

# Trustees' Annual Report for the period

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

## Section A

## Reference and administration details

**Charity name** Holy Trinity School Parent Teacher Association

**Other names charity is known by** Friends of Holy Trinity

**Registered charity number (if any)** 1113383

**Charity's principal address** c/o Holy Trinity Church of England School

Carrington Road

Richmond

**Postcode**

**TW10 5AA**

### 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	Philip Lewis	Chair	13 October 2023	Elected by members
2	Pascale Nicholls	Treasurer	8 March 2023	Elected by members
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Association representing the Parent Teacher Association. If you are a parent or carer of a child at Holy Trinity CE Primary & Nursery School or a member of staff at the school, you are automatically a member of the PTA

Trustee selection methods  
(eg. appointed by, elected by)

Elected Committee by Association

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The elected trustees give their time voluntary and receive no remuneration or other benefits.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Our aim is to make our school outstanding in all aspects. We are achieving this by having fun, supporting our school with ideas, enthusiasm and talent. In the process, we raise funds that go directly into supporting our children's education and their development.

The school is a member of the National Confederation of Parent Teacher Associations.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our Committee meetings.

Principle fundraising activities were the Summer Fair, Sponsored Bounce, Quiz Night, Christmas Fair including the associated silent auction and the sale of Christmas Trees.

This year the PTA supported the new school music event HT in the Park which was a great success and raised money through refreshment sales.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

It is the intent of each year's PTA to fully use the funds raised for the betterment of the school, it's facilities and services —all for the benefit of the children.

All funds at the end of the financial year are kept in the current account and gain nominal interest over the school holidays.

**Summary of the main achievements of the charity during the year**

The Friends of Holy Trinity raise money through the events that we organise and other activities throughout the year that help boost funds. The fairs were once again very successful for the PTA and we were able to raise a fantastic amount of money for the school and continue to build the school community.

Each year the headteacher and her team create a school development plan where resources, equipment and activities that are not financed by the school's budgets, but which are important for the children's development, are identified for possible funding. This 'priority list' is presented to the Friends of Holy Trinity and is discussed in order to provide targets for fund-raising.

The PTA started the year with a healthy bank balance and so was able to support the school with a significant donation of just under £20,000 to support playground re-development, in addition to providing contributions to support the school libraries.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

It is the intent of each year's PTA to fully use the funds raised for the betterment of the school, it's facilities and services - all for the benefit of the children.

At year end, we held cash in the bank of £22,223 all of which are unrestricted funds.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Nearly all the funds raised are via the hard work and dedication of the PTA committee, class reps, staff and parents. A small amount is via match giving.

The expenditure has allowed the school to fill the gap between local Council funding and the objectives and aspirations of the school and governors.

## Section F


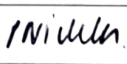
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Philip Lewis	Pascale Nicholls
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	28th June 2024	

**Holy Trinity Parent Teachers Association  
Funds Statement**



**Financial Highlights 2022/23  
as at 31/08/2023**

Events	Income	Expenses	Profit
Christmas Fair and Trees	£14,371	-£6,595	£7,776
Summer Fair*	£4,567	-£5,445	-£878
Silent Auction	£3,505	£0	£3,505
HT in the Park*	£1,181	-£305	£875
Quiz Night	£1,677	-£840	£837
Sponsored Bounce*	£656	£0	£656
Cauliflower Cards	£610	£0	£610
Parent Donation	£210	£0	£210
Easy Fundraising	£267	£0	£267
Valentines Cake Sale	£176	£0	£176
Second Hand Uniform and Donut Sale	£132	£0	£132
Uniform Sale	£81	£0	£81
Year 6 fundraising	£0	-£1,940	-£1,940
<b>TOTAL =</b>	<b>£27,433</b>	<b>-£15,125</b>	<b>£12,308</b>

*\* Other income raised transferred for these events via online giving platforms transferred post year end*

