

Trustees' Annual Report for 2021-22

Sudbourne Parent Teacher Association, 1099341, 53 Trinity Gardens, London SW9 8DR

Trustees: Simon Tindall, Alexandra Hulme, Mariam Rosser-Owen, Leanne Fenwick, Fatimah Kelleher, Samuel Pinney, Neil Sammonds

The Charity is a parent teacher association. It is managed by a small committee. It recruits trustees by requesting volunteers for its committee from the parent body of the school.

Its activities are largely arranging events and initiatives with the aim of raising funds to support Sudbourne Primary School. It has some additional activities such as arranging for presents for the children at Christmas (this is treated as an expense of the Winter Fair), arranging and paying for leavers' book for the Year 6 students.

Its primary objective is to raise money to support Sudbourne Primary School in providing an environment and experiences in which its pupils can thrive. In 2021-22 the charity's fundraising was very good largely due to donations amounting to £7,500 by one donor for a STEM initiative, but the profit from the Summer and Winter Fairs (£2,177.69 and £3,558.39) respectively were also successful as was the continued relationship with and support from Keatings (£5,100). The usual smaller fundraisers such as the Christmas Trees (£684.75), Calendars (profit £1,034.63), Jumble Sale (profit £1,242.15), eBay sales (profit £275.84) and Garden Sales (profit £55.83) also contributed.

The spending in 2021-22 was relatively limited due to it being the first year back as usual after COVID the impending site move of the school and was largely expenses related to the running of the above named fundraising initiatives. It should be noted that due to the PTA Committee being brand new and the school's business manager being new the school's expenditure was invoiced towards the end of the year and ultimately paid in 22/23. The PTA also purchased Christmas presents for the students (£110) and Leavers' Books and Hoodies for the Year 6 students (£934.31).

The total income for the year £27,596.83 (£7,500 of this being the specific donation for STEM; £201 being a specific donation for library books; and £2,000 from Keatings being specifically for the school's football team) and expenditure £8,341.81. The amount being carried forward is £57,805.68 (including the specific funds set out above; and £18,825.14 designated funds)

The amount being carried forward is large in part due to fundraising activities continuing while spending was low; there was little spending by the school on its premises due to the impending site move; and much of the school's expenditure in the 21/22 academic year being paid in the PTA financial year 22/23.. The plans to spend the monies are to support the new phonics program brought in in September 2022; to assist with the various phases of the playground development at the new site (climbing frame, nature trail, gardening club and playground markings) and to purchase musical instruments for the school.

The policy for free reserves is that each year's reserves are based on the previous year's general fundraising – this excludes any specific purpose fundraising.

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

Signed on behalf of the charity's trustees.

A handwritten signature in black ink, appearing to read 'A Hulme', followed by a long, sweeping horizontal line extending to the right.

