

Barnes Primary School PTFA
ANNUAL GENERAL MEETING – Minutes

Friday, 17th July, 2020

Present:

Committee & Trustees: Mitchell Pender (MP), Sarah Dellavedova (SD), Laura Payne (LP), Kate Field-Lowes (KFL)

Total Meeting Attendance: 14

Apologies for absence: none

Welcome:

MP opened the BPS PTFA AGM at 09:15am on Friday 17th July, 2020.

Due to the Coronavirus pandemic, the AGM this year was held online via Google Meet. All attendance was 'virtual.'

MP thanked everyone for attending and thanked everybody who has and continues to support the PTFA in their fundraising endeavours.

MP explained that the PTFA is a registered Charity and is required by law to submit accounts to the Charities Commission each year. Furthermore, the governing document (Constitution) requires that the PTFA holds an AGM to present high level accounts to our members. All parents at BPS are automatically members of the PTFA.

MP explained the purpose of the AGM was to review fundraising activity and accounts from the academic year 2018-19, re-elect the committee and appoint accountants for 2019-20.

Minutes of the last AGM, held on 19th July, 2019

Voted carried to approve the minutes of the last AGM

Chair's Report for 2018-19

MP presented the Chair's report, highlighting the fundraising achieved during the year. A

brief overview of many of the items and projected funded by the PTFA for Barnes Primary School where also highlighted

Treasurer's Report for 2018-19

LP provided the Treasurer's Report for 2018-19. The report highlighted both the achievement of fundraising targets, funding objectives for the school, and the ample reserves held by the PTFA.

Appointment of Independent Examiner of Accounts for YE 2020-08-31

LP proposed a motion to use Cripps Dransfield as Independent Examiner of Accounts for the year ended 2020-08-31. The vote was carried unanimously.

Changes in Trustees:

There were no changes in Trustees

SD, MP and KFL were all re-appointed as Trustees for the upcoming 2020-21 financial year.

LP was re-appointed as a Trustee of the PTFA, and as Treasurer.

Events Committee:

It was noted that at the time of the AGM, the PTFA was without an Events Committee. This absence pre-dated the Coronavirus lockdowns. Given the situation, it was agreed to pursue recruiting new trustees during the 2020-21 academic year who could take a more active role organising community events post pandemic.

Close of Meeting:

At 10am, MP thanked all member for attending and called to a close the 2018-19 AGM.

Barnes Primary School PTFA
Receipts & Payments Year Ended 31 August 2020

	2020	2019
Incoming resources unrestricted funds		
Advent Fair	11,399	13,287
Quiz	4,733	7,399
OSO	0	5,947
Bike Rides	0	33,336
Barn Dance	3,572	3,782
Ball	0	19,993
Chestertons	0	5,000
School Lottery	2,098	0
Gift Aid/Donations	56,816	74,557
Interest Received	222	321
Total Receipts	78,840	163,622
Resources expended		
School resources & equipment	27,217	51,979
Artificial grass & playground equipment	0	12,939
KS1 hall flooring	0	16,920
Entrey system upgrade	0	20,000
Books	0	2,572
Children workshops (arts & science)	10,803	1,196
Classroom projectors	0	40,332
Classroom teacher resources	0	3,900
Advent Fair	4,346	5,249
Quiz	2,230	3,550
OSO	0	2,154
Bike Rides	0	15,522
Barn Dance	1,685	1,786
Ball	0	13,018
Accountancy Fees	0	408
NCPTA Insurance	122	117
Other	3,812	216
Total Resources Expended	50,215	191,858
Net Incoming (Outgoing) Resources	28,626	-28,236
GENERAL FUND BALANCE BROUGHT FORWARD	159,193	187,429
FUND BALANCES carried forward	187,819	159,193
Bank Balance at 31 August 2020	187,819	159,193

BARNES PRIMARY SCHOOL PTFA

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

Registered Charity Number 1086251

BARNES PRIMARY SCHOOL PTFA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

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BARNES PRIMARY SCHOOL PTFA
ORGANISATIONAL DETAILS

Address

Barnes Primary School
Cross Street
Barnes
London SW13 0QQ

Trustees and Executive Committee

- | | | |
|---------------------|--------------------------|------------------------|
| • Mitch Pender | Co Chairman & Trustee | (re-appointed 17/7/20) |
| • Sarah Dellavedova | Co Chairman & Trustee | (re-appointed 17/7/20) |
| • Kate Lowes | Trustee | (re-appointed 17/7/20) |
| • Laura Payne | Hon. Treasurer & Trustee | (re-appointed 17/7/20) |

Bank

National Westminster Bank PLC
Barnes Branch
149 Church Road
London
SW13 9HS

Independent Examiners

Cripps Dransfield
Chartered Accountants
206 Upper Richmond Road West
London SW14 8AH

BARNES PRIMARY SCHOOL PTFA

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees present their annual report with the Independent Examiners' Report on the charity for the year ended 31 August 2020.

