

CHARITY REGISTRATION NUMBER:1107675

**Barrow Hedges Primary School PTA
Trustees' Annual Reports and Accounts
for the year ended 31 August 2023**

Barrow Hedges Primary School PTA
Year Ended 31 August 2023

Index	Page
Trustees' Annual Report	1
Independent Examination Report	5
Receipts and payments accounts	6



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the Year

From: 1/9/2022 To 31/8/2023

Charity name: Barrow Hedges Primary School PTA ("the Association")

Charity registration no: 1107675

Charity principal address: Barrow Hedges Primary School, Harbury Road, Carshalton
SM5 4LA

Objectives and Activities

The object of the Association is to advance the education of the pupils in Barrow Hedges Primary School ("the School"); in furtherance of this object the Association may:

- Raise funds (but not by means of permanent trading).
- Engage in activities and provide facilities or equipment not normally provided by the Department of Education.
- Develop more extended relationships between staff, parents, carers and members of the local community.

We work with the School, parents, pupils and the local community to organise various fundraising events and activities, with these funds being used to fund ongoing expenses and capital projects for the School, as identified in conjunction with the headteacher of the school (who also acts as Chair of the Association).

Activities, Achievements and Performance

In the year covered by this report, the following fundraising events took place:

	Net funds raised
School Fete – held on the first Saturday in July on the School field, this includes stalls provided both by the PTA and local retailers, activities for children, food stalls and performances by the school's pupils for the local community. Sponsorship is also received from local businesses	£8,773
'Gifts for a Special Person' – shops for pupil to purchase gifts, held before Mothers' Day and Fathers' Day	£1,572
'Elf Day', consisting of various Christmas activities and including a 'Christmas Shop' for pupils to purchase Christmas gifts	£1,463
PTA Quiz, hosted in the School hall for parents, including a raffle and a fish and chips dinner	£1,345
Discos – events held for each year group	£899
'Great Barrow Bake-Off' – pupils and parents invited to enter a cake into a competition, with cakes being sold to raise funds	£573
Easter Egg experience – events and collections at Easter	£368
Dunkin Donuts – initiative with third party provider, where the Association purchased stock and resold	£228
Other events/cash collections	£558
	<u>£15,779</u>

Trustees' Annual Report for the Year (continued)

Activities, Achievements and Performance (continued)

The following donations were made to the School in the year:

Tennis lessons funded for pupils at local tennis club	£1,610
Mural painting around the school	£520
Athlete visits for Sports Week	£450
Gifts for teachers attending residential trips	£235
Other (including support of pupils and staff, Christmas decorations and school equipment)	£1,183
	<u>£3,998</u>

In all of its operations, the Trustees have had due regard to the Charity Commission's public benefit guidance.

Financial Review

Key financial information

Key financial metrics for the Association are as follows:

	<u>2022/23</u>	<u>2021/22</u>
Gross income from fundraising events	£30,226	£17,639
Net income from fundraising events	£15,779	£9,351
Donations paid for/to School	(£3,998)	(£7,003)
Expenses of operating the Association	(£1,318)	(£321)
Insurance recoveries	£1,595	-
Other income of the Association (including bank interest and donations received)	£316	£285
Net cash (outflow)/inflow	£12,374	£2,312
Cash funds held at end of the year	£34,221	£21,847

Reserves

The Association monitors available funds and has a policy to maintain funds that are sufficient for any financial commitments made plus a buffer of £7,500 to cover upcoming expenses of the Association and to manage working capital requirements of planned events.

Structure, Governance and Management

The Association is an unincorporated association, governed by its constitution.

Key details surrounding selection, appointment and termination of Trustees of the Association can be summarised as follows:

- The Chair of the Association is the Headteacher of the School;

Trustees' Annual Report for the Year (continued)

Structure, Governance and Management (continued)

- The management and control of the Association shall be vested in a Committee (the members of the Committee being appointed the Trustees of the Association), which shall consist of the following:
 - The Headteacher, a Vice-Chair, a Secretary and a Treasurer(s) shall be nominated by the Committee and approved at the AGM to serve a 2-year term (other than the Headteacher, if any of these positions are not so filled nominations shall be invited from members at the AGM.);
 - A minimum of two and a maximum of nine other members from parents representing the first and subsequent years who shall be elected at the AGM to serve a two-year term;
 - Two members of the staff of the school, including Headteacher as Chair.
- At the expiry of their term of office any officer or other member may offer themselves for re-election and shall not be prevented from holding any office by virtue of any previous service on the Committee;
- A member of the Committee shall forfeit his or her seat on the Committee where that member fails to attend three consecutive Committee meetings (excluding any sub committee meetings) without reasonable cause or excuse;
- Four members of the said Committee shall constitute a quorum for the Committee, one of whom must be the Chair or the Chair's representative;
- Committee meetings shall be held at least once each term at such times and places as the Committee shall direct;
- The AGM of the Association shall be held during the first term of each school year. At the AGM the meeting will be led by the by the Chair or in his/her absence by the Vice Chair of the Committee;
- Six members shall constitute a quorum at the AGM;
- The Committee shall have the power to co-opt members as necessary and to appoint any working party and shall prescribe the function of this working party;
- A Special General Meeting shall be convened at the request in writing to the secretary of a minimum of ten members of the Association. Such a meeting shall be held within thirty days of the request. Agendas and motions shall be circulated to members;
- Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.

