



**Friends of Poplar Primary School**

**Charity registration number 1103926**

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

**1 November 2022 to 31 October 2023**

# **FRIENDS OF POPLAR PRIMARY SCHOOL**

## **TRUSTEES' ANNUAL REPORT AND RECEIPTS AND PAYMENTS ACCOUNTS 1 November 2022 – 31 October 2023**

### **CONTENTS**

	<b>Pages</b>
Trustees' Annual Report	2 - 5
Receipts and Payments Accounts	6 - 7
Statement of Assets and Liabilities	8
Statement of Funds	8
Notes to the Accounts	9
Independent Examiner's Statement	10

# TRUSTEES' ANNUAL REPORT

**For the period 1 November 2022 to 31 October 2023**

## **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, children's school discos, creative competitions and second-hand uniform sales. These activities raise funds which the school can use to buy supplies and equipment to support the children's education, ranging from playground equipment to books, and to subsidise educational activities such as school trips and visits 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 2022-2023. 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 another very successful year for the PTA and the school. We raised £12,332 from the Summer Fair and an additional £1,932 from the Christmas fair. In addition, We raised £1,489 from the Children's School Disco. We also raised money with other events listed below.

All of the requests from school for funding have been fully paid, including the largest request for £35,000 (20k this year and 15k the next financial year) for the new outdoor playground project located by the pirate ship. This area has been transformed into a fantastic adventure area for all year groups to enjoy, an area which was previously an underused space.

## Review of the Year and Focus for the Future

The total raised for the financial year 2022-2023, before contributions paid to the school, is **£22,068**.

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

Summer fair	£12,332
Christmas fair	£1,932
Uniform sale	£1,508
School disco	£1,489
100 club entry tickets	£1,067
Christmas hamper raffle	£990
Bake sales, ice lolly sales and Old Ruts sports day refreshments sale	£768
Marathon gift aid from last year	£512
AGM Quiz night	£361
Lego competitions, GYOG competition and and eco pack party hire	£131

We would like to thank all the local charities and businesses who donated raffle prizes such as vouchers, their service or a gifted item. Their contributions made a huge difference for our charity this financial year.

The 2022-2023 '100 Club' was successfully completed in July 2023. The 2023-2024 '100 Club' opened in October 2023 with 89 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 £534. Sadly, Amazon Smile stopped as a service in May 2023. We will continue to look for new store partners who offer a similar service.

Three (3) individual parents made individual donations of £350 each, giving us a total of £1,050. 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). In addition, we received a generous £100 donation from a different individual parent by bank transfer.

The total expenditure during 2022-2023 was £29,285. PTA general expenses and administration fees (e.g. council licences) amounted to £670. **£25,412** PTA charity funds have been spent on school contributions, fulfilling a main objective of this charity. Examples of this expenditure include outdoor playground, main hall educational wall art, year 6 leavers books , Christmas crackers for the festive lunch , class Christmas gifts (money provided for teachers to buy gifts for their classes), Christmas entertainment , school trips and visits, ice lollies for sports days, school equipment and stationery and other supplies that support our objectives. Notably, the PTA '100 Club' this year enabled cheques totalling £697 to be given to the school to spend on library books. The PTA bank account at the end of the year shows a healthy **£22,880**.

Looking ahead, we anticipate the 2023-2024 financial year will be positive. 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 2022-2023**

