



Trustees' Annual Report for the period

	Period start date		Period end date
From	01/09/2021	To	31/08/2022 ¹

Section A Reference and administration details

Charity name	Soho Parish School PTA
Other names charity is known by	"Soho Parish PTA" or "PTA"
Registered charity number (if any)	1097917
Charity's principal address	23 Great Windmill Street London Postcode W1D 7LF

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted (if not whole year)	Name of person/body entitled to appoint trustee (if any)
Ameena Riaz	None	Until July 7 th 2022	Self
Melissa McIntyre	Chair	Whole period	Self
Mary Peretz	Treasurer	Whole period	Self
Michelle Sotheren	None	Whole period	Self
Serena Cuffy	None	Until July 7 th 2022	Self
OluMayowa Akinloye	None	Until July 7 th 2022	Self
Tracey Rivers	None	Whole period	Self
Malin Ryden	None	From July 7 th 2022	Self
Alice MacDonnell	None	From July 7 th 2022	Self
Pedro Ramos Pinto	None	From July 7 th 2022	Self
Robyn Churchman	None	From July 7 th 2022	Self

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

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Lisa Klazek	Flat 16 Ormonde Mansions, 106A Southampton Row, London WC1B 4BP

¹ REMINDER: Items in blue are highlighted as a reminder that they are dates/figures which need to be updated annually

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)	PTA UK June 2016 model constitution
How the charity is constituted (eg. Trust, association, company)	Association
Trustee selection methods (eg. Appointed by, elected by)	Elected by Members of the Association at the AGM or appointed unanimously by 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

Soho Parish School PTA (or the "PTA") has a very close relationship with Soho Parish Primary School (the "School") but has no related parties. **Charity Name:** The Charity is officially named "Soho Parish School PTA". Shorter alternatives, like Soho Parish PTA or Soho PTA are sometimes used as brand names.

Constitution: Like many similar school charities in the UK, the PTA has chosen to adopt a model constitution as its governing document (the "Constitution"). The Constitution follows PTA UK's June 2016 model, which has since been revised in January 2018. The revision occurred shortly after PTA UK changed its name to ParentKind². As there were no other significant changes, and the last constitution was only adopted in late 2016, the PTA has not updated its constitution to minimise paperwork. It may do so in the future.

Among other important things, the Constitution sets out:

- **The PTA's charitable objectives** - listed below in section C
- **Trustees** - legal minimum number of trustees to form the Committee is two, but the recommended minimum is three officers: Chair, Treasurer and Secretary. The PTA always seeks to appoint these officer roles at its AGM however Trustees can be added if the current Trustees unanimously vote to add them.
- **Committee meeting rules** - at least three meetings to be held per annum, quorum of 50% provided 3 or more trustees on the Committee. The PTA aims to hold at least one Committee meeting every school term.
- **Members** - all staff and parents or carers of children attending Soho Parish School are members of the PTA.
- **General meeting rules** - at least one to be held every calendar year, the AGM. The PTA

² See <https://www.parentkind.org.uk>. It is worth noting that this organisation has a habit of changing its name, at least twice before in the history of the PTA's existence. One should expect it to happen again, along with an updated constitution. There is no need to change the constitution with every name change, but aim to review every 5 years.

usually holds its AGM just after Easter (April/ May) so that new Reception class parents will have had time to settle in, get to know the School and may wish to get involved and put themselves forward as potential Committee members.

Training: Given its low risk and limited activities, the charity has not felt it necessary to formally train its trustees. However, the charity asks new trustees to:

1. familiarise themselves with the responsibilities of being a charity trustee. See: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
2. understand the relevant rules and regulations
3. disclose any previous convictions

Trustees appointed to officer roles undergo a period of handover from their predecessors.

DBS checks: the PTA does not feel it necessary to DBS check all trustees as standard procedure. Trustees are normally members of the charity association prior to appointment and therefore, by definition, already directly connected with the School (and usually DBS checked already if staff OR simply trusted as a parent/guardian of children at the school with a strong vested interest in furthering the PTA's charitable objectives). The Committee would likely review this position if there were a particular safe-guarding concern or increased risk to the PTA's activities or a specific Trustee role.

Risks: The PTA does not need to have a separate risk assessment process to the School as it would not expect to hold any events that the School was not associated with. However the Trustees will continue to periodically assess the major risks and whether they need a system and procedures to manage them.

