



# Lady Margaret School PTA

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## 1 INTRODUCTION

Lady Margaret School PTA (LMS PTA) is based at Lady Margaret School (LMS) in Parsons Green, Fulham in London. The school is a Church of England secondary school for girls with approximately 750 pupils and 90 staff. The school became an academy in 2012.

The PTA seeks to foster positive relations between staff and parents and to enrich the daily lives of students. The PTA does this by fostering good communications between all parents and staff as well as raising money to fund items not covered by statutory resources. The PTA contributes in many ways to enhance the sense of community within school.

All staff and parents and guardians are automatically members of the PTA. Parents and guardians number between 900 and 1,100. 'Active' members are much less; 20-40 parents attend PTA meetings, but the Summer Garden Party, for example, can involve around 50 people with up to 150-200 in attendance on the day. Several parents serve on the Governing Body.

The PTA is run entirely by volunteers with a Steering Committee made up principally of a Chair, a Deputy Chair, a Treasurer and Secretary, who are elected at the AGM. There are also teams of parents who take on specific tasks and responsibilities, such as the Christmas Fair and Garden Party Committees and Class Representatives.

This Annual Report of the Trustees outlines the PTA's activities for the 12-month period ending 31 December 2021 and includes accounts that have been subject to an Independent Examiner's Report.

## **2 OBJECTIVES**

The constitution of the PTA states that:

'The object of the Association is to advance the education of the pupils in the school. In furtherance of this objective the Association may:

- Develop more extended relationships between staff, parents and others associated with the School.
- Engage in activities which support the School and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education of pupils (not normally provided by the Local Funding Agency).

Fundraising is an important role of the PTA in furthering the above aims.

### 3 FUNDRAISING & ACCOUNTS

During 2021 the PTA raised £46,682 (£40,962 after direct fundraising expenses) and contributed £16,500 to school projects. This compares with the previous year 2020, when £22,437 was raised (net of expenses).

Most events organised by the PTA seek to raise funds but they are also occasions for parents and carers to meet and socialize, enhancing a sense of community.

The main fundraising events during the calendar year 2021 were:

- **Summer Garden Party**

We held our annual Summer Garden Party on Saturday 10<sup>th</sup> July 2021. We raised a total of £16,120 with costs of £2,027 giving a net profit of £14,094. Due to the Covid 19 pandemic we were unable to hold our Annual Summer Garden Party in 2020.

- **Quiz Nights**

As for many, in COVID restricted times we turned to Zoom for our Quiz activities during 2021 with no fee charged to join.

- **Xmas Market**

We held our annual Xmas Market on Saturday 27<sup>th</sup> November 2021. A total of £18,421 was raised with costs of £3,534 giving a net profit of £14,888. We were unable to hold our Christmas Fair in 2020 due to COVID restrictions but replaced it with a virtual Xmas Market. The Xmas Market raised £7,970 after expenses.

Both the Summer Garden Party and the Xmas Market were supported by Douglas & Gordon Estate Agents and the PTA is thankful to them and the many local businesses and parents for their generous sponsorship, services and donations.

The accounts for the year are set out on following the pages and consist of a receipts and payments account for the 12 months ending 31st December 2021 and a statement of assets and liabilities at 31st December 2021. The accounts have been independently examined and the Examiner's Report is set out on the following page.



## **LADY MARGARET SCHOOL PTA**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDING 31 DECEMBER 2021**

I report on the accounts of the Trust Fund for the year ended 31<sup>st</sup> December 2021, which are attached.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

#### **Independent examiner's statement**

In the course of 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 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.