Donations	Income	Expenses	Net
<b><u>Prior Year Events</u></b>			
Bike/Fun Day 21/22	£3,283	£0	£3,283
Sponsored Bounce 21/22	£0	-£230	-£230
Summer Fair 21/22	£3,757	£0	£3,757
<b><u>2022/23 Year Donations</u></b>			
Abacus Playground	£0	-£19,640	-£19,640
Library donations	£0	-£700	-£700
<b><u>2022/23 administrative costs</u></b>			
Parentkind	£0	-£140	-£140
SumUp card machines	£0	-£95	-£95
Council charges	£0	-£42	-£42
<b>TOTAL =</b>	<b>£7,041</b>	<b>-£20,847</b>	<b>-£13,807</b>
<b>GRAND TOTAL =</b>	<b>£34,474</b>	<b>-£35,972</b>	<b>-£1,499</b>

# UNQUALIFIED REPORT (FOR A NON-COMPANY CHARITY)

Independent examiner's report to the trustees of

Holy Trinity School Parent Teacher Association

Registered Charity 1113383

I report on the accounts of the Trust for the year ended 31 August 2023, which are set out on pages 2 to 4 and in the Trustees Annual Report submission.

## 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 commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

## 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:
  - a. to keep accounting records in accordance with section 130 of the 2011 Act and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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

Signed: 

Name: PHILIP KIZZACE

Relevant professional qualification or body: CA - ICAS

Address: 4 SANDY LANE, RICHMOND, SURREY TW9 1EN

Date: 29 JUNE 2024

## 2022\_23 ACCOUNTS SUMMARY

Holy Trinity School Parent Teacher Association

Registered Charity 1113383

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### Holy Trinity Parent Teachers Association Funds Statement



#### Financial Highlights 2022/23

as at 31/08/2023

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Holy Trinity School Parent Teacher Association  
Registered Charity 1113383  
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# 2022\_23 ACCOUNTS SUMMARY