Alexandra Hulme, Trustee, Treasurer, 28 July 2023

Sudbourne Primary School PTA

Accounts 1 October 2021 to 30 September 2022

Date	Detail	Amount	Lloyds Bank Balance	check	Donations Received	Library Donation
Transferred from previous years						
Designated	Build a pound fundraiser for green wall	1,780.99		-		
Designated	Football fund not spent	3,350.00		-		
Designated	Green wall budget unspent	3,000.00		-		
Unrestricted	Matched donation remaining spend	10,694.15		-		
10/01/2020	Balance Brought forward		38,550.66	-		
10/19/2021	Ebay sales	25.81	38,576.47	-		
10/26/2021	Ebay sales	11.04	38,587.51	-		
11/04/2021	Easyfundraising	34.44	38,621.95	-	34.44	
11/9/2021	Ebay sales	6.68	38,628.63	-		
11/12/2021	Keatings	2100.00	40,728.63	-		
11/16/2021	Ebay sales	17.96	40,746.59	-		
11/17/2021	Thomas RMM Xmas Tree	30.00	40,776.59	-		
11/17/2021	Prentice R Xmas Tree	45.00	40,821.59	-		
11/17/2021	Tindall & Tindall	55.00	40,876.59	-		
11/18/2021	Zak S	35.00	40,911.59	-		
11/18/2021	Whibecks JLA&J	55.00	40,966.59	-		
11/19/2021	P Truscott	35.00	41,001.59	-		
11/19/2021	Adrian Ruth	45.00	41,046.59	-		
11/22/2021	McBrearty Sinead	55.00	41,101.59	-		
11/22/2021	Cornish JW & JE	85.00	41,186.59	-		
11/22/2021	George Lewkowicz	45.00	41,231.59	-		
11/22/2021	P Madden	35.00	41,266.59	-		
11/22/2021	Edwar+Wedg PC	55.00	41,321.59	-		
11/22/2021	Holti RW	55.00	41,376.59	-		
11/22/2021	Royde Elisabeth	30.00	41,406.59	-		
11/22/2021	Eleanor Wharf	30.00	41,436.59	-		
11/22/2021	Waterworth+Lin	45.00	41,481.59	-		
11/22/2021	Lee-Ann Darnton (Xmas books)	-110.00	41,371.59	-		
11/22/2021	Sudbourne Primary	-1295.00	40,076.59	-		
11/23/2021	Miller A&T	35.00	40,111.59	-		
11/24/2021	M Rosser-Owen	30.00	40,141.59	-		

11/25/2021	Paypal Inc	124.21	40,265.80	-
11/25/2021	C Axelbank	55.00	40,320.80	-
11/25/2021	Lara Saucedo	45.00	40,365.80	-
11/25/2021	Frema&Delh	55.00	40,420.80	-
11/25/2021	Maclean-Watt HWG	35.00	40,455.80	-
11/25/2021	Andrea Keogh	35.00	40,490.80	-
11/25/2021	Wollheim B	45.00	40,535.80	-
11/25/2021	Mell H + Cham d	45.00	40,580.80	-
11/25/2021	M Pencharz	45.00	40,625.80	-
11/25/2021	Anna Herbert	45.00	40,670.80	-
11/25/2021	T Retallick	55.00	40,725.80	-
11/25/2021	Lalain A	30.00	40,755.80	-
11/25/2021	dawn sirett	30.00	40,785.80	-
11/26/2021	vitale+ Romano	35.00	40,820.80	-
11/26/2021	A Benbow	35.00	40,855.80	-
11/26/2021	DB Stevenson	35.00	40,890.80	-
11/26/2021	J Vollmer	55.00	40,945.80	-
11/26/2021	Bimba Dunning	80.00	41,025.80	-
11/26/2021	Candice Mikelle KA	35.00	41,060.80	-
11/26/2021	PJ Burton	35.00	41,095.80	-
11/26/2021	Taylor C	35.00	41,130.80	-
11/29/2021	Ureche ISS	45.00	41,175.80	-
11/29/2021	Melanie Burt	45.00	41,220.80	-
11/29/2021	Victoria Robinson	35.00	41,255.80	-
11/29/2021	Ogle EL	35.00	41,290.80	-
11/29/2021	David Ross	45.00	41,335.80	-
11/29/2021	Richards David	45.00	41,380.80	-
11/29/2021	Burns F+Maste N	45.00	41,425.80	-
11/29/2021	Richards David	10.00	41,435.80	-
11/29/2021	Warner SA	35.00	41,470.80	-
11/29/2021	K Dougal	35.00	41,505.80	-
11/29/2021	Thompson SJ	35.00	41,540.80	-
11/29/2021	Leitch R&J	35.00	41,575.80	-
11/29/2021	Zettle	84.71	41,660.51	-
11/29/2021	Wilson R&K	30.00	41,690.51	-
11/29/2021	S Leonard	35.00	41,725.51	-
11/30/2021	Paypal Inc	49.63	41,775.14	-
11/30/2021	Ebay sales	39.54	41,814.68	-
11/30/2021	Allum C	35.00	41,849.68	-
11/30/2021	Amissah JE	35.00	41,884.68	-