Trustees’ Annual Report for the Year (continued)

Structure, Governance and Management (continued)

Names of the charity trustees who manage the charity

The Trustees of the Association who served during the year and to the date of this report (except as noted) are as follows:

Trustee name	Office (if any) and dates held	Dates acted as Trustee if not for whole year
Louise Wood	Chair	
Clare Welch	Secretary (until 11 November 2022); Vice-chair (from 11 November 2022 to 7 June 2024)	
Ashleigh Bickell	Vice-chair (from 7 June 2024)	appointed 10 October 2022
Melissa Williams	Secretary (from 11 November 2022)	
Laura Mercer	Treasurer	resigned 12 June 2024
Richard O'Brien	Co-Treasurer	appointed 12 June 2024
Payal Mishra	Co-Treasurer	appointed 12 June 2024
Laura Alcourt		
Danielle Fleming		
Holly Miller		
Katie Duffy		Appointed 10 October 2022
Natalie Edgson		Appointed 1 November 2022
Monica Leroen		Appointed 1 November 2022
Louise Richards		Appointed 1 November 2022
Kate Vaughan		Appointed 1 November 2022

Declarations

The trustees declare that they have approved the trustees' report above.			
Signed on behalf of the charity's trustees			
	Signed by:	DocuSigned by:	
	 383072E7D57242E...	 F2C31E6CAA2D4FE...	
	Signatures		
	Full names	Louise Wood	Richard O'Brien
	Position	Chair	Co-Treasurer
	Date	13/01/2025	13/01/2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BARROW HEDGES PRIMARY SCHOOL PTA
FOR THE YEAR ENDED 31 AUGUST 2023**

I report on the trustees on my examination of the financial statements of The Barrow hedges Primary School PTA ('the charity') for the year ended 31 August 2023.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view'; and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

69 Banstead Road
Carshalton, Surrey
SM5 3NP

T & K ACCOUNTING GROUP
ACCOUNTANTS, TAX ADVISORS & BUSINESS CONSULTANTS
T & K HOUSE
69 BANSTEAD ROAD
CARSHALTON
SM5 3NP
VAT REG. NO. 916 6633 14

Date: 16-01-2025



V Shanmugasarma FCMA
for and on behalf of
T & K Accounting Group
Accountants, Tax Advisors
and Business Consultants



CHARITY COMMISSION
FOR ENGLAND AND WALES

CC16a

Receipts and payments accounts

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					
Income from fundraising events	30,226	-	-	30,226	17,639
Donations received	284	-	-	284	200
Bank Interest	32	-	-	32	85
Other income - insurance receipts	1,595	-	-	1,595	
Sub total (Gross income for AR)	32,137	-	-	32,137	17,924
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,137	-	-	32,137	17,924
A3 Payments					
Cost of fundraising events	14,447	-	-	14,447	8,288
Donation paid	3,998	-	-	3,998	7,003
PTA expenses	1,318	-	-	1,318	321
Sub total	19,763	-	-	19,763	15,612
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,763	-	-	19,763	15,612



CHARITY COMMISSION
FOR ENGLAND AND WALES

CC16a

Receipts and payments accounts

For the period from 01/09/2022 to 31/08/2023

<i>Net of receipts/(payments)</i>	12,374	-	-	12,374	2,312
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,847	-	-	21,847	19,535
<i>Cash funds this year end</i>	34,221	-	-	34,221	21,847

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	<div>Cash in Bank</div> <div>Cash in Hand</div> <div></div> <div>Total cash funds</div> <div>(agree balances with receipts and payments account(s))</div>	<div>34,041</div> <div>180</div> <div>-</div> <div>34,221</div> <div>OK</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>
B2 Other monetary assets	<div>Details</div> <div></div> <div></div> <div></div> <div></div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div>
B3 Investment assets	<div>Details</div> <div></div>	<div>Fund to which asset belongs</div> <div></div>	<div>Cost (optional)</div> <div>-</div>	<div>Current value (optional)</div> <div>-</div>



CHARITY COMMISSION
FOR ENGLAND AND WALES

CC16a

Receipts and payments accounts

For the period from 01/09/2022 to 31/08/2023

		-	-
		-	-
		-	-
		-	-


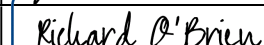
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Equipment for outdoor events	Unrestricted	-	-
Remaining stocks of refreshment and small gift items for various events	Unrestricted	-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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
 DocuSigned by:	Payal Mishra	13/01/2025
 F2C31E6CAA2D4FE...	Richard O'Brien	13/01/2025