

Trustees' Annual Report for the period

Period start date				Period end date			
From	01	July	2021	To	30	June	2022

Section A

Reference and administration details

Charity name

Hurlingham School PTA

Other names charity is known by

N/A

Registered charity number (if any)

1128237

Charity's principal address

Hurlingham School

122 Putney Bridge Road

London

SW15 2NQ

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	Christopher Kraft	Chair		
2	Emma Parmer	Deputy Chair		
3	Douglas Hall	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

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)	Parent Teacher Association (PTA) – unincorporated association
Trustee selection methods (eg. appointed by, elected by)	The PTA is run by a small executive committee. This committee is responsible for selecting trustees of the charity from those willing to become trustees. At the start of the academic year, the committee reviews whether any change in trustee is necessary.

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.

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Section C Objectives and activities

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

The charity has three main objectives:

1. To bring parents and staff together through informal social activities, to support the development of the school and help introduce new families.
2. To raise money for the school and provide additional equipment, facilities or other educational items and services that would not be

available from normal sources of funding. In addition, the PTA may, from time to time, provide educational help to parents through funding talks from professional groups on child welfare.

3. To raise money to support the designated school charities throughout the year and other third-party charities which the PTA feels are appropriate to the further education of parents, teachers and children within the school.

In planning our activities for the year, we have had regard to the Charity Commission's guidance on public benefit.

The charity seeks to benefit two sections of the community within South West London where the school is situated. The first is the parents and wider families of all children within the school and the second is the local community more widely, as well as any national or international causes that particularly highlight problems for children less fortunate than those who attend the school.

Our aim for the school community is always to ensure that every family is able to benefit from the social activities that we provide and from the donations of equipment that we make to the school. We believe that through social activities we provide a way for parents, teachers and children to develop important social networks for mutual support and we encourage the community to work together for mutual benefit and the benefit of others.

We are always mindful of the need to ensure any equipment provided to the school should enhance the learning and opportunities for all pupils and all families.

We believe it is critical for the PTA to support other charities and to demonstrate, particularly to children in the school community, the importance of giving to those less fortunate than themselves. Each year, the PTA asks parents to nominate charities that have relevance to them in order to provide a basis to determine which charities the PTA supports on a two-year basis. This year the PTA continued to support two charities: Children with Cancer UK and Spreading the Happiness, a charity which distributes food hampers to families in difficulty.

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)

Additional details of objectives and activities (Optional Information)

The PTA is extremely grateful to all the volunteers who help to make the PTA and its events successful, giving their time for free and working very hard, with great energy, to benefit the school and wider community.

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

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

Summary of the main achievements of the charity during the year

Key events

As covid restrictions eased throughout the 2021/2022 academic year it was good to see the PTA resume the typical key fundraising events (Christmas Fair, Quiz Night and Spring Party).

The PTA added a BBQ for final year (year six) parents. Less focused on fundraising, the event was aimed at bringing final year parents (year six) together one more time before some of them would leave the school community. The event received very positive feedback and will return in PTA events calendar for the 2022/23 academic year.

In 2020/21 the PTA put on a traditional funfair event for all pupils in the school playground at the end of the Summer term to give them a fun day to remember. Following the success of this event the PTA decided to run it again in 2021/22. Once again, it received very positive feedback from the school and pupils.

Uniform sales

Three second hand uniform sales were organised by the PTA with the PTA taking an administrative fee as part of its fundraising activities. This included a targeted sale for new parents who joined the school mid-year due to the closure of a school in the local area.

Other fund-raising initiatives

Throughout the year, the PTA continued to raise money via easyfundraising, the charity shopping fundraising site.

In addition to easyfunding, the PTA trialled AmazonSmile with a limited number of parents. The trial was successful and the PTA plans to continue with AmazonSmile and actively promote it to parents as an easy way to raise funds.