12/01/2021	E Marshall	35.00	41,919.68	-	
12/02/2021	Paypal Inc	37.54	41,957.22	-	
12/02/2021	Winter Fair Float	-965.00	40,992.22	-	
12/03/2021	Zettle	37.48	41,029.70	-	
12/06/2021	Zettle	5.01	41,034.71	-	
12/06/2021	Winter Fair Coffee & Cake Expenses	-19.99	41,014.72	-	
12/06/2021	Winter Fair Expenses	-18.15	40,996.57	-	
12/06/2021	Winter Fair BBQ	-150.40	40,846.17	-	
12/07/2021	Zettle	27.16	40,873.33	-	
12/07/2021	Winter Fair Proceeds	260.00	41,133.33	-	
12/07/2021	Winter Fair Proceeds	3890.00	45,023.33	-	
12/07/2021	Winter Fair Proceeds	29.36	45,052.69	-	
12/08/2021	Zettle	438.07	45,490.76	-	
12/09/2021	Zettle	47.15	45,537.91	-	
12/13/2021	Amazon Europe Core	6.37	45,544.28	-	6.37
12/13/2021	Ian Millard Forestry	-1595.25	43,949.03	-	
12/14/2021	Zettle	69.41	44,018.44	-	
12/14/2021	Winter Fair Plant Expenses	-377.25	43,641.19	-	
12/15/2021	Zettle	57.24	43,698.43	-	
12/16/2021	Zettle	14.89	43,713.32	-	
12/17/2021	Zettle	20.05	43,733.37	-	
12/17/2021	Winter Fair deposit	126.10	43,859.47	-	
12/20/2021	Zettle	71.04	43,930.51	-	
12/21/2021	Zettle	24.85	43,955.36	-	
12/21/2021	Ebay sales	15.34	43,970.70	-	
01/04/2022	Parentkind	-116.00	43,854.70	-	
01/04/2022	Ebay sales	15.34	43,870.04	-	
01/10/2022	Winter Fair deposit	10.00	43,880.04	-	
01/18/2022	Ebay sales	6.62	43,886.66	-	
01/25/2022	Ebay sales	10.98	43,897.64	-	
01/28/2022	Paypal Inc	19.65	43,917.29	-	
01/28/2022	The Random House (winter fair volunteer - m	329.50	44,246.79	-	329.50
01/31/2022	Yearbook expenses (JE Forrester-Paton)	-164.66	44,082.13	-	
02/01/2022	Charitable Giving	50.00	44,132.13	-	50.00
02/03/2022	Ebay Expenses (Lilia Toncheva)	-43.00	44,089.13	-	
02/09/2022	Zettle	4.91	44,094.04	-	
02/18/2022	Easy Fundraising	94.12	44,188.16	-	94.12
02/22/2022	Ebay sales	10.98	44,199.14	-	
02/23/2022	Amazon Europe Core	7.13	44,206.27	-	7.13
02/25/2022	Charitable Giving	2,500.00	46,706.27	-	