## Holy Trinity School Parent Teacher Association

Registered Charity 1113383

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Transaction Date	Statement Description	Value	Year	Type	Reference
03/01/2023	PARENTKIND , PTA967584-72660740	-£140.00	2022-2023	Admin expense	Parent Kind
06/01/2023	9201 05JAN23 , BAKER ROSS , HARLOW GB , REFUND	£110.35	2022-2023	Event expense	Christmas Fair
18/01/2023	CAULIFLOWER GROUP , CAULI-P1339-1026 , FP 18/01/23 1053 , AC7BF70367554738B7	£610.40	2022-2023	Event income	Cauliflower Cards 22
23/01/2023	9201 21JAN23 , AMAZON.CO.UK , 353-12477661 GB	-£7.99	2022-2023	Event expense	Quiz Night
31/01/2023	AMAZON EUROPE CORE , 6654654675956537	£55.71	2022-2023	Event expense	Quiz Night
06/02/2023	9201 05FEB23 , HELLOPRINT UNITED , KING , LIVERPOOL GB	-£36.58	2022-2023	Event expense	Quiz Night
06/02/2023	9201 04FEB23 , ETSY.COM - , MULTIPLE SH , DUBLIN IE	-£20.35	2022-2023	Event expense	Quiz Night
10/02/2023	9201 09FEB23 C , SAINSBURYS S/MKTS , RICHMOND GB	-£24.55	2022-2023	Event expense	Quiz Night
10/02/2023	9201 09FEB23 , LBRUT INTERNET , TWICKENHAM GB	-£21.00	2022-2023	Event expense	Quiz Night
10/02/2023	SUMUP PAYMENTS ACC, PID246596-SUMUP , FP 10/02/23 1657 , 1DX028JER1RZZ2R5P7	£41.79	2022-2023	Event income	Quiz Night
13/02/2023	9201 11FEB23 C , WAITROSE 149 , EAST SHEEN GB	-£45.54	2022-2023	Event expense	Quiz Night
14/02/2023	9201 13FEB23 , MAJESTIC WINE , RICHMOND GB	-£664.98	2022-2023	Event expense	Quiz Night
14/02/2023	EASY FUNDRAISING , 116465 Q4 2022	£87.10	2022-2023	Donation	Easy Fundraising
20/02/2023	9201 16FEB23 , AMZNMKTPPLACE , AMAZON.CO , AMAZON.CO.UK GB	-£52.09	2022-2023	Event expense	Quiz Night
22/02/2023	9201 21FEB23 , AMAZON.CO.UK , 353-12477661 GB	-£7.99	2022-2023	Event expense	Quiz Night
23/02/2023	9201 22FEB23 , AMZNMKTPPLACE , AMAZON.CO.UK GB	-£29.23	2022-2023	Event expense	Quiz Night
27/02/2023	9201 24FEB23 , SAINSBURYS S/MKTS , RICHMOND GB	-£78.00	2022-2023	Event expense	Quiz Night
27/02/2023	9201 24FEB23 , COSTCO WHOLESALE , #127 , SUNBURY GB	-£282.77	2022-2023	Event expense	Quiz Night
27/02/2023	9201 26FEB23 , MAJESTIC WINE , RICHMOND GB , REFUND	£390.40	2022-2023	Event expense	Quiz Night
28/02/2023	SUMUP PAYMENTS ACC, PID253902-SUMUP , FP 27/02/23 1958 , 97RYNRQE3876P23KW5	£698.16	2022-2023	Event income	Quiz Night
02/03/2023	SUMUP PAYMENTS ACC, PID255545-SUMUP , FP 02/03/23 1721 , ZOWENZQGEKSLGNMDQK	£109.14	2022-2023	Event income	Quiz Night
08/03/2023	E M ROLFE , YR 6 FUNDRAISER , VIA MOBILE - LVP , FP 08/03/23 10 , 31162043935417000N	-64	2022-2023	Event expense	Year 6 Fundraising
22/03/2023	9201 21MAR23 , AMAZON.CO.UK , 353-12477661 GB	-7.99	2022-2023	Event expense	Quiz Night
29/03/2023	VIDAHOST , HOLY TRINITY SCHOO , FP 29/03/23 30 , 21023233885393000N	-7.19	2022-2023	Event expense	Quiz Night
24/04/2023	AMAZON EUROPE CORE , 4355496457585367	28.33	2022-2023	Event income	Quiz Night
25/04/2023	SUMUP PAYMENTS ACC, PID280934-SUMUP , FP 24/04/23 1941 , O13PVQ1GRD9KE206JL	420.82	2022-2023	Event income	Quiz Night
