



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2022
date

Period start date To 31/08/2023 Period end

Charity name: Soho Parish School PTA

Charity registration number: 1097917

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of pupils at Soho Parish Primary School by developing effective relationships between staff, parents and others associated with the school; and engaging in activities and providing funds which support the school and advance the education of the pupils.
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	The PTA organises events that bring the school community together to help foster good relations between all those involved with the school; and to raise funds to meet pupil needs and projects being developed by the school teachers and leadership.
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 regards to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The PTA transfers 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 a majority of the trustees by email or in a committee meeting.
Policy on social investment including program related investment	Para 1.38	The PTA does not invest its capital balances other than in its current and saving accounts.

Contribution made by volunteers	Para 1.38	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.
Other		

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	In the year 2022-2023 the PTA-organised events were instrumental in re-building the school community following the disruption of the pandemic. The PTA raised over £28K from donations and fund-raising events. The fundraising of the PTA was constrained by the falling roll of the school, which limited the pool of parent donors and volunteers. During this period PTA gave £39,661 in grants to Soho Parish School towards a range of ends, including: - Special Educational Needs resources; - Class equipment - Fresh fruit for children's snacks - Funding for Art activities - Funding for School trips

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period the charity held £25,527.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	£28,452
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	This is not applicable as the PTA uses receipt & payment accounting. In any event it the PTA has no funds materially in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	Key sources of funding are, typically: £10-40k in regular donations from parents, former parents and other supporters of the school. £5-20k generated from sales at fundraising
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		events, such as fetes, raffles and cake sales.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The PTA does not invest its capital balances other than in its current and saving accounts.
A description of the principal risks facing the charity	Para 1.46	The main risks facing the charity are: - Lower number of pupils in central London schools affecting our opportunity to fundraise and recruit volunteers; - Difficulty in recruiting new trustees.
Other		

Structure, Governance and Management

Description of charity's trusts:		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.
Type of governing document (trust deed, royal charter)	Para 1.25	PTA UK June 2016 model constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	The PTA is an 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	Trustees are elected in the annual AGM or coopted by a decision by the majority of the Trustees at a committee meeting between the dates of AGMs

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	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. 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.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	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 ParentKind ¹ . 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

¹ 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.

		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 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.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Soho Parish School PTA
Other name the charity uses	"Soho Parish PTA" or "PTA"
Registered charity number	1097917
Charity's principal address	23 Great Windmill Street London W1D 7LF

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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	Melissa McIntyre	Chair		
2	Mary Peretz	Treasurer		
3	Tracey Rivers	Trustee		
4	Michelle Sotheren	Trustee		
5	Clare Guest	Trustee		
6	Malin Ryden	Trustee		
7	Pedro Ramos Pinto	Trustee		
8	Alice McDonnell	Trustee		
9	Robyn Churchman	Trustee		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Pedro Ramos Pinto	
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Position (eg Secretary,
Chair, etc)

Treasurer	
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Date

19 June 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Soho Parish School PTA

Receipts and payments

For the period from

9/1/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds
	to the nearest £	to the nearest £
A1 Receipts		
Donations	5,262	11,950
Sales receipts	10,826	-
Operating receipts	139	-
Refunds / repayments	-	-
Sub total (Gross income for AR)	16,227	11,950
A2 Asset and investment sales, (see table).		
	-	-
Sub total	-	-
Total receipts	16,227	11,950
A3 Payments		
Funding to school & grants given	28,083	11,578
Cost of sales	3,561	-
Write-offs	-	-
Operating payments & expenses	414	-
Sub total	32,057	11,578
A4 Asset and investment purchases, (see table)		
	-	-
Sub total	-	-
Total payments	32,057	11,578
Net of receipts/(payments)	15,830	372
A5 Transfers between funds	-	-
A6 Cash funds last year end	22,921	18,064
Cash funds this year end	7,091	18,436

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

Categories	Details
B1 Cash funds	Bank Accounts (including any petty cash)
	Total cash funds
	(agree balances with receipts and payments account(s))

	Details
B2 Other monetary assets	None

	Details
B3 Investment assets	School branded water bottles

	Details
B4 Assets retained for the charity's own use	

	Details
B5 Liabilities	Summer Sports 2023-24
	Operating Expenses

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

	Signature
Trustee 1	#VALUE!

	1097917
ments accounts	
To	8/31/2023

CC16a



Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
-	17,212	17,018
-	10,826	-
-	139	-
-	-	35,477
-	28,177	52,495
-	-	-
-	-	-
-	28,177	52,495
-	39,661	7,240
-	3,561	410
-	-	-
-	414	51,285
-	43,635	58,934
-	-	-
-	-	-
-	43,635	58,934
-	15,458	15,808
-	-	-
-	40,985	56,793
-	25,527	40,985

Unrestricted funds	Restricted funds	Endowment funds
to nearest £	to nearest £	to nearest £
7,091	18,436	-
-	-	-
7,091	18,436	-
OK	OK	OK
Unrestricted funds	Restricted funds	Endowment funds
to nearest £	to nearest £	to nearest £
-	-	-
-	-	-
Fund to which asset belongs	Cost (optional)	Current value (optional)
Unrestricted	-	Unknown
Fund to which asset belongs	Cost (optional)	Current value (optional)
	-	-
Fund to which liability relates	Amount due (optional)	When due (optional)
Restricted	14,000	
Unrestricted	414	
Print Name		Date of approval
Pedro Ramos Pinto Oliveira da Silva		5/23/2024



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

Charity Name

Soho Parish PTA

On accounts for the year ended

31/08/2023

Charity no (if any)

1097917

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/08/2023.

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 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.

Signed:

Date:

08.08.2024

Name:

Dani Jacobs

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

Address:

Flat 2, 32 Lambs Conduit Street, London WC1N 3LE

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.