



Friends of Poplar Primary School
Charity registration number 1103926

**Trustees' Annual Report
and
Receipts and Payments Accounts**

1 November 2021 to 31 October 2022

FRIENDS OF POPLAR PRIMARY SCHOOL

TRUSTEES' ANNUAL REPORT AND RECEIPTS AND PAYMENTS ACCOUNTS 1 November 2021 - 31 October 2022

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TRUSTEES' ANNUAL REPORT

For the period 1 November 2021 to 31 October 2022

1. Objectives and Activities

The objectives of the Friends of Poplar Primary School (the Poplar Primary PTA) are to advance the education of pupils in the School by:

- developing effective relationships between the staff, parents and others associated with Poplar Primary School; and
- engaging in activities and providing facilities or equipment that support Poplar Primary School and advance the education of the pupils.

The main activities undertaken for the public benefit in relation to these objectives are events such as raffles, fairs, discos for the children and second-hand uniform sales. These activities raise funds which the School can use to buy equipment to support the children's education, ranging from laptops to playground equipment to books, and to subsidise educational activities such as school trips, which it would otherwise not be feasible for the School to acquire or run.

In making decisions about what to do during this year to carry out the PTA's objectives, the trustees (the PTA Committee) have had due regard to the Charity Commission's public benefit guidance.

The Committee would like to thank everyone who has donated, volunteered and/or taken part in the PTA's activities for 2021-2022. We would also like to thank Elaine Spick, parents, Class Reps, teachers (especially our teacher rep / Deputy head Julie Davies) for unfailing dedication and enthusiasm), and other members of staff, including the ever-helpful office staff, for their support.

We aim to encourage as many parents as possible to become involved in the PTA fundraising events and activities and we welcome any feedback and suggestions throughout the year. We understand that not all parents will want to join the PTA committee or have the time available to attend meetings. However, parents (all of whom are automatically PTA members) can and do contribute in many other ways to the school, for example as Class Reps (who are an invaluable communications channel), PTA Champions, helping out at PTA fundraising events and supporting PTA activities by their attendance or buying raffle tickets or hosting sponsor signboards.

2. Achievements & Performance and Financial Review

This has been a very successful year for the PTA and the school after COVID-19. The Christmas Fair (2021) and Summer fair (2022), usually the biggest fundraisers of the year, were unable to go ahead last year. We were able to run both this year with £10,001 raised from the Summer Fair and an additional £1,923 from the Christmas fair. In addition, a Poplar parent successfully ran the London Marathon on behalf of our charity, raising £2,005. We also raised money with other events.

All of the requests from school for funding have been fully paid, including the largest request for £15,700 to refurbish Louise's Garden, a small, pleasant space/area for pupils to use for respite within the school premises which had previously become unusable due to normal plant growth causing irreparable damage to the concrete block flooring.

Review of the Year and Focus for the Future

The total raised for the financial year 2021-2022, before contributions paid to the school, is £21,231.

The net profit of the events we ran this year was :

Summer fair	£10,001
London marathon	£2,005
Christmas fair	£1,922
Uniform sale	£1,803
Christmas hamper raffle	£1,469
School disco	£1,129
Bake sales, ice lolly sales and Old Ruts sports day refreshments sale	£558
Christmas shop (trees, wreaths and baubles)	£554
Lego competitions, GYOG competition and and eco pack party hire	£185
AGM Bingo night ZOOM	£135

We would like to thank all the local charities and businesses who donated a voucher, a service or an item. Their contributions made a huge difference for our charity this financial year.

The 2021-2022 '100 Club' was successfully completed in July 2022. The 2022-2023 '100 Club' opened in October 2022 with over 80 members.

We would like to thank all families who participated in Amazon Smile and use Easy Fundraising whilst shopping. This financial year, we raised a combined total of £424.

We received £950 from 3 separate parents, who donated £300, £300, and £350 respectively. These amounts were raised through workplace charity donation schemes, specifically charitable contributions and match funding (where a company matches a sum of money that the employee has raised by volunteering time with that charity).

We invested in new SumUp machines to facilitate card payments during charity events including the Summer Fair. We participated in SumUps' purchasing scheme which also earned us a bonus: we purchased 12 machines for £267 and received a £300 bonus.

The total expenditure during 2021-2022 was £25,491. PTA general expenses and administration fees (e.g. council licences) amounted to £501. £20,948 PTA charity funds have been spent on school contributions, fulfilling a main objective of this charity. Examples of this expenditure include Louise's garden refurbishment, class Christmas gifts (money provided for teachers to buy gifts for their classes), school trips and visits, ice lollies for sports days, school equipment and stationery. We also paid for membership

of Squirrels Community Scrap Scheme. Notably, the PTA '100 Club' this year enabled cheques totalling £857 to be given to the school to spend on library books. The PTA bank account at the end of the year shows a healthy £26,224.

Looking ahead, we anticipate the 2022-2023 financial year will be positive, with little or no COVID restrictions affecting fundraising efforts and events. We will continue to consider any requests for funding which are in line with our stated aims of supporting the school and enriching education for the children, subject to financial constraints.

3. Structure, Governance and Management

The PTA is constituted as an unincorporated association with a Constitution (adopted March 2016) as its governing document. Trustees (i.e. committee members) are appointed or reappointed annually through election by the membership at the Annual General Meeting held in the Spring Term.