26/04/2023	SUMUP PAYMENTS ACC, PID282040-SUMUP , FP 26/04/23 1619 , JO98VXG84P6312Y5LW	49.17	2022-2023	Event income	Quiz Night
27/04/2023	SUMUP PAYMENTS ACC, PID282603-SUMUP , FP 27/04/23 1612 , Z5Q12KQWWQ4W62RJ4X	144.96	2022-2023	Event income	Quiz Night
03/05/2023	E M ROLFE , YR6 BINGO NIGHT , VIA MOBILE - LVP , FP 03/05/23 10 , 29161456812125000N	-614.95	2022-2023	Donation	Year 6 Fundraising
16/05/2023	EASY FUNDRAISING , 116465 QUARTER 1 2	43.88	2022-2023	Donation	Easy Fundraising
16/05/2023	XMAS FAIR 22	1909.7	2022-2023	Event income	Christmas Fair
16/05/2023	VALENTINE BS	175.7	2022-2023	Event income	Valentines Cake Sale
16/05/2023	UNIFORM SALE	81.35	2022-2023	Event income	Uniform sale
16/05/2023	SPONSERED BOUNCE	388.85	2022-2023	Event income	Sponsored Bounce
16/05/2023	QUIZ NIGHT	185	2022-2023	Event income	Quiz Night
16/05/2023	COSTUME SALE	52	2022-2023	Event income	Uniform and donuts
18/05/2023	BUBBLE BOUNCE LT, HOLY TRIN 15309185, VIA MOBILE - LVP , FP 18/05/23 10 , 29153336568436000N	-390	2022-2023	Event expense	Summer Fair
19/05/2023	AMAZON EUROPE CORE , 8763856639935858	89.59	2022-2023	Event expense	Summer Fair
07/06/2023	SAINSBURYS B 07JUN	-200	2022-2023	Event expense	Summer Fair
13/06/2023	9201 12JUN23 , EBAY O*13-1 , 0166-46656 , LONDON GB	-16	2022-2023	Event expense	Summer Fair
13/06/2023	9201 12JUN23 , EBAY O*13-1 , 0166-46655 , LONDON GB	-122.36	2022-2023	Event expense	Summer Fair
13/06/2023	9201 12JUN23 , EBAY O*13-1 , 0166-46654 , LONDON GB	-34.99	2022-2023	Event expense	Summer Fair
20/06/2023	9201 19JUN23 , EBAY O*21-1 , 0186-27273 , LONDON GB	-35.99	2022-2023	Event expense	Summer Fair
20/06/2023	9201 19JUN23 , EBAY O*07-1 , 0193-61973 , LONDON GB	-27.99	2022-2023	Event expense	Summer Fair
21/06/2023	2742 20JUN23 , MAJESTIC WINE , RICHMOND GB	-739.15	2022-2023	Event expense	Summer Fair
21/06/2023	MARIA LUZZI , EXPENSES , VIA MOBILE - LVP , FP 21/06/23 10 , 50130506713411000N	-72.66	2022-2023	Event expense	Summer Fair
22/06/2023	CHERYL BOBINI , FAIR BAMBINA DICIO , FP 21/06/23 1857 , 00153425632FVDHWVL	25	2022-2023	Event income	Summer Fair
23/06/2023	2742 21JUN23 , AMZNMKTPPLACE , AMAZON.CO.UK GB	-139.84	2022-2023	Event expense	Summer Fair
23/06/2023	9201 22JUN23 , AMAZON.CO.U , K*WT5489N05 , AMAZON.CO.UK GB	-21.9	2022-2023	Event expense	Summer Fair
23/06/2023	2742 22JUN23 , AMZNMKTPPLACE , AMAZON.CO.UK GB	-40.68	2022-2023	Event expense	Summer Fair
23/06/2023	9201 22JUN23 , COSTCO WHOLESALE , #127 , SUNBURY GB	-131.89	2022-2023	Event expense	Summer Fair
23/06/2023	9201 21JUN23 , SAINSBURYS S/MKTS , RICHMOND GB	-113.35	2022-2023	Event expense	Summer Fair
23/06/2023	601731 23JUN 1216	-1050	2022-2023	Event expense	Summer Fair
23/06/2023	INFLATEABLES	-600	2022-2023	Event expense	Summer Fair
23/06/2023	HOMEDESIGNEE UK LT, HOMEDESIGNEE STALL, FP 22/06/23 2230 , REV874694302969472	25	2022-2023	Event income	Summer Fair
26/06/2023	9201 23JUN23 C , SAINSBURYS S/MKTS , RICHMOND GB	-78.6	2022-2023	Event expense	Summer Fair