Other salient features of the PTA, relevant to its annual return reporting:

- The trustees identified no serious incidents during this reporting period
- The PTA does raise funds from the public
- The PTA has decided not to work with a professional fundraiser nor a commercial participator
- Grant making is one way the PTA carries out its charitable purposes, but not the only way; for example, it also organises and funds social and fund-raising events
- The PTA does not receive income from overseas or spend funds overseas
- The PTA does not operate outside of England & Wales and therefore does not have monitoring controls in place for overseas expenditure
- Policies:
 - o To date the Trustees have not felt it necessary to have a risk management policy document due to the low risk of the PTA's activities. This is reviewed periodically
 - o To date the Trustees have decided not to have a trading subsidiary
 - o The PTA did not review its financial controls during the reporting period
- The PTA did not remunerate Trustees or Volunteers during the reporting period
- The PTA did not have any employees during the reporting period
- The PTA did not receive income from contracts or grants from central government or a local authorities
- All members of the PTA both staff and parents may volunteer to help at PTA events

Section C

Objectives and activities

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

As per the PTA constitution:

1. Developing effective relationships between the staff, parents and others associated with the school.
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Section C Objectives and activities

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)	Raising funds for Soho Parish Primary School • Via donations from parents, local businesses and visitors • From sales at events • From events such as quiz night • From applications/grants • From Merchandise such as tea towels Spending funds on Soho Parish Primary School • On equipment, facilities and services for the School/pupils in line with the stated aims in the constitution. • Covering the cost of expenses on trips • Covering the cost of specialist training • Operating costs of the charity and specific event costs Communication & Relations • Hosting community events • Providing regular coffee mornings for parents • Organising volunteers for School and PTA events • Maintaining a website, email address and social media (Twitter, Facebook & Whatsapp)
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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.	The PTA transfers large grants for general purposes to the School bank accountant directly and pays invoices on the School's behalf for items the School purchases. All amounts given to the school are agreed to by the trustees by email or in a committee meeting. Investment: The PTA does not invest its capital balances other than in its current and saving accounts. Volunteers: The PTA is reliant on its trustees and member volunteers to carry out its charitable objectives. PTA will typically receive help from volunteers at onsite and offsite fund raising events.
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Section D Achievements and performance

Summary of the main achievements of the charity during the year	September 2021 to Aug 2022: • The PTA raised funds of over £35k through donations and claiming gift aid. The PTA has been limited in what it can do in terms of raffles and hosting events given Covid 19. • The PTA gave over £50k to Soho Parish Primary School supporting the following: - buying books, stationary, money for dyslexic students, money for sport and money for the school garden as well as many other items in line with the PTAs charitable objectives. • The PTA looking to increase funds by selling Christmas cards and water bottles. • The PTA managed to put on a Christmas Fete and held two successful raffles. One of our members also held an Art Auction which raised over £5000.
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Section E Financial review

Section C

Objectives and activities

Brief statement of the charity's policy on reserves

In past years the PTA did not have an official reserves policy; it basically maintained a large fund³ and hoped to generate sufficient interest income and donations to give the School an annual gift of £10,000 general funds, that the School spent on whatever it deemed necessary. This is no longer practical, given i) the depletion of the fund, ii) the lack of interest income over several years and iii) the growing needs of the School.

The PTA intends to hold a minimal amount of reserves and welcomes the opportunity to fund projects and items that meet its charitable objectives. The PTA intends to maintain sufficient reserves to cover:

- i) Fluctuations in cash flow from operations i.e. interim expenditure which is required to cover costs before sales are generated. An example might be buying food & drink to be sold at an event.
- ii) The amounts to cover the cost of the website and insurance.
- iii) A year of normal annual operating expenses also includes giving money to the school to help run book week, art week, help teachers with small grants for their classes. Overall, typically up to £10k.
- iv) And any restricted funds which have yet to be passed onto the school.

Therefore as a minimum, the PTA plans to maintain reserves of £10k to ensure its effectiveness plus any restricted funds that still need to be passed on. The PTA will review this regularly.

At the beginning of the reporting period (1 September 2021), the PTA had £56,793 cash funds in reserve. At the end of the reporting period (31 August 2022) the PTA had approximately £22,921 in unrestricted reserves, which the Trustees deemed more than sufficient to maintain operations for foreseeable future periods.

Details of any funds materially in deficit

This is not applicable as the PTA uses receipt & payment accounting.

In any event it the PTA has no funds materially in deficit.

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

Key source of funds, typically:

- £10-40k comes from regular donations from parents
- £5-20k generated from sales at PTA events e.g. fetes, food feast, fairs, raffles, cakes
- In future years PTA hopes to raise more funding from merchandise and increased parental contributions.