The PTA Committee during the financial reporting year 2021-2022

November 2021 - February 2022

Officers

Co-Chair: Anjela Winson

Secretary: Sophie Cohen

Co-Chair: Cleo Lindo

Treasurer: Dina Soliman

Co-Chair: Polly Parry

Ordinary Members

Julia Crawford

Zak Iremiren (left July 2021)

Emma Delgado

Michela Moschini

Nathan Hruzik

Teacher Reps

Julie Davies (Deputy Head) and Rachael Holder (Nursery Leader)

February 2022 - October 2022

Officers

Treasurer: Dina Soliman

Chair: Vacant

Secretary: Vacant

Ordinary Members

Julia Crawford

Vanessa Zanchin

Emma Delgado

Michela Moschini

Sophie Cohen (resigned July 2022)

Carla McDowall

Jaime James (resigned July 2022)

Teacher Reps

Julie Davies (Deputy Head) and Rachael Holder (Nursery Leader)

Co-Opted Members

Rachel Cunliffe

Suzie Brown

4. Declaration

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

Signed on behalf of the Association's Trustees

Signature		
Full name		Dina Soliman
Position		Treasurer
Date		03.03.2023

RECEIPTS AND PAYMENTS ACCOUNTS

For the period 1/11/2021 to 31/10/2022

Receipts	2021/22	2020/21
Summer Fair Stalls	7654	0
Marathon	2005	0
Christmas Fair Game stalls	1971	0
Uniform Sale	1803	1238
Summer Fair Silent Auction	1617	0
Christmas Hamper Raffle Tickets - Mufti Day	1569	1976
Christmas Shop (trees, wreaths & baubles)	1563	2750
Disco	1345	394
Summer Fair Advertising Programme	1200	0
Summer Fair Raffle Tickets	1191	0
Donations	980	140
100 Club Entry Tickets	610	1590
Summer Fair Donations	420	0
Amazon Smile	309	375
Sumup Bonus for buying new machines	300	0
Summer Fair Business stalls	240	0
Bake Sale	221	0
Ice Lolly Sale	183	215
Old Ruts Sports Day Refreshments Sale	155	0
AGM Bingo Night	135	265
Easy Fundraising	116	123
Eco Party Pack Hire	105	30
Grow Your Own Garden Competition GYOG	50	71
Lego Competition	30	91
Bank Interest	3	0
Summer Hampers - Raffle Tickets	0	2393
Summer Online Auction	0	795
Easter Egg Hamper - Raffle Tickets	0	200
Easter Competitions	0	38
Total	25773	12685

Payments	2021/22	2020/21
School Giving	(20948)	(4634)
Summer Fair Expenses	(2322)	0
Christmas Shop (trees, wreaths & baubles)	(1010)	(1988)
General Expenses / Registrations and Licences	(501)	(259)
100 Club Winners	(253)	(259)
Disco Expenses	(217)	0
Christmas Hamper Raffle	(100)	0
Bank Charges	(92)	0
Christmas Fair Expenses	(48)	0
Summer Hampers - Raffle Tickets	0	(534)
Total	(25491)	(7674)
Surplus / (Deficit) after School Contributions	283	5011

School giving YE 31/10/2022	
Louise's Garden Funding	(15700)
Dave Cadle: Toy Dave yr1 - Norman Dave yr2 - Viking Dave yr3	(1125)
100 Club money for books	(857)
Xmas Gifts from PTA to each class in school Nursery to Y6 (£30 each)	(690)
Diane Davies: Archaeologist yr6	(585)
Leaflet holder, oak post for the whole school	(470)
Yr4 Trip: Godstone farm	(360)
TTS order re glockenspiels for the whole school	(347)
Yr2 Trip: Tour of London (partial funding)	(311)
Nursery Christmas Entertainer	(265)
Yr1: Membership of Squirrels Community	(176)
Ice pops for sports day	(62)
Total	(20948)

General expenses	2021/22	2020/21
New Sumup machines	(267)	(46)
Parentkind Annual Fees	(128)	(123)
New Gazebos	(44)	0
2 TEN Licences	(42)	0
Lottery / Gambling Licence	(20)	(20)
New external post box, tools and waterproof letters	0	(71)
Total	(501)	(259)

STATEMENT OF ASSETS AND LIABILITIES
And
STATEMENT OF FUNDS
As at 31 October 2022

STATEMENT OF ASSETS AND LIABILITIES

	2021/22	2020/21
Current Account	£21,781	£21,810
Savings Account	£4,443	£4,132
Cash at bank	£26,224	£25,942

STATEMENT OF FUNDS

Statement of Funds	At 31.10.22	At 31.10.21
Income of the year	£25,773	12685
Expenditure of the year	(25491)	(7674)
Surplus of the year	£283	£5,011
Brought forward at the beginning of the year	£25,942	£20,931
Carried Forward at the end of the year	£26,224	£25,942

NOTES TO THE ACCOUNTS
For the period 1/11/2021 to 31/10/2022

1. Accounting Policy

The accounts are prepared on a receipts and payments basis.

2. Funds

All funds are unrestricted with two exceptions:

- a) Funds raised during the 2019/20 financial year through sponsorship of the PTA's London Marathon place, for the refurbishment of Louise's Garden (£849). The amount of restricted funds increased by the Marathon in October 2022 (£2,005)
- b) Funds raised through the 100 Club each year, for the school to purchase reading books (60% of the Club income plus any winnings donated back: £857 in 2021/22). This purpose is reaffirmed with the school before the Club opens for subscriptions each year.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Committee (Trustees) of the Friends of Poplar School (Charity Registration Number 1103926) on the accounts for the year ended 31 October 2022.

I report to the Trustees on my examination of the accounts of the Friends of Poplar School (the Association) for the year ended 31 October 2022 set out on pages 6 to 9.

Responsibilities and Basis of the Report

As the charity trustees of the Association 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 Association's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Association as required by section 130 of the Act; *or*
- the accounts do not accord with those records.

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.

Signature	
Name	M J Crane
Address	33 Lee Road, Mill Hill, London NW7 1LJ
Relevant professional qualification(s) or body	FCA
Date	03.03.2023