



# **Merton Park Primary School Parent Teacher Association**

Charity No: 1086916

## **Trustees' Annual Report & Statement of Financial Activity** for the period 1 September 2023 to 31 August 2024

### **Trustees**

Gonzalo San Martin Tomas

Bianca Leggett

Stacey Lee Hamilton

July 2025

# Trustees' Annual Report & Statement of Financial Activity

## for the period 1 September 2023 to 31 August 2024

---

## Contents

<b>1.</b>	<b>Introduction .....</b>	<b>3</b>
1.1	Charitable Objects .....	3
1.2	Overview (Executive Summary) .....	3
<b>2.</b>	<b>Activities &amp; Achievements .....</b>	<b>4</b>
2.1	Outputs & Outcomes .....	4
2.2	The Roles & Contributions of Volunteers .....	4
2.3	How the Public Have Benefited .....	4
2.4	Looking Ahead.....	4
<b>3.</b>	<b>Financial Review.....</b>	<b>6</b>
3.1	Financial Position .....	6
3.2	Details of Any Funds Materially in Deficit .....	6
3.3	Policy on Reserves.....	6
3.4	Description of the Principal Risks Facing the Charity.....	6
3.5	Remuneration of Trustees .....	6
<b>4.</b>	<b>Reference and Administration Details.....</b>	<b>7</b>
4.1	Charity Name & Registration .....	7
4.2	Charity's Principal Address.....	7
4.3	Names of the Trustees Who Manage the Charity.....	7
4.4	Bank.....	7
4.5	Independent Examiner .....	7
<b>5.</b>	<b>Structure, Governance &amp; Management.....</b>	<b>8</b>
5.1	Type of Governing Document .....	8
5.2	Charitable Objects.....	8
5.3	Statutory Declaration .....	8
5.4	Trustee Selection Methods .....	8

# **Trustees Annual Report & Statement of Financial Activity**

## **for the period 1 September 2023 to 31 August 2024**

---

## **1. Introduction**

### **1.1 Charitable Objects**

The Merton Park Primary School Parent Teacher Association is set up to raise funds for Merton Park Primary School and to foster a vibrant school community through its events and activities. Its primary charitable object is to advance the education of pupils in the school.

This charity raises funds from the public but does not work with professional fundraisers or commercial participators and it does not have any trading subsidiaries.

### **1.2 Overview (Executive Summary)**

The charity ran the following events and fundraising activities during the academic year 2023-2024, making a total profit of £25,423:

- Bonfire & Fireworks Display
- Christmas Fair
- Christmas Trees
- Christmas Cards
- Parents' Quiz Night
- Easter Egg Raffle
- Ice Lolly Sales
- Cake Sales
- Summer Fair
- 2<sup>nd</sup> Hand Uniform Sales

The year's fundraising profit was the highest achieved since the charity was constituted and well above the pre-COVID level of approximately £21,000 achieved in 2017/18 and 2018/19. Bonfire profits nearly doubled – collective memory on the event committee was vital to improve margins. A lot of that memory was lost because of a three-year gap because of the cancellation of the event between 2020 and 2022 due to COVID and high winds.

The PTA committee discussed and reviewed the school's requests for additional funds at regular intervals during the year and authorised the spending of £11,638 on school equipment and activities. All unspent funds are held in the charity's bank account, awaiting allocation and authorisation by the committee.

## 2. Activities & Achievements

### 2.1 Outputs & Outcomes

The charity promoted, facilitated and helped organise several fundraising events throughout the academic year 2023-2024:

- Bonfire & Fireworks Display (November)
- Christmas Fair (December)
- Christmas Trees (December)
- Christmas Cards (December)
- Parents' Quiz Night (March)
- Easter Egg Raffle (March)
- Ice Lolly Sales (June-July)
- Cake Sales (throughout the year)
- Summer Fair (July)
- 2<sup>nd</sup> Hand Uniform Sales (throughout the year)

A proportion of the funds raised, alongside the charity's existing reserves, were spent on equipment and activities in accordance with the charity's objectives:

- New Early Years playground
- New books for the Reading Scheme
- Christmas pantomime
- Mobile Planetarium visit
- Design & Technology supplies
- Year 6 leavers' activities
- Play: 'Alice in Wonderland'

### 2.2 The Roles & Contributions of Volunteers

The charity is run exclusively by volunteers, including trustees, PTA committee members, parents, teachers and members of the local community, without whom none of the fundraising activities undertaken by the committee would be at all possible to run.

