



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/09/2022 Period start date To 31/08/2023 Period end date

Charity name: St John Fisher Parent, Teacher & Friends Association

Charity registration number: 1105886

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The charity's objectives are to advance the education of pupils in the school in particular by: a) developing effective relationships between the staff, parents and others associated with the school; and b) engaging in activities or providing facilities or equipment 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 | <p>Our charity's purpose is to raise money and foster closer links between staff, parents, children and friends in the community.</p> <p>This is achieved through organised events and activities.</p> <p>All money raised goes directly to help provide resources and experiences for all children of St John Fisher.</p> <p>We ran three fundraising events that were open to the wider community including the Christmas and Summer fairs and the May Mudder.</p> <p>Fundraising contributed towards:</p> <ul style="list-style-type: none">- School playground equipment- Year 6 disco and leavers' gifts- Holy Communion parties for Year 3- Christmas parties, St John Fisher Day lollies- Christmas pantomime- Redevelopment of the Woodland Garden |

| | | |
|--|-----------|---|
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | All Trustees were issued with a copy of "The Essential Trustee" and have confirmed they are aware of the concept of public benefit. |
|--|-----------|---|

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|---|
| Policy on grant making | Para 1.38 | n/a |
| Policy on social investment including program related investment | Para 1.38 | n/a |
| Contribution made by volunteers | Para 1.38 | <p>We are grateful for the invaluable contribution of all volunteers however much or little of their time they can dedicate. Without our volunteers we couldn't achieve what we do to enrich the pupils' education and experience and to develop effective relationships within the broader school community.</p> <p>In 2022/23 in particular, we'd like to highlight the number and the skillset of the volunteers who helped to transform the Woodland Garden into an amazing outdoor environment. It has further supported outdoor learning and is enjoyed by all students at St John Fisher school.</p> |
| 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 | <p>Donations included Christmas events for the children including an online Pantomime and parties and in the Spring term books and the first instalment for the playground redevelopment.</p> <p>Across the year, a substantial contribution was made to the Woodland Garden redevelopment which was completed in the Summer term.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|---|
| Achievements against objectives set | Para 1.41 | <p>All actions taken are to raise funds for extra resources, activities and equipment to support the pupils' education and to enrich their lives at school and as a school community.</p> <p>During this year we made significant donations to the school community for new playground equipment, books and for the redevelopment of the Woodland Garden.</p> |
| Performance of fundraising activities against objectives set | Para 1.41 | n/a |
| Investment performance against objectives | Para 1.41 | n/a |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | <p>Our cash funds balance at the end of year was £20,080.</p> <p>Of this, the £30,796 balance from the previous year plus this financial year's £20,118 net receipts from the fundraising events offset by £30,834 of spend towards the school and community.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The charity aims to retain sufficient funds to put on two fairs a year alongside typical events (discos, Christmas parties, May Mudder, SJF Day lollies) and remaining funds to be donated to the school following discussion on appropriate donations.</p> <p>The PTFA anticipates further expenditure on the playground equipment in 2023/24 and investment in long-term storage to maximise event income for the future.</p> |
| Amount of reserves held | Para 1.22 | n/a |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a |

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 | <p>Fundraising events including:</p> <ul style="list-style-type: none"> - Christmas & Summer Fairs - Autumn & Spring Discos - May Mudder <p>Other fundraising:</p> <ul style="list-style-type: none"> - Pre-loved uniform sales - Cake sale - Personalised Christmas cards, gifts - Download sales for Nativity and Year 6 performance - Clothes recycling scheme - Voluntary Donations |
| Investment policy and objectives including any | Para 1.46 | n/a |

| | | |
|---|-----------|--|
| social investment policy adopted | | |
| A description of the principal risks facing the charity | Para 1.46 | <ul style="list-style-type: none"> - Cost of living crisis and changing donor behaviour affecting income received. - Rising costs of running events impacting net profit made. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Parentkind Model Constitution (with minor amendment) adopted 2 October 2002 |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | Unincorporated association of parents, carers, teachers of pupils at the school |
| 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 | Appointed and reappointed at AGM each year |