Going Cashless

One major change introduced in 2021 was that the PTA and all events went cashless. There were several drivers for this. A few are listed below:

- Simplify the running of events. Introducing tokens removed the need to deal with change and floats
- Meet the needs of parents who often asked if card payments / contactless was accepted.
- Due to covid the PTA was keen to explore ways to reduce contact. Going contactless was seen as one way to achieve this by removing the need for handling physical cash.
- Make events safer for the PTA team. At previous PTA events significant amounts of cash were processed and transported from the events to the bank often by one individual.
- Increase fund raising. By removing limits to what parents could spend at events previously constrained due to only being able to pay with cash – there are no cash machines in the school or nearby.
- Better / itemised sales data not previously possible with our cash processes. This enables the PTA to review sale volumes and also attendance trends during events.

Whilst we did have a few teething problems, feedback from parents and staff was that it was a positive move.

Fundraising, costs and donations

Following the impact of covid on previous years the PTA managed to raise an incredible amount in 2021/22. The total gross funds raised during the year were £40,181 (2021: £11,209).

The PTA is grateful to all PTA members and the wider school community who contributed to one of the PTA's most successful years to date.

Total event costs = £17,721

In addition to event costs the PTA total outgoings included the following:

1. Qualifying payments (50% of sale price) to parents for items sold at uniform sale = £2,658
2. Donations to our chosen charities
 - Children with Cancer = £2,000
 - Spread the happiness = £2,000
 - Ukraine = £2,000
 - Food bank = £170
3. Donations to the school for year six hoodies = £440

Total PTA outgoings = £28,700

Financial performance of key events

The highlights of this year were as follows:

The three PTA's second-hand uniform sales generated £7,688 and resulted in qualifying payments to parents of £2,658.

Christmas fair raised £13,041. Due to covid attendees at the Christmas fair was lower than the previous year (254 adults vs 471 in 2019. No event was held in 2020 due to covid). However impact of cashless / tokens was an increase in spend to £30 up from £19 in 2019.

Quiz night raised £9,953. This is a record for this event.

Autumn Party (delayed to spring due to covid) raised £6,840.

Year six BBQ raised £1,979.

Thanks to the parents and staff using easyfundraising during their internet shopping, we raised £206 through this channel.

New this year was Amazon Smile which even with a limited number of trialists it still raised £145.

Section E

Financial review

Brief statement of the charity's policy on reserves

It is the PTA's policy to maintain sufficient unrestricted funds to cover cashflow requirements and any emergency requirements that may arise from time to time.

The closing balance at the end of the year was £17,989 which is in line with this policy.

Details of any funds materially in deficit

None

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.

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)

Christopher Kraft

Position (eg Secretary, Chair, etc)

Chair

Date

7/2/23.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
HURLINGHAM SCHOOL PTA

On accounts for the year
ended

30 JUNE 2022

Charity no
(if any)

1128237

Set out on pages

2 AND 3

Remember to include the page numbers of additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/06/2022**.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

Date:

18/11/2022

Name:

ALASTAIR TAYLOR FCA

Relevant professional
qualification(s) or body
(if any):

CHARTERED ACCOUNTANT (ICAEW)

Address:

CHICKSAND GORDON AVIS

12 NORTHFIELDS PROSPECT, PUTNEY BRIDGE ROAD

LONDON SW18 1PE



CHARITY COMMISSION
FOR ENGLAND AND WALES

Harlington School PTA

1128237

Receipts and payments accounts

CC16a

For the period
from

01-01-21

To

31-03-22

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising activities	40,181	-	-	40,181	11,209
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	40,181	-	-	40,181	11,209
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,181	-	-	40,181	11,209
A3 Payments					
Costs of fundraising activities	17,721	-	-	17,721	2,545
Uniform sale payments to parents	2,658	-	-	2,658	-
Other Costs	1,201	-	-	1,201	2,155
Admin costs	510	-	-	510	807
Charity donations	6,170	-	-	6,170	3,000
General donations to School	440	-	-	440	2,000
	-	-	-	-	-
	-	-	-	-	-
Sub total	28,700	-	-	28,700	10,507
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	28,700	-	-	28,700	10,507
Net of receipts/(payments)	11,480	-	-	11,480	702
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,509	-	-	6,509	5,807
Cash funds this year end	17,989	-	-	17,989	6,509

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	Cash at bank	17,989	-	-
		-	-	-
		-	-	-
	Total cash funds	17,989	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities		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	
		Christopher Kraft	18/11/2022	
		Douglas Hall	18/11/2022	