



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2023		31	08	2024

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 Dornan	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

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
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

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.

For the year 23/24 the Chairman (who has acted as Treasurer since 2021) has continued to perform the role of acting Treasurer, with clear guidance from the Treasurer elect and qualified account Peter Elson. It is hoped to separate these roles in 24/25 when time commitments allow.

To ensure appropriate financial controls are in place, there are regular trustee financial reviews and updates to ensure a correct degree of oversight and compliance, including reviewing of bank statements and scrutinizing of fundraising budgets. This has been considerably simplified by an agreed strategy of moving to cashless payments.

24.

The charity has a target for profit and 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 another good year for fund raising.

The surplus recorded this year is lower than last year, due to late claiming of expenses (circa. £12,360) pertaining to events within 22/23

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)

Position (eg Secretary, Chair, etc)

Date

Jamie Fergus Crockett		
Chairperson		

10.06.25

CHARITY COMMISSION
FOR ENGLAND AND WALESCharity Name
Little Ealing Primary School PTFANo (if any)
1031052

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01.09.23		31.08.24

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					
	73,072	-	-	73,072	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	73,072	-	-	73,072	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	73,072	-	-	73,072	-
A3 Payments					
Cost of Fundraising	40,264	-	-	40,264	-
Payments to Other charities	-	-	-	-	-
Insurance	153	-	-	153	-
Garnits To Little Ealing Primary School	33,241	-	-	33,241	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	73,657	-	-	73,657	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	73,657	-	-	73,657	-
Net of receipts/(payments)	- 585	-	-	- 585	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	104,073	-	-	104,073	-
Cash funds this year end	103,488	-	-	103,488	-

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 £
B1 Cash funds	Cash	2,739	-	-
	Bank	33,906	-	-
	Savings	66,844	-	-
	Total cash funds	103,488	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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

31.08.24

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 DD / MM / YYYY.

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:

22/06/2025

Name:

Peter Elson

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

FCA CTA (ICAEW & CIOT)

Address:

17 Venetia Road, Ealing, 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.