##### ***February 2022 - March 2023***

##### **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

##### ***March 2023 - March 2024***

##### **Officers**

Treasurer: Dina Soliman

Chair: Vacant

Secretary: Rachel Cunliffe and Niki Hedges

##### **Ordinary Members**

Julia Crawford

Vanessa Zanchin

Alicia Edwards

Michela Moschini

Carla McDowall

##### **Teacher Reps**

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

##### **Co-Opted Members**

Laura Silver

#### 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		09.03.2024

#### RECEIPTS AND PAYMENTS ACCOUNTS For the period 1/11/2022 to 31/10/2023

Receipts		2022/23	2021/22
----------	--	---------	---------

Summer fair stalls income	8269	7654
Summer fair Main sponsor	4000	1200
Xmas Fair income from stalls	1947	1971
Disco	1683	1345
Uniform sale	1508	1803
Summer fair Silent Auction	1391	1617
100 club entry tickets	1200	610
Donations	1150	980
Xmas Hampers Raffle tickets - Mufti day	1046	1569
AGM Quiz night	777	135
Summer fair raffle tickets	695	1191
Marathon	512	2005
Bake sale	462	221
Amazon Smile	395	309
Summer fair Business stalls	250	240
Ice lollies Friday sales	243	183
Easy fundraising	139	116
Old Ruts sports day coffee/ tea and cake sale	86	155
Eco party pack	60	105
Bank Interest	57	3
Grow Your Own Garden Competition	43	50
Lego Comp	28	30
Christmas shop (trees, wreaths & Baubles )	0	1563
Summer fair donations	0	420
Sumup Bonus for buying new machines	0	300
<b>Total</b>	<b>25941</b>	<b>25773</b>

<b>Payments</b>	<b>2022/23</b>	<b>2021/22</b>
School Giving	(25412)	(20948)
Summer fair expenses	(2273)	(2322)
General Expenses / registrations and licenses	(670)	(501)
AGM/ Quiz expenses	(417)	0
Disco expenses	(194)	(217)
100 Club Winners	(133)	(253)
Bank charges	(94)	(92)
Xmas Hamper raffle	(56)	(100)
Ice lollies sales Expenses	(23)	0
Xmas Fair Expenses	(15)	(48)
Xmas shop (trees, wreaths & Baubles )	0	(1010)
<b>Total</b>	<b>(29285)</b>	<b>(25491)</b>
Surplus / (deficit) after School Contributions	<b>-3344</b>	<b>283</b>

<b>School giving YE 31/10/2023</b>	<b>YE 31/10/2022</b>
Outdoor playground - Part one	(20000)
Wall Art main hall	(1870)
Year 6 leavers books	(750)

100club money for library books	(697)	(857)
Dave Cadle-Toy Dave yr1 - Norman Dave yr2 - Viking Dave yr3	(1200)	(1125)
Christmas crackers for the whole school at the Xmas dinner	(315)	
Christmas entertainment rec & Nursery	(265)	(265)
HI VIS jackets for school trips	(215)	
Plants for Louise's garden	(59)	
Ice lollies for all the kids after the sports day	(41)	(62)
Louise's garden funding		(15700)
Xmas Gifts from PTA to each class in school Nursery to Y6		(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)
Yr1 - membership of squirrels community		(176)
<b>Total</b>	<b>(25412)</b>	<b>(20948)</b>

<b>General expenses</b>	<b>2022/23</b>	<b>2021/22</b>
New Gazebos	(510)	(44)
Parentkind Annual fees	(140)	(128)
Lottery / Gambling License Renewal	(20)	(20)
Sumup new machines	0	(267)
2 TEN licenses	0	(42)
<b>Total</b>	<b>(670)</b>	<b>(501)</b>



**STATEMENT OF ASSETS AND LIABILITIES**  
**And**  
**STATEMENT OF FUNDS**  
**As at 31 October 2023**

**STATEMENT OF ASSETS AND LIABILITIES**

	<b>2022/23</b>	<b>2021/22</b>
Current Account	£17,960	£21,781
Savings Account	£4,920	£4,443
Cash at bank	£22,880	£26,224

**STATEMENT OF FUNDS**

	<b>At 31/10/23</b>			<b>At 31/10/22</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
At 1 November	£26,224	0	£26,224	£25,941
Surplus/Deficit for the year	- £3,344		- £3,344	£283
<b>Total</b>	<b>£22,880</b>	<b>0</b>	<b>£22,880</b>	<b>£26,224</b>

**NOTES TO THE ACCOUNTS**  
**For the period 1/11/2022 to 31/10/2023**

**1. Accounting Policy**

The accounts are prepared on a receipts and payments basis.

**2. Funds**

All funds are unrestricted with 1 exception:

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: £697 paid in 2022/23 ) included in school giving. 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 2023.**

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 2023 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	