### 2.3 How the Public Have Benefited

The nearly £12,000 spent on school equipment and activities have been of great benefit to the children at the school. Great care has been taken to try to spread the expenditure across all year groups. In addition, the many events run throughout the year have fulfilled their secondary purpose of fostering a vibrant school community, with participation and attendance not just from parents and teachers, but also from the extended community at Merton Park.

### 2.4 Looking Ahead

The two co-chairs of the PTA (Alexandra Warin and Helen Evans) will stand down at the AGM to be held at the start of the new academic year after two years of exemplary service, for which the committee extends its grateful thanks. For the upcoming year, the committee is looking to run itself using a more devolved structure with committee members taking ownership of various areas of responsibility.

The school's headteacher, Mr Andrew Knox has indicated that he and his staff will consider how best to request PTA funds over the coming academic year to give the committee sufficient time to advise on suitability and authorise the release of funds.

The calendar of events for 2024-2025 is expected to include:

- November: Fireworks and Bonfire Night
- December: Christmas Fair + Trees + Cards
- February: Cheap and Cheerful (Cake & Uniform) Sale

- March: Parents' Quiz Night
- April: Easter Egg Raffle
- June: Cheap and Cheerful (Cake & Uniform) Sale
- June/July: Ice lollies in the playground
- July: Summer Fair

## 3. Financial Review

### 3.1 Financial Position

For the year running between 1<sup>st</sup> September 2023 and 31<sup>st</sup> August 2024, the charity's financial position is as follows:

Total Receipts (income from fundraising events):	£40,173
Total Payments (expenses and funds spent on the school):	£26,388
Assets (cash funds at year-end):	£29,478

### 3.2 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

### 3.3 Policy on Reserves

The charity does not plan to spend all the funds raised during the academic year; it holds some back as reserves to cover the following scenarios:

- Contingency: unexpected expenditure in the event of an emergency
- Cash-flow: situations where a bill must be paid before the money to cover it has been received
- Commitment: a commitment to occasional significant expenditure which cannot be covered by the annual income
- Conservation: funds which the trustees cannot spend immediately without compromising their legal responsibilities to ensure that their charity's resources are used necessarily, reasonably and incidentally in fulfilment of their charitable objects
- Closure: the charity becomes financially unsustainable and must be wound up.

### 3.4 Description of the Principal Risks Facing the Charity

The committee is concerned about the difficulty in finding volunteers for events. The Bonfire event for the upcoming academic year was almost cancelled because of insufficient numbers of people volunteering early enough.

We have noticed lower attendance at some key events (Christmas Fair, Summer Fair, Quiz Night) compared to before COVID. It is important to spread the PTA's fundraising ability across multiple events to avoid the risk of cancellations to e.g. Bonfire Night, so it is still critical to promote and run these other events.

There was continued pressure on profit margins, especially on the Christmas Trees, but the committee's ability to analyse the data from previous years enabled us to still raise a good level of profit.

An additional ongoing risk faced by the charity is the turnover in trustees and committee members which results in loss of experience and institutional knowledge, leading to the same lessons being re-learned multiple times. The charity is actively working on improving its handover processes to mitigate this risk as far as possible.

### 3.5 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

## 4. Reference and Administration Details

### 4.1 Charity Name & Registration

**Name of the Charity:**

Merton Park Primary School Parent Teacher Association

**Charity No:**

1086916

**Registered with HM Revenue & Customs:**

No

### 4.2 Charity's Principal Address

Merton Park Primary School  
Church Lane  
London  
SW19 3HQ

**e-mail:** mertonparkprimarypta@gmail.com

**website:** <https://www.mertonparkpta.org.uk/>

### 4.3 Names of the Trustees Who Manage the Charity

<i><b>Name</b></i>	<i><b>Office</b></i>	<i><b>Appointed</b></i>	<i><b>Resigned</b></i>
Gonzalo San Martin Tomas	Treasurer	7 October 2022	
Bianca Rosemary Leggett	Trustee	10 October 2024	
Stacey Lee Hamilton	Trustee	10 October 2024	
Alexandra Warin	Co-chair	7 October 2022	10 October 2024
Helen Evans	Co-chair	7 October 2022	10 October 2024
Rachel Read	Chair		7 October 2022
Nadia Salih	Treasurer		7 October 2022

### 4.4 Bank

Metro Bank, 1-2 Wimbledon Bridge House, Wimbledon, London SW19 7NW

### 4.5 Independent Examiner

Eve Hicks, 46 Church Lane, Merton Park, London SW19 3HQ

## 5. Structure, Governance & Management

### 5.1 Type of Governing Document

Constitution, adopted 23<sup>rd</sup> November 2000.

