

Trustees' Annual Report for 2022-23

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

Trustees: Simon Tindall, Alexandra Hulme, Mariam Rosser-Owen, Leanne Fenwick, Samuel Pinney, Katharine Wilson and Kimberly Davis

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.

The 2022-23 brought some challenges to the PTA. The school relocated to its new site and it was quickly identified by teachers and parents that the playground was not suitable for the children as it was a wide open space with no green space or climbing frame.

The PTA was extremely lucky that one of the parents donated to it £10,000 (by way of a matched donation with the parent's employer) to contribute to the cost of a playground. Sudbourne PS was able to find the rest of the funding for the climbing frame from other sources.

Sudbourne PS then identified that an unused "wasteland" that was at the back of the tarmac-ed playground area could be brought into use as a green nature trail. The PTA was asked to find as much of the circa £25,000 for this purpose as possible.

We reallocated the "Lunchtime Sports Coach" element of a large matched donation received a number of years ago (£4,500) for this purpose as well as putting the "Green Wall" fund and the "Build a Pound" fund towards it – both of these had been raised for the green wall at the old site – the PTA felt this was a good use for these monies given that the original purpose behind their being raised was now obsolete (£3,780.99). (£1,000 that had been carried over had been spent in 20/21, but was only paid in 22/23)

The PTA also began to look for grants that could be used towards the Nature Trail should we be successful, which we were in relation to one offered by Summer Events Limited to the tune of £1,500.

The move to the new site saw a reduction in the parental support of the PTA and its initiatives. No parent volunteers stepped up to organise either fair so both were organised by the PTA Committee. Both fairs were smaller affairs than they had been at the old site.

Sudbourne PS in this year initiated the start of a music department. We were asked to organise a fundraising drive for this. We were fortunate in that a parent made a large donation (£1,345); and we held a school disco which had an entry fee and a paid bar for parents which raised £439.93.

The expenditure in this year was extremely high in large part because the school spending in 21/22 (£35,399.99) had not been reimbursed in that year, but instead was paid in 22/23. The school spend in 21/22 was extremely high – there was a lot spent on supporting the curriculum and contributing to the phases for school trips and other spending. Mr Broad, the head teacher who came on board in 22/23, and the PTA agreed that going forward the PTA fundraising was not to be used in this way, but was to be put towards identifiable, big ticket items (for example, the Playground, the Nature Trail, the Music Department) such that the parents could see the direct impact of their support of the PTA.

The anticipated spend for 23/24 will largely be on the Nature Trail, Sensory Equipment, the Music Department and, possibly, Playground Markings.

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.

A handwritten signature in blue ink, appearing to read 'Alexandra Hulme', with a long horizontal flourish extending to the right.

Alexandra Hulme, Trustee



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Sudbourne Parent Teacher Association	1099341

CC16a

Receipts and payments accounts


For the period from	Period start date	To	Period end date
	01-Oct-22		30-Sep-23

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 & grants	2,338	12,845	-	15,183	10,365
Fundraising events	11,880	-	-	11,880	17,232
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	14,219	12,845	-	27,064	27,597
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,219	12,845	-	27,064	27,597
A3 Payments					
Grants & donations paid	16,989	19,000	-	35,989	-
Cost of fundraising events	27,186	-	-	27,186	8,342
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	44,175	19,000	-	63,175	8,342
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	44,175	19,000	-	63,175	8,342
Net of receipts/(payments)	- 29,957	- 6,155	-	- 36,112	19,255
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	50,105	7,701	-	57,806	38,551
Cash funds this year end	20,148	1,546	-	21,694	57,806

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	Lloyds	20,148	1,546	-
		-	-	-
		-	-	-
	Total cash funds	20,148	1,546	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		ALEXANDRA HULME	29-07-24



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
Sudbourne PTA

**On accounts for the year
ended**

30 September 2023

**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 30/09/2023.

**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:

30.07.2024

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
- Cash is not always banked promptly
- 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>