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 | All new Trustees are given a copy of "The Essential Trustee", the Governing document and have full handover from outgoing Trustees. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | n/a |
| Relationship with any related parties | Para 1.51 | n/a |
| Other | | n/a |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | St John Fisher Parent, Teacher and Friends Association |
| Other name the charity uses | |
| Registered charity number | 1105886 |
| Charity's principal address | ST. JOHN FISHER RC PRIMARY SCHOOL GRAND DRIVE LONDON SW20 9NA |
| | |

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. | Emma Demblon | Chair | Resigned July 2023 | |
| 2. | Niamh Power | Vice-chair | Resigned July 2023 | |
| 3. | Laura Miranda | Secretary | Resigned July 2023 | |
| 4. | Olivia Savage | Treasurer | Resigned July 2023 | |
| 5. | Virginia McCluskie | Chair | Appointed May 2023 | |
| 6. | Ed Constable | Vice-chair | Appointed May 2023 | |
| 7. | Julia Mazery | Secretary | Appointed May 2023 | |
| 8. | Lisa Kujawa | Treasurer | Appointed May 2023 | |

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

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)

| |
|--|
| |
|--|

Exemptions from disclosure**Reason for non-disclosure of key personnel details**

| |
|--|
| |
|--|

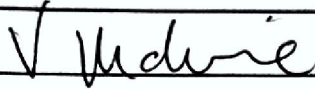
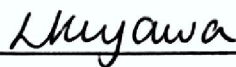
Other optional information

| |
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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) |  |  |
| Full names(s) | VIRGINIA MCCLOSKEY | LISA KUTAWA |
| Position (e.g Secretary, Chair, etc) | CHAIR | TREASURER |
| Date | 7/5/24 | 7/5/24 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

St John Fisher Parent Teacher & Friends Association

1105886

Receipts and payments accounts

CC16a

For the period
from

01/09/2022

To

31/08/2023

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 | | | | | |
| Fundraising Events | 23,362 | - | - | 23,362 | 27,779 |
| Other Fundraising | 2,290 | - | - | 2,290 | 4,611 |
| Parent Donations | 1,045 | - | - | 1,045 | 1,527 |
| Sponsorship | - | - | - | - | 808 |
| Match Funding | - | - | - | - | 479 |
| Year 6 specific events | 2,025 | - | - | 2,025 | 1,367 |
| TBC Parent Pay Amount | - | - | - | - | 143 |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 28,722 | - | - | 28,722 | 36,614 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 28,722 | - | - | 28,722 | 36,614 |
| A3 Payments | | | | | |
| Fundraising Events | 5,913 | - | - | 5,913 | 9,001 |
| Other Fundraising | 169 | - | - | 169 | 3,056 |
| Donations to St John Fisher school | 30,834 | - | - | 30,834 | 8,409 |
| Year 6 specific events | 2,382 | - | - | 2,382 | 3,108 |
| Memberships/Licences | 140 | - | - | 140 | 128 |
| Misc expenses | - | - | - | - | 701 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 39,438 | - | - | 39,438 | 24,403 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 39,438 | - | - | 39,438 | 24,403 |
| Net of receipts/(payments) | - 10,716 | - | - | - 10,716 | 12,211 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 30,796 | - | - | 30,796 | 18,585 |
| Cash funds this year end | 20,080 | - | - | 20,080 | 30,796 |

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 | Natwest Current Account | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | - | - | - |
| (agree balances with receipts and payments account(s)) | | | | |
| | | Agreement Error | OK | OK |

B2 Other monetary assets

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------|------------------------------------|----------------------------------|---------------------------------|
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

B3 Investment assets

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|--------------------------------|-----------------|-----------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

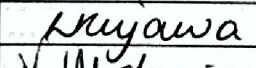
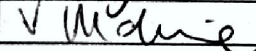
B4 Assets retained for the charity's own use

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|--------------------------------|-----------------|-----------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

B5 Liabilities

| Details | 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 |
|---|--------------------|------------------|
|  | LISA KUJAWA | 7/5/24 |
|  | VIRGINIA MCCLUSKEY | 7/5/24 |

**Independent examiner's report to the trustees of
St John Fisher Parent, Teacher & Friends Association**

I report to the trustees on my examination of the accounts of the St John Fisher Parent, Teacher & Friends Association (the PTFA) for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of the PTFA, 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 PTFA's accounts carried out under section 145 of the 2011 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. 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.

Signed:



Name: Christopher William Asgill

Address: 182 West Barnes Lane, New Malden, KT3 6LS, United Kingdom

Date: 29/04/2024