### 5.2 Charitable Objects

To advance the education of pupils in the school.

### 5.3 Statutory Declaration

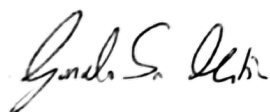
The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

### 5.4 Trustee Selection Methods

In accordance with the Constitution, Trustees are appointed or re-appointed by a resolution passed at a properly convened meeting of the charity trustees, usually the Annual General Meeting.

In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

Approved by the Trustees and signed on their behalf



Gonzalo San Martin Tomas (Treasurer)

2 July 2025





## Receipts and payments account

For the period from	Period start date 1/9/2023	To
------------------------	-------------------------------	----

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds
	to the nearest £	to the nearest £	to the nearest £

#### A1 Receipts

Bonfire Night	18,504	-	-
Summer Fair	4,036	-	-
Christmas Fair	4,289	-	-
Quiz Night	4,751	-	-
Christmas Trees	4,250	-	-
Other income	1,312	-	-
Easter Raffle	1,038	-	-
Ice Lollies	1,081	-	-
Cake Sales	413	-	-
Uniform Sales	499	-	-
<b>Sub total</b> (Gross income for AR)	<b>40,173</b>	<b>-</b>	<b>-</b>

#### A2 Asset and investment sales, (see table).

	-	-	-
	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total receipts</b>	<b>40,173</b>	<b>-</b>	<b>-</b>
-----------------------	---------------	----------	----------

#### A3 Payments

Bonfire Night	6,509	-	-
Summer Fair	1,173	-	-
Christmas Fair	1,765	-	-
Quiz Night	1,727	-	-
Christmas Trees	2,517	-	-
Other payments	479	-	-
Easter Raffle	113	-	-
Ice Lollies	458	-	-
Cake Sales	1	-	-
Uniform Sales	8	-	-
Payments for school purchases	11,638	-	-
<b>Sub total</b>	<b>26,388</b>	<b>-</b>	<b>-</b>

#### A4 Asset and investment purchases, (see table)

	-	-	-
	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b><i>Total payments</i></b>	26,388	-	-
<b><i>Net of receipts/(payments)</i></b>	13,785	-	-
<b>A5 Transfers between funds</b>	-	-	-
<b>A6 Cash funds last year end</b>	15,693	-	-
<b><i>Cash funds this year end</i></b>	29,478	-	-

## Section B Statement of assets and liabilities at the end of the

Categories	Details	Unrestricted funds to nearest £
<b>B1 Cash funds</b>	Cash in bank account	29,478
		-
		-
	<b>Total cash funds</b>	29,478
	(agree balances with receipts and payments account(s))	OK
<b>B2 Other monetary assets</b>	Details	to nearest £
		-
		-
		-
		-
		-
		-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs
	Fund to which liability relates	

**B5 Liabilities**


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

Signature

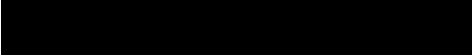
Print N


o (if any)  
086916

ounts

Period end date  
31/8/2024

CC16a



Total funds

Last year

to the nearest £

to the nearest £

18,504	-
4,036	-
4,289	-
4,751	-
4,250	-
1,312	-
1,038	-
1,081	-
413	-
499	-
40,173	-

-	
-	-
-	-

40,173	-
--------	---

6,509	-
1,173	-
1,765	-
1,727	-
2,517	-
479	-
113	-
458	-
1	-
8	-
11,638	-
26,388	-

-	
-	
-	-

---

26,388	-
13,785	-
-	-
15,693	-
29,478	-

Period

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds	Endowment funds
to nearest £	to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-----------------------	---------------------

-	
-	
-	
-	
-	

lame	Date of approval





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Report to the trustees

MERTON PARK PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

On accounts for the year  
ended

2024

Charity no  
(if any)

1086916

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

Responsibilities and basis  
of report

As the charity's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

*Eve Hicks*

Date:

*2nd July 2025*

Name:

*EVE HICKS*

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

*former Member ICAEW (CHARTERED ACCOUNTANT)*

Address:

*46 CHURCH LANE SW19 3HQ*




Only complete if the examiner needs to highlight material 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.

--