

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	9	2022		31	8	2023

## Section A Reference and administration details

**Charity name** George Tomlinson Parents, Teachers and Friends Association (PTFA)

**Other names charity is known by** George Tomlinson Parent, Teacher Association (former name)

**Registered charity number (if any)** 1069329

**Charity's principal address** George Tomlinson Primary School

Harrington Road

Leytonstone

**Postcode**

E11 4QN

### 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	Suzanne Veitch	Chair	From 21/9/22 to current	Members of the charity
2	Kirstin Kinloch-Steyn	Vice Chair	From 19/9/23 to current	Members of the charity
3	Brenda Cundy	Treasurer	From 21/9/22 to current	Members of the charity
4	Gevher Cagla Ceylan	Vice Treasurer	From 19/9/23 to current	Members of the charity
5	Freya Brett	Co-Secretary	From 21/9/22 to current	Members of the charity
6	Pippa Ryan	Co-Secretary	From 19/9/23 to current	Members of the charity
7	Nicola Wilson	N/A	From 19/9/23 to current	Members of the charity
8	Maura Belcher	N/A	From 19/9/23 to current	Members of the charity
9	Sally Ellis	N/A	From 19/9/23 to current	Members of the charity
10	Tomas O'Laoide	N/A	From 19/9/23 to current	Members of the charity
11	Pamela Johnson	N/A	From 19/9/23 to current	Members of the charity
12	Inayaili Vieira de Leon	N/A	From 19/9/23 to current	Members of the charity
13	Sarune Jankuviene	N/A	From 19/9/23 to current	Members of the charity
14	Rachel Jones	Vice Treasurer	From 21/9/22 to 19/9/23	Members of the charity

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

Name	Dates acted if not for whole year
N/A	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 22/9/1997
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from membership at the Annual General meeting or co-opted during the year with agreement of the trustees.

### 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.

George Tomlinson PTFA is comprised of parents, guardians and carers of pupils, teachers at George Tomlinson Primary School and interested members of the community.

All trustees and members of the association give their time voluntarily and receive no remuneration or other benefits.

The Association is registered with Parentkind, membership number 13519.

Our main fundraisers, the Winter Fair and Summer Festival, are open to the school and the wider community.

## Section C Objectives and activities

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

To advance the education of pupils in the school.  
In furtherance of this object the Association may:-  
( a ) Develop more extended relationships between the staff, parents and others associated with the school.  
( b ) Engage in activities which support the school and advance the education of the pupils attending it.  
( c ) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Headteacher as the representative of the Governing Body shall from time to time determine.

**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)**

<p>The main activities of the PTFA are fundraising in line with our objectives to fund activities and equipment for the benefit of students at George Tomlinson School.</p> <p>This year events included:</p> <ul style="list-style-type: none"> <li>- Summer and Autumn discos</li> <li>- Card project</li> <li>- Winter Fair</li> <li>- Carol Singing</li> <li>- 2023 Challenge</li> <li>- The Coin Race</li> <li>- Mini Spring Fair</li> <li>- Adult Quiz</li> <li>- Cook book</li> <li>- Summer Festival</li> <li>- Doughies Pizza kits</li> <li>- Virtual balloon races</li> <li>- Uniform sales</li> <li>- Raffles</li> <li>- Non uniform days</li> </ul> <p>Donations were also given through:</p> <ul style="list-style-type: none"> <li>- Match funding,</li> <li>- Give as you earn,</li> <li>- Easy fundraising</li> <li>- My school lottery</li> <li>- Donations from parents</li> </ul> <p>The trustees have had due regard to public benefit when exercising powers and duties. All activities had the sole purpose of raising funds that would benefit George Tomlinson Primary School.</p> <p>Trustees were sent copies of the constitution at the start of their term of office. When the Chair investigated the constitution registered with the Charity Commission, this was found to be an older version of the constitution the trustees were using. This was discussed at a trustees meeting and a vote was passed to start the procedure to update the constitution. In the period of this TAR, trustees were not directly given Charity Commission guidance and so in October 23 the Chair emailed trustees a link to the Charity Commission information on What is Involved for Charity Trustees to ensure they fulfilled their legal duties.</p>
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**Additional details of objectives and activities (Optional information)**

We are extremely grateful for the contribution that volunteers make to achieve the Association's objectives. Without this valuable contribution of time, energy and expertise we would not have been able run various projects to enhance the education of pupils at George Tomlinson Primary School.