PTA expenses are minimal. The majority of annual expenditure is on funding Soho Parish School (either general or specific) and on the sales related costs ("Cost of Sales") of the PTA's events and the PTA's website.

³ Which originated from a very successful art auction, more than a decade ago. Damian Hirst was a friend of a parent at the School and donated some works!

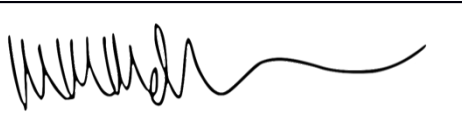
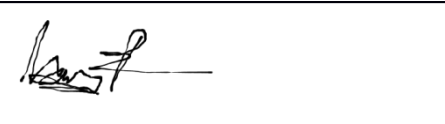
Section C**Objectives and activities**

objectives including any ethical investment policy adopted.

Section F**Other optional information**

Key aims and objectives for next accounting period (September 2022 – 31 August 2023):

- Build relationships with any new staff and parents at the School, particularly important during/ after the pandemic.
- Understand the School's needs and fund "wish list" items as they arise.
- Look to increase parents' direct debits.
- Encourage parents and friends of the school to sign up to easy funding and amazon smile to increase revenues.
- Maintain parent communication and rapport.
- Increase the sale of merchandise such as tea towels and Christmas cards.

Signature(s)		
Full name(s)	Melissa M. McIntyre	Mary Peretz
Role (eg Secretary, Chair, etc)	Chair	Treasurer
Date	24/01/2023	27/01/2023

Annex 1: Charity Commission Questions (as of [February 2020](#)) covered in this report

R ef	2018 and 2019 Annual Return questions Part A	Question status	Who needs to complete the question	Will the informatio n be shown to the public on the register?
3	Income and spending	No change from previous annual returns	All charities	On the public register
4	For the period of this return, where there any serious incidents that the charity failed to report to the commission?	Minor amendment to question wording	All charities with income over £25,000	See section B
5	Does your charity raise funds from the public?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
6	Does your charity work with a professional fundraiser?	New question	As above and only asked if the answer is YES to Ref 5	NA
7	Does your charity have written agreements with all of its professional fundraisers?	New question	As above and only asked if the answer is YES to Ref 6	NA
8	Does your charity work with a commercial participator?	No change from previous annual returns	As above and only asked if the answer is YES to Ref 5	NA
9	Does your charity have written agreements with all of its commercial participators?	Minor amendment to question wording	As above and only asked if the answer is YES to Ref 8	NA
10	Is grant making the main way your charity carries out its purposes?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	Yes - See section B and E
11	During the financial period for this return, did your charity receive income from contracts (other than grant agreements) from central government or a local authority?	Minor amendment to question wording	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
12	How many contracts (other than grant agreements) did your charity have from central government or a local authority?	New question	As above and only asked if the answer is YES to Ref 11	NA
13	What was the total value of the contracts held from central government or a local authority?	Minor amendment to question wording	As above and only asked if the answer is YES to Ref 11	NA
14	During the financial period for this return, did your charity receive any grant funding from central government or a local authority?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
15	How many grants did your charity receive from central government or a local authority?	New question	As above and only asked if the answer is YES to Ref 14	NA
16	What was the total value of the grants held from central government or a local authority?	New question	As above and only asked if the answer is YES to Ref 14	NA

17	During the financial period for this annual return, did the charity receive income from outside of the UK?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
18	Select countries the charity received income from, or select 'Unknown/don't know if applicable'.	New question	As above and only asked if the answer is YES to Ref 17	NA
19	What is the value of income by country? For each country specify the source and amount of income from the options: a) Overseas Governments or quasi government bodies; (including EU) b) Overseas Charities, NGO's or NPO's c) Individual donors resident overseas d) Overseas institutional donors/institutions (for example private company donations) e) Unknown/don't know	New question	As above and only asked if the answer is YES to Ref 17	NA
20	During the financial period for this annual return, did your charity operate outside England and Wales?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
21	Select Countries the charity operated in during the financial period covered by this annual return	No change from previous annual returns	As above and only asked if the answer is YES to Ref 20	NA
22	Record the total expenditure by Country	No change from previous annual returns	As above and only asked if the answer is YES to Ref 20	NA
23	When spending money outside England and Wales, did your charity transfer money other than using the regulated banking system?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10K	No - See section B
24	What methods to transfer money did the charity use and what was the value? A) Cash courier b) Other charities or NGO's/NPO'S c) Money Service Business (MSB) d) Informal Money Transfer Systems e) Online payment methods (e.g. Paypal) f) Other	New question	As above and only asked if the answer is YES to Ref 23	NA
25	Does the charity have monitoring controls in place to monitor overseas expenditure?	New question	As above and only asked if the answer is YES to Ref 23	NA
26	Are the trustees satisfied that the charity's risk management policy and procedures adequately address the risks to the charity arising from its activities and/or where it operates?	New question	As above and triggered when answered YES to Ref 23	NA
27	Does the charity have any trading subsidiaries?	No change from previous annual returns	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No - See section B
28	How many trustees are also Directors of the trading subsidiaries?	New question	As above and only asked if the answer is YES to Ref 27	NA
2	During the financial period for this annual	Minor amendment to	All Charitable	No - See

