/09/2022	31/03/2023
From	To

### 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 Fergus Crockett	Chair		
4 Joanna Wills	Secretary		
5 Fergus Crockett	Acting Treasurer		
6 Ellen Hodgson	Assistant Treasurer		
Peter Elson	Treasurer Elect		
7 Carrie Salmon	Events Co-Ordinator		
8 Liesa Dorman	Events Co-Ordinator		
9 Alexa Fereday	Events Co-Ordinator		
10 Ruth Harrington	Events Co-Ordinator		
11 Aisha Riaz	Events Co-Ordinator		
12 Lara Rodrigues	Events Co-Ordinator		
13 Katie Hirst	Communications		
14 Louise Kean Wood	Merchandise		
15 Lindsay Turnham	Class Rep Co-ordinator		
16 Ellen Love	Class Rep Co-ordinator		
17 Emily Cracknell	Class Rep Co-ordinator		
18 Rosa Appleby Alis	Recycling and Environmental Lead		
19 Nazia <u>Dar</u>	Teacher		
20 Karolina Meyer	Teacher		
21 Martin Jackson	Teacher		

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

Name	Dates acted if not for whole year
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## 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	Trust
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 21 trustees who meet regularly and make decisions on which fundraising activities take place plus organise and deliver each event.

These trustees liaise with the school and take clear guidance from the school on how the funds raised are to be spent for the benefit of the children and school.

The charity continually fosters and develops relationships with Little Ealing Primary School, with the head teacher serving as President and Trustee of the charity, and 3 additional staff members as a valued additional trustee of the charity.

A purchasing policy is in place that requires pre-authorisations for 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 nominated three approvers. The Chair signs all cheques over £200.

This year the Chairman (who has acted as Treasurer since 2021) has also performed the role of acting Treasurer. This is currently being updated and these roles will be separated going forward. To safeguard against this, there are regular trustee financial reviews and updates to ensure a correct degree of oversight and control of financial matters, including reviewing of bank statements and scrutinizing of fundraising budgets. This has been considerably simplified by an agreed strategy of moving to cashless payments.

The Treasurer Elect will take over full responsibility for the accounts in 2023-24.



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. Each event organised sets a budget for income and costs. The treasurer and trustees review the financial performance of each event at their regular meetings.

Notification of events is made to the local 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 Little Ealing Primary School to contribute towards improved facilities and equipment to improve the education, educational environment and social development of the children whilst supporting all the key stakeholders of the school.
2. To organise events that foster engagement from children, teachers and parents to build and enhance the community spirit of the school.
3. To enable the children, parents and teachers to have fun.

**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 the public benefit is the ability of the charity to make grants to Little Ealing Primary School.
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.
3. The charity continues to ensure that the fundraising events enhance the community spirit around the school. As well as the highly profitable events such as the Summer and Christmas Fairs, the charity holds numerous other events: discos aimed at the children; a summer leaving party for the older children; others like Comedy night, Quiz Night and Wreath Making aimed at 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.

All grants made by the charity are requested by schoolteachers and approved the school Head. Once a grant request is approved by the school Head, it is then submitted to the Chair of Trustees. The grant request is then discussed at the next Trustees meeting for consideration by the Trustees which is then either approved or challenged. The Trustees cannot reject grant requests from the school, but they can challenge potential grants based on costs to be incurred, risks and the potential benefits to the school and the children. The Charity Trustees do not propose grant requests, just as the charity trustees do not dictate school policies or the school curriculum. This ensures that no parent can influence any particular area of school funding.

Volunteers are involved at many stages of the fundraising. Volunteers are organised through the class representative network, and they provide the valuable resources that enable all the fundraising activities to take place. Their input is encouraged either informally via the Class Reps. Or through formal events such as the AGM and Parents Evenings.

Summary of the main achievements of the charity during the year

This year has been a very good year for fund raising after the quieter times during the coronavirus epidemic.

The surplus recorded this year is slightly higher than expected due to late claiming of expenses pertaining to events within 22/23, this slight deficit will be recoded within the 2023/24 accounting year.

All events continue to generate a surplus for the main purpose of the charity, and we continue to develop our work on ecommerce activities to reduce costs and expand our potential fundraising opportunities.

We are building our reserves to deliver some significant projects to develop many of the facilities of the school.



## Section E

### Financial review

Brief statement of the charity's policy on reserves

We maintain a £4000 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 calendar of fundraising events.

All our expenditure is either to 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)	Chairperson	
Date	20.06.24	

Charity Name	No (if any)
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## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
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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>					
	80,570	-	-	80,570	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	80,570	-	-	80,570	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	80,570	-	-	80,570	-
<b>A3 Payments</b>					
Cost of Fundraising	23,401	-	-	23,401	-
Payments to Other charities	-	-	-	-	-
Insurance	140	-	-	140	-
Garnts To Little Ealing Primary School	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	23,541	-	-	23,541	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	23,541	-	-	23,541	-
<b>Net of receipts/(payments)</b>	57,028	-	-	57,028	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	47,045	-	-	47,045	-
<b>Cash funds this year end</b>	104,073	-	-	104,073	-

## 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>	Cash	2,425	-	-
	Bank	69,449	-	-
	Savings	32,199	-	-
	<b>Total cash funds</b>	<b>104,073</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Little Ealing Primary School PTFA

On accounts for the year  
ended

31/08/23

Charity no  
(if any)

1031052

Set out on pages

2

(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 **31/08/2023**

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:

25/06/2024

Name:

Peter Elson FCA CTA

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

ICAEW (FCA)

Address:

17 Venetia Road

London

W5 4JD

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.**