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

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

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

In 22-23 we used funds generated in 21-22 to donate to school for the following activities:

£600 per year group, with an additional £125 for reception and year 2 which are larger year groups. Teachers could choose how to spend this money, and it was used for:

NURSERY - imaginative play equipment

RECEPTION - arts & crafts equipment

YEAR 1 - Anansi the Spider Theatre trip

YEAR 2 - Science Museum Space workshop

YEAR 3 - Science Museum Workshop & Natural History Museum show

YEAR 4 - Walthamstow Wetlands Trip

YEAR 5 - Victorian school workshop

YEAR 6 - Tate Modern Exhibition & Thames river boat cruise

We also funded whole school activities including:

- CJ The Storyteller who led sessions for all year groups on World Book Day.
- Weekly ukulele lessons for two year groups. This is the second of three years the PTFA has agreed to fund this, and it is a major contribution to music within the school.
- Maths Puzzle Day – two days of sessions for all children to take part in practical Maths activities.
- Nature Garden – we have worked closely with the WildGoose Café to refurbish the nature garden and increase its biodiversity and help our local wildlife.
- Team bands for sports day – some help for parents so no coloured t shirts needed!
- Year 6 leavers event donation - £300 was donated to help with the year 6 leavers celebration.

The total to school was £9118 for the above activities and an additional £5346 which was promised in 21-22 and not yet paid.



**Brief statement of the charity's policy on reserves**

The Association's policy is to always keep £3000 in reserve. This ensures we have funds to donate to school and spend on required items such as insurance if our fundraising levels decrease. Unanimously agreed on at committee meeting on 17/1/23.

At the end of 22-23 we have £30,631. This is funds raised in 22-23 which will be donated to George Tomlinson School as requested through 23-24.

**Details of any funds materially in deficit**

N/A

**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.

All our fundraising activities are aimed at solely providing resources, activities and equipment to support the education of pupils and enrich their education.

Our main fundraisers, being the winter fair and summer festival, are well attended and strongly supported by parents, pupils and teachers alike, as well as the wider community.

**Section F**

**Other optional information**

The Association's priorities for 23-24 are:

- Build stronger relationships with all areas of our school community
- Run events within our means
- Investigate ways to fundraise such as gift aid, grants and donations
- Update constitution document to ParentKind suggested version to meet current charity legislation and best practice.

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

**Signed on behalf of the charity's trustees**

Signature(s)

*S. Veitch*

*B. Cundy*

Full name(s)

Suzanne Veitch

Brenda Cundy

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

22.1.24

22.1.24





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 £
<b>A1 Receipts</b>					
Funds raised	30,252	-	-	30,252	-
Cash adjustment	348	-	-	348	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	30,600	-	-	30,600	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	30,600	-	-	30,600	-
<b>A3 Payments</b>					
Costs of charitable activities	14,463	-	-	14,463	-
Fundraising costs	4,145	-	-	4,145	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	18,608	-	-	18,608	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	18,608	-	-	18,608	-
<b>Net of receipts/(payments)</b>	11,991	-	-	11,991	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	18,640	-	-	18,640	-
<b>Cash funds this year end</b>	30,631	-	-	30,631	-

### 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	355	-	-
	HSBC Account	909	-	-
	Natwest Account	29,367	-	-
	<b>Total cash funds</b>	30,631	-	-
	(agree balances with receipts and payments account(s))			
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

B2 Other monetary assets

Paypal funds	82	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

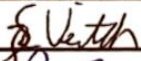
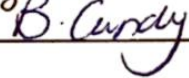
B4 Assets retained for the charity's own use

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)
Charitable Activies invoice pending		1,881	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SUZANNE VEITCH	22.9.23
	BRENDA CUNDY	22.9.23





**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

GEORGE TOMLINSON PFTA

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31<sup>st</sup> August 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:

*Cormac Mallon*

Date:

28/5/24

Name:

CORMAC MALLON

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

ICAEW : Institute of Chartered Accountants  
in England & Wales

Address:

38 Preston Road

London

E11 1NN

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see C.6.12, Independent examination of charity accounts - directions and guidance for examiners)

Give here brief details of any items that the examiner wishes to disclose