03/02/2022	Money from shed (2017)	63.00	46,769.27	-	63.00	
03/02/2022	Ebay sales	7.93	46,777.20	-		
03/15/2022	Ebay sales	19.35	46,796.55	-		
03/22/2022	Garden money - in school safe	37.50	46,834.05	-		
03/28/2022	Charitable Giving	2,500.00	49,334.05	-		
04/04/2022	Garden 1st Apr	9.00	49,343.05	-		
04/06/2022	Zettle	9.33	49,352.38	-		
04/26/2022	Ebay sales	6.19	49,358.57	-		
04/28/2022	Charitable Giving	2,500.00	51,858.57	-		
05/05/2022	Tea Party	56.55	51,915.12	-		
05/06/2022	Float for Jumble	- 975.00	50,940.12	-		
05/09/2022	Amazon Smile	7.87	50,947.99	-	7.87	
05/09/2022	Jumble takings	313.00	51,260.99	-		
05/09/2022	Jumble takings	163.35	51,424.34	-		
05/09/2022	Jumble takings	902.00	52,326.34	-		
05/11/2022	Zettle	238.80	52,565.14	-		
05/19/2022	Keatings	3,000.00	55,565.14	-		
05/24/2022	Ebay sales	10.01	55,575.15	-		
05/31/2022	Ebay sales	21.75	55,596.90	-		
06/07/2022	Easy Fundraising	25.99	55,622.89	-	25.99	
06/13/2022	Ebay expenses	- 36.99	55,585.90	-		
06/06/2022	Summer Fair Float Money	- 725.00	54,860.90	-		
06/30/2022	Reimbursing parent for hoodies	- 769.65	54,091.25	-		
07/01/2022	The Random House (Jumbo)	100.00	54,191.25	-		
07/01/2022	Summer Fair (Zettle)	235.28	54,426.53	-		
07/06/2022	Summer Fair plant expenses	- 144.00	54,282.53	-		
07/11/2022	Summer Fair Tuck Shop expenses	- 43.11	54,239.42	-		
07/12/2022	Summer Fair (Card takings)	19.50	54,258.92	-		
07/12/2022	Ebay sales	54.35	54,313.27	-		
07/26/2022	Ebay sales	34.83	54,348.10	-		
07/26/2022	Summer Fair expenses	- 648.36	53,699.74	-		
08/02/2022	Summer Fair takings	393.17	54,092.91	-		
08/04/2022	Summer Fair takings	440.00	54,532.91	-		
08/04/2022	Summer Fair takings	135.00	54,667.91	-		
08/04/2022	Summer Fair takings	235.21	54,903.12	-		
08/04/2022	Summer Fair takings	2,780.00	57,683.12	-		
08/23/2022	Ebay sales	21.48	57,704.60	-		
08/23/2022	Easyfundraising	45.08	57,749.68	-	45.08	
09/23/2022	Library donation	201.00	57,950.68	-		201.00
09/30/2022	Bake sale float	- 145.00	57,805.68	-		

57,805.68

-	663.50	201.00
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Rec of Funds

Bank Balance	57,805.68
Income raised 21/22	27,596.83
Expenditure 21/22	8,341.81

Specific funds carried over	Unrestricted funds - designated	20,825.14
Surplus funds carried over	Unrestricted funds	29,279.54
Restricted funds carried over	Restricted funds	7,701.00
Bank Balance		<u>57,805.68</u>

B/f unrestricted	19,725.52
Income raised 21/22	17,895.83
Expenditure 21/22	- 8,341.81
C/f unrestricted	<u>29,279.54</u>

Matched
Donations

STEM Donati

Garden

Tea Party

Xmas trees

Winter
Fair

Xmas
presents

PTA
Calendars

Ebay
sales

School
Costs

Staff
Gift

10,694.15

25.81

11.04

6.68

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	- 1,595.25		
	45.50	23.91	
	- 377.25		
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	59.10	67.00	
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		135.00	
		235.21	
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-	36.99
-	725.00
-	769.65
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235.28	
-	144.00
-	43.11
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54.35	
34.83	
-	648.36
393.17	
440.00	
135.00	

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201.00

- 145.00

27,596.83 - 8,341.81



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Sudbourne PTA

**On accounts for the year
ended**

30 September 2022

**Charity no
(if any)** 1099341

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 30/09/2022.

**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:

Date:

27/07/23

Name:

Sonia Yeshin

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

ICAEW (1349326)

Address:

24 Mandrell Road

London

SW2 5DL

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.

The internal controls around the finances are poor

- No splitting of financial duties
- Cash is counted by one person
- Single authorisation with the bank
- No authorisation and approval procedures
- Individuals on the bank mandate that are no longer trustees

I would strongly recommend that all trustees read the following guidance:

<https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities>

I would also suggest performing an annual review of your internal controls. A checklist for smaller non-company charities has been passed to the trustee Alex Hulme for consideration, some of this will not be relevant but much of it will be very useful