



## Trustees' Annual Report for the period

From Period start date 01 September 2023  
To Period end date 31 August 2024

Charity name: Hampton Wick Infants and Nursery School PTA

Charity registration number: 1084099

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the charity is to advance the education of pupils in the school, in particular by;</p> <ol style="list-style-type: none"><li>1. developing effective relationships between the staff, parents and others associated with the school.</li><li>2. engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The main activities undertaken are as follows:</p> <ol style="list-style-type: none"><li>1. Organisation of school winter and summer fairs</li><li>2. Organisation of activities aimed at the pupils of the school, including welcome event, film evening, disco, bake sales, and seasonal trails within premises</li><li>3. Organisation of activities aimed at members of the Association, including a quiz night and guest speakers</li><li>4. Organisation of second hand uniform sales</li></ol> <p>These activities are designed to strengthen the relationship between the school, pupils and their families, and the wider community; and are also fundraising in nature.</p> <p>Funds raised from the above activities and from donations are used to fund equipment and experiences of a broader educational nature to the children, including assisting in the funding of the construction of a new playground, outdoors equipment, subsidising school trips and providing other necessary classroom equipment.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit. We consider that the benefit that our activities provide to the school community are identifiable and related to our aims with no notable detriment or harm, and are accessible to all members of the school community with no private benefit to and one member of the Association.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	We are grateful for the many hours volunteers, including member volunteers, have spent arranging and facilitating these events, and for the financial contribution these events have enabled. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Autumn Term</b></p> <p>The term began with a well-attended welcome event for families of new joiners to the school, in particular the nursery and reception classes. This is a valuable opportunity for parents and carers to socialise together and learn more about the Association and its aims.</p> <p>During the term we hosted a number of bake sales and a popular Halloween Trail for families in the school community.</p> <p>The term ended with the Christmas fair and Christmas tree sale, held in conjunction with our linked school St John The Baptist, Teddington. This was, as always, very popular with pupils, staff and the local community and generated significant funds.</p> <p><b>Spring Term</b></p> <p>This term saw the return of our ever-popular quiz night which was filed to capacity with staff, parents and friends of the school. The children enjoyed both a film night and disco, staffed by volunteers from the Association, and the term concluded with an Easter Trail through the schools Wilderness Area.</p> <p><b>Summer Term</b></p> <p>The major event of the summer term was the summer fair, held in early July. A significant</p>

		<p>amount of time and energy goes into organising this event, and it was fantastic to see it back to its pre-pandemic finest.</p> <p><b>Ongoing activities</b></p> <p>We are proud to run an onsite café, selling hot drinks and homemade cakes to parents and carers. The café operated after drop-off three days a week throughout the school year, acting as a social hub and providing members with easy access to good quality second hand uniform.</p> <p><b>Funding</b></p> <p>As a result of these activities and others in the year, we raised £29,000. The Association was able to contribute £10,000 to the new school playground, construction of which began in the summer term, and £3,850 for initial new equipment in the playground. We also contributed in excess of £3,000 for subscriptions to various learning schemes, £1,800 for school trips and workshops, and £1,100 for construction and maintenance of key habitat areas in the Wilderness Woods.</p> <p>We ended the year with a very healthy bank balance of just in excess of £20,000 in anticipation of funding further playground equipment and an ambitious scheme to replace critical IT equipment in FY24/25.</p>
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We ended the year with £20,206.81 in the bank and £696.39 petty cash, with no outstanding liabilities or debtors.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Association's policy is to retain £2,000 uncommitted funds as a combination of petty cash and bank funds. This is to ensure that we are able to meet the running costs of the association, to fund our further fundraising activities, and be in a position to consider any emergency funding requests from the school.</p> <p>In FY23/24, running costs of the Association totalled £413 (spread over the year) and the maximum amount of expenses incurred in any individual fundraising activity was £1,765 (in the summer term).</p>
Amount of reserves held	Para 1.22	£2,000
Reasons for holding zero reserves	Para 1.22	N/A



Details of fund materially in deficit	Para 1.24	No deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties noted about the charity continuing as a going concern

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of funds this year has been through our fundraising activities, with minimal income raised from direct donations (GAYE, EasyFundraising and Amazon) and interest.
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by members of the Association (all elected officials are also Trustees based on the provisions in the Constitution) or appointed by current Trustees (where additional expertise is considered necessary).

## Reference and Administrative details

Charity name	Hampton Wick Infants and Nursery School PTA
Other name the charity uses	Friends of Hampton Wick Infant and Nursery School Hampton Wick PTA
Registered charity number	1084099
Charity's principal address	Hampton Wick Infants and Nursery School Normansfield Avenue Teddington TW11 9RP

## 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 Michelle Boyce			

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None	

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>M L Boyce.</i>	
Full name(s)	MICHELLE BOYCE	
Position (eg Secretary, Chair, etc)	Headteacher	
Date	22/5/25	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Hampton Wick Infants and Nursery School PTA

1084099

## Receipts and payments accounts

CC16a

For the period  
from

01-Sep-23

To

31-Aug-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 £
<b>A1 Receipts</b>					
Interest	43	-	-	43	32
Fundraising events	26,738	-	-	26,738	24,628
Donations	2,519	-	-	2,519	206
<b>Sub total (Gross income for AR)</b>	<b>29,300</b>	<b>-</b>	<b>-</b>	<b>29,300</b>	<b>24,866</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,300</b>	<b>-</b>	<b>-</b>	<b>29,300</b>	<b>24,866</b>
<b>A3 Payments</b>					
Direct cost of fundraising activities	4,942	-	-	4,942	8,135
Charitable activities	21,691	-	-	21,691	14,837
Bank charges	75	-	-	75	85
Insurance	163	-	-	163	146
<b>Sub total</b>	<b>26,871</b>	<b>-</b>	<b>-</b>	<b>26,871</b>	<b>23,203</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,871</b>	<b>-</b>	<b>-</b>	<b>26,871</b>	<b>23,203</b>
<b>Net of receipts/(payments)</b>	<b>2,429</b>	<b>-</b>	<b>-</b>	<b>2,429</b>	<b>1,663</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>18,474</b>	<b>-</b>	<b>-</b>	<b>18,474</b>	<b>16,811</b>
<b>Cash funds this year end</b>	<b>20,903</b>	<b>-</b>	<b>-</b>	<b>20,903</b>	<b>18,474</b>

## 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>	CAF Bank Account	20,207	-	-
	Petty cash	696	-	-
	<b>Total cash funds</b>	<b>20,903</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
<b>B4 Assets retained for the</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	



## **Independent examiner's report to the trustees of Hampton Wick Infant and Nursery School Parent Teacher Association**

I report to the trustees on my examination of the accounts of the Hampton Wick Infant and Nursery School Parent Teacher Association (the PTA) for the year ended 31 August 2024.

### **Responsibilities and basis of report**

As the charity trustees of the PTA 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 PTA'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the PTA as required by section 130 of the Act;  
or
2. the accounts do not accord with those records.

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.



Signed:

Name: [Simon Tyler](#)

Relevant professional qualification or membership of professional bodies (if any): FCA  
([membership number: 9273244](#))

Address: [229 Kingston Road, Teddington, TW11 9JJ.](#)

Date: [27 January 2025](#)