Principal Objects

The constitution of the Barnes Primary School PTFA was originally adopted in March 2000. A new constitution was adopted in July 2015 based on the model constitution provided by PTA-UK. The charity is an unincorporated association. The principal object is to engage in activities to support the school and assist in the provision of facilities to advance the education of all pupils at the school.

Trustees

The Trustees and the Executive Committee (named on page 1) are appointed or re-appointed annually at the AGM. Trustees and the Executive Committee do not receive any remuneration from the charity.

Activities and achievements

Total income for 2020 was £79K. This was down on the 2019 income of £164K. Due to Covid, it was not possible to run a number of fundraising events. Donations were also down year on year. It should be noted that the gift aid submission for 2020 has yet to be finalised and it is estimated that this will be about £5K in additional income.

Total expenses for 2020 were £50K. This was lower than the 2019 expenses of £192K. In 2020 £38K has been contributed to the school compared to £150K in 2019.

We have moved forward into the current financial year with a healthy fund of £188K. To date £56K has already been contributed to the school from this fund and this will be reflected in the accounts to August 2021.

Funds

There was a net inflow of funds of £28,626 in the year, as shown in the attached accounts. Funds held in reserve at the end of the year amounted to £187,819 (Unrestricted General Fund).

Trustees' responsibilities

The Trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

The Charities Act requires the trustees to prepare Financial statements for each financial year which gives the true and fair view of the association's state of affairs at the end of the year and of the correctness of the Income and Expenditure Account for that year.

In preparing those Financial Statements, the trustees are required to select suitable accounting policies and then apply them consistently, make judgments and estimates that are reasonable and prudent and prepare the Financial Statements on a Going Concern basis unless it is inappropriate to presume that the association will continue to be in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the association and to enable them to ensure that the Financial statements comply with the Charities Act as applicable to smaller charities. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' accounts are annexed to these financial statements.

This report was approved by the Trustees on 2021
and signed on its behalf.

Laura Payne, Hon. Treasurer/Trustee

BARNES PRIMARY SCHOOL PTFA

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES

We report on the financial statements of the Barnes Primary School PTFA for the year ended 31 August 2020 which are set out on pages 4 – 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed. It is our responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures specified in the General Directions given by the Charities Commissioners under section 145(5)(b) of the Act; and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

The examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes a consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, we do not express an audit opinion on the view given by the accounts and the report is limited to the matters below.

Independent examiners statement

In connection with our examination, no material matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act (other than any requirement that the accounts give a true and fair view which is not a matter considered as part of the independent examination),

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Cripps Dransfield
Chartered Accountants
206 Upper Richmond Road West
London SW14 8AH

BARNES PRIMARY SCHOOL PTFA

**BALANCE SHEET
AS AT 31 AUGUST 2020**

	2020 £	2019 £
CURRENT ASSETS		
Bank:		
Nat West Current	2,500	2,500
Nat West Reserve	176,726	148,120
Nat West "Kitchen"	8,593	8,573
	-----	-----
	187,819	159,193
Funds:		
	-----	-----
Unrestricted General Fund	187,819	159,193
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The financial statements were approved by the Executive Committee

on.....

and signed on their behalf by:

Laura Payne
Hon. Treasurer

The notes on page 6 form part of these financial statements

BARNES PRIMARY SCHOOL PTFA

Notes to the Financial Statements For the year ended 31 August 2020

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared in accordance with applicable accounting standards on the receipts and payments basis and under the historical cost convention. All figures are presented in pounds sterling.

Stock

Stock is written off in the year of purchase.

2. Taxation

As a non profit-making association with charitable status, the association's activities do not currently create a charge to UK taxation.

3. Trustees

The Trustees and the Executive Committee do not receive any remuneration from the charity.