26/06/2023	2742 24JUN23 C , SAINSBURYS , RICHMOND GB	-55.2	2022-2023	Event expense	Summer Fair
26/06/2023	9201 23JUN23 C , PERCY CHAPMAN & , SON PE , TWICKENHAM TW GB	-58.99	2022-2023	Event expense	Summer Fair
26/06/2023	2742 24JUN23 , AMAZON.CO.U , K*GK0XC1L65 , 866-216-1072 GB	-212.65	2022-2023	Event expense	Summer Fair
26/06/2023	SUMUP PAYMENTS ACC, PID312058-SUMUP , FP 26/06/23 1829 , QDP7N16MQQ59V26XLE	4264.51	2022-2023	Event income	Summer Fair
27/06/2023	ROYAL BANK 27JUN	-230	2022-2023	Event expense	Summer Fair
27/06/2023	2742 26JUN23 , LBRUT INTERNET , TWICKENHAM GB	-21	2022-2023	Admin expense	Council charges
28/06/2023	2742 27JUN23 , R CHUBB & SON LTD , LONDON GB	-176	2022-2023	Event expense	Summer Fair
28/06/2023	SUMUP PAYMENTS ACC, PID313170-SUMUP , FP 28/06/23 1629 , JO98VXGLPD81K2Y5LW	252.18	2022-2023	Event income	Summer Fair
30/06/2023	2742 29JUN23 C , SAINSBURYS S/MKTS , RICHMOND GB	-11.11	2022-2023	Event expense	HT in the park
30/06/2023	2742 29JUN23 , WAITROSE 149 , EAST SHEEN GB	-100	2022-2023	Event expense	HT in the park
03/07/2023	2742 30JUN23 C , SHELL BLACKHORSE , RICHMOND GB	-17.95	2022-2023	Event expense	HT in the park
04/07/2023	SUMUP PAYMENTS ACC, MEG PID315500 , FP 03/07/23 1914 , EWR020IK1L3ML234L1	21.64	2022-2023	Event expense	HT in the park
07/07/2023	2742 06JUL23 , MAJESTIC WINE , RICHMOND GB	-197.84	2022-2023	Event expense	HT in the park
10/07/2023	MARIA LUZZI , EXPENSES , VIA MOBILE - LVP , FP 10/07/23 10 , 29101616304172000N	-44	2022-2023	Event expense	Summer Fair
10/07/2023	E M ROLFE , YR 6 FUNDRAISING , VIA MOBILE - LVP , FP 10/07/23 10 , 33100018102152000N	-741	2022-2023	Event expense	Year 6 Fundraising
11/07/2023	SUMUP PAYMENTS ACC, MEG PID318979 , FP 10/07/23 1934 , QDP7N16EK8WML26XLE	1045.09	2022-2023	Event income	HT in the park
12/07/2023	Farms2ewe Ltd , 6790 , VIA MOBILE - LVP , FP 12/07/23 10 , 12162009119506000N	-942	2022-2023	Event expense	Summer Fair
17/07/2023	SUMUP PAYMENTS ACC, MEG PID321329 , FP 14/07/23 1927 , QDP7N16EQ07QY26XLE	84.54	2022-2023	Donation	HT in the park
18/07/2023	SUMUP PAYMENTS ACC, MEG PID322518 , FP 17/07/23 1934 , J63EV4DLPZ6212OWGP	51.11	2022-2023	Donation	HT in the park
19/07/2023	HOLY TRINITY CE , INFANT LIBRARY , VIA MOBILE - LVP	-350	2022-2023	Donation	Library donations
19/07/2023	HOLY TRINITY CE , YR 6 LEAVERS PENS , VIA MOBILE - LVP	-520.2	2022-2023	Donation	Year 6 Fundraising
20/07/2023	HOLY TRINITY CE , JUNIOR LIBRARY , VIA MOBILE - LVP	-350	2022-2023	Donation	Library donations
27/07/2023	CHRIST.S SCHOOL PT, HOLY TRINITY PTA , FP 26/07/23 2134 , 51213419861765000N, HOLY TRINITY PTA	25.55	2022-2023	Event income	Christmas Trees
18/08/2023	NW CWEA 39232271 , COUNTRYWIDE	15	2022-2023	Event income	Christmas Trees
22/08/2023	EASY FUNDRAISING , 116465 QUARTER 2 2	44.74	2022-2023	Donation	Easy Fundraising
29/08/2023	601731 29AUG 1528	266.9	2022-2023	Event income	Sponsored Bounce
31/08/2023	PAYPAL , PPWDL53PJ22242MD58, FP 31/08/23 1502 , PPWD100000000K5ZCJ	3505.48	2022-2023	Event income	Silent Auction
	TOTALS	-£1,498.51			