9	return, did any of the trustees received remuneration or benefits other than expenses incurred?	question wording	Incorporated Organisations (CIOs) All other charities with income over £10,000	section B
30	For what services were any of the trustees paid? a) paid for being a trustee b) paid for providing professional advice or services to the charity c) any other benefit from the charity	Minor amendment to question wording	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	None – See section B
31	During the period covered by this annual return, did any of the trustees resign and take up employment with the charity?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No – See section B (the PTA has no employees)
32	During the financial period for this annual return, did any of your charity's staff receive total employment benefits of £60,000 or more?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No – See section B (the PTA has no employees)
33	Enter the number of staff for each of the following salary bands: £60,000 - £150,000 (increments of £10,000) £150,001 - £500,000 (increments of £50,000) Over £500,000	New question	As above and only asked if the answer is YES to Ref 32	NA
34	What was the value of the total employee benefits provided by the charity to its highest paid employee?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	NA
35	How many UK volunteers, excluding trustees, did your charity have during the financial period?	No change	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	See Section B
36	During the financial period for this annual return, did your charity review its financial controls?	No change	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No – See Section B
37	Has the charity obtained a Disclosure and Barring Service (DBS) check on all trustees, employees and volunteers in eligible positions?	New question	All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000	No – See Section B
Part B				
39	No changes to part B questions that have been asked in previous years	No change from previous annual returns	All charities with income over £500,000	N/A
Part C				
40	Send trustees' annual report and accounts	Amendment to upload functionality. You will be able to attach 3 files or 1 consolidated file - trustees' annual report/accounts/audit	All Charitable Incorporated Organisations (CIOs) All other charities with income over £25,000	NA

		or's report		
	Declaration			
4 1	Complete a declaration. It will collect your name, position, contact details and the date.	Minor amendment to the declaration (it will ask for your role)	All charities and CIOs	NA



CHARITY COMMISSION
FOR ENGLAND AND WALES

Soho Parish School PTA

1097917

Receipts and payments accounts

CC16a

For the period
from

01/09/2021

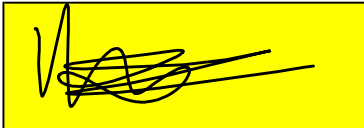
To

31/08/2022

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					
Donations	18,450	-	-	18,450	75,137
Sales receipts	17,018	-	-	17,018	-
Operating receipts	8	-	-	8	14
Refunds / repayments	-	-	-	-	-
Sub total (Gross income for AR)	35,477	-	-	35,477	75,151
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,477	-	-	35,477	75,151
A3 Payments					
Funding to school & grants given	33,247	10,388	-	43,635	62,895
Cost of sales	7,240	-	-	7,240	-
Write-offs	-	-	-	-	-
Operating payments & expenses	410	-	-	410	431
Sub total	40,897	10,388	-	51,285	63,325
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	40,897	10,388	-	51,285	63,325
Net of receipts/(payments)	- 5,420	- 10,388	-	- 15,808	11,826
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,341	28,452	-	56,793	44,968
Cash funds this year end	22,921	18,064	-	40,985	56,793

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	Bank Accounts (including any petty cash)	22,921	18,064	-
		-	-	-
	Total cash funds	22,921	18,064	-
	(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 £
	None	-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	School branded water bottles	Unrestricted	-	Unknown
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)
	None		-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
Trustee 1		Mary Peretz	04/12/2022	



Section A

Independent Examiner's Report

**Report to the
trustees/ members
of**

Charity Name
Soho Parish School PTA

**On accounts for the
year ended**

31/08/2022

**Charity
no (if
any)**

1097917

Set out on pages

(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 31/08/2022.

**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: Lisa Klazek

Date: 21/01/2023

Name: Lisa Klazek

**Relevant
professional**

**qualification(s) or
body (if any):**

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Address:

Flat 16 Ormonde Mansions, 106A Southampton Row, London WC1B
4BP

Section B

Disclosure

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.