MR J SIAN, 32 Bawdsey Avenue, Ilford. IG2 7TJ

Dated: 31/10/2022

## RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDING 31ST DECEMBER 2021

### Section A Receipts and payments

to the nearest £								Last year
	Unrestricted funds			Restricted funds			Total funds	
	Income	Expenses	Net	Income	Expenses	Net		
<b>A1 Receipts</b>								
<b>INCOME FROM FUNDRAISING</b>								
Christmas Market / Christmas Fair	18,421	3,534	14,888			-	14,888	7,970
Promises Auction			-			-	-	8,838
Music Memorabilia Night	3,009	160	2,849			-	2,849	-
Summer Garden Party	16,120	2,027	14,094			-	14,094	-
Other			-			-	-	-
<b>TOTAL INCOME FROM FUNDRAISING</b>	<b>37,551</b>	<b>5,721</b>	<b>31,830</b>			-	<b>31,830</b>	<b>16,808</b>
<b>INCOME FROM DONATIONS</b>								
Donations for Garden Fund	244		244			-	244	369
Other Donations	8,051		8,051			-	8,051	5,122
<b>TOTAL DONATIONS</b>	<b>8,295</b>	<b>-</b>	<b>8,295</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,295</b>	<b>5,491</b>
<b>BANK DEPOSIT INTEREST</b>	<b>2</b>		<b>2</b>			<b>-</b>	<b>2</b>	<b>8</b>
<b>INCOME TAX RECOVERED UNDER GIFT AID</b>	<b>835</b>		<b>835</b>			<b>-</b>	<b>835</b>	<b>128</b>
<b>Sub total</b>	<b>46,682</b>	<b>5,720.70</b>	<b>40,962</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,963</b>	<b>22,437</b>
<b>A2 Asset and investment sales, etc.</b>								
	-	-	-	-	-	-	-	-
<b>Total receipts</b>	<b>46,682</b>	<b>5,721</b>	<b>40,962</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,963</b>	<b>22,437</b>
<b>A3 Payments</b>								
GRANTS MADE TO SCHOOL		16,500	- 16,500			-	- 16,500	- 28,649
NCPTA MEMBERSHIP		123	- 123			-	- 123	- 122
SUNDRY EXPENSES		1,841	- 1,841			-	- 1,841	- 1,960
			-			-	-	-
<b>Sub total</b>	<b>-</b>	<b>18,463.51</b>	<b>- 18,464</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- 18,464</b>	<b>- 30,731</b>
<b>A4 Asset and investment purchases, etc.</b>								
			-			-	-	-
<b>Total payments</b>	<b>-</b>	<b>18,464</b>	<b>- 18,464</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- 18,464</b>	<b>- 30,731</b>
<b>Net of receipts/(payments)</b>	<b>-</b>	<b>-</b>	<b>22,498.26</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,498</b>	<b>- 8,295</b>
<b>A5 Transfers between funds</b>								
			-			-	-	-
<b>A6 Cash funds last year end</b>							<b>18,654</b>	<b>24,949</b>
<b>Deduct accrued income</b>			3,220			-	- 3,220	-
<b>Net Effect of previous yr accruals</b>								<b>2,000</b>
<b>Add Back accrued expenditure</b>								
<b>Cash funds this year end</b>	<b>-</b>	<b>-</b>	<b>19,278</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,932</b>	<b>18,654</b>

### Section B Statement of assets and liabilities at the end of the period

to nearest £		Un-restricted funds	Restricted funds	Total funds
<b>B1 Cash funds</b>	Lady Margaret School PTA Account	37,932	-	37,932
<b>Total cash funds</b>		<b>37,932</b>	<b>-</b>	<b>37,932</b>
<b>B2 Other monetary assets</b>	Accrued Income from Christmas Fair	3,220	-	3,220
<b>B3 Investment assets</b>	None	-	-	-
<b>B4 Assets retained for the charity's own use</b>			-	-
<b>B5 Liabilities</b>			-	-

Note 1: The format of these accounts is based on the Charity Commission standard template CC16a.

Note 2: There were no endowment funds during the year.

Note 3: A detailed breakdown of the grants made to the school is given within the Trustee Report.

Signed by one trustee on behalf of all the trustees



Signature

Will Davis

Print Name

27/10/22

Date of approval

### Projects supported 2021

Money raised was spent on the following items, amenities and activities which included the Library refurbishment project, the ongoing contributions to the Garden Fund as well as purchasing webcams to enable teachers to increase the number of online classes during the Covid restrictions.

	£
Contribution to Centenary Garden	5,000.00
Contribution to Library Refurbishment	5,500.00
Webcams to help increase on-line classes and enable pupils to work remotely	6,000.00
	<u>16,500.00</u>

## **4 OTHER ACTIVITIES**

### **a) PTA Meetings**

During the period of Covid restrictions and lockdown the PTA held bi-monthly zoom meetings. As the restrictions were relaxed these became hybrid meetings with members attending both in person and virtually.

### **b) Class representatives**

Many parents have volunteered to be class reps. Their support in recruiting volunteers for fundraising events and arranging social evenings has been invaluable.

### **c) Year Lists**

The school provide contact details for parents who have consented to have their details shared to the class reps. who then establish their own data bases and disseminate PTA information.



## **5 OPERATIONS**

The PTA was granted charitable status on 26 June 2009 following a motion passed at the monthly meeting in December 2007 and an application filed with the Charity Commission in September 2008.

The PTA has since sought to benefit from this status by creating Gift Aid forms and envelopes and forms to request zero-rated VAT on advertising materials purchased. In the future the PTA may take up earlier suggestions from parents that items funded by the PTA should be marked as such.

### **Accounts**

Treasurer, Will Downs was responsible for preparing PTA accounts, monitoring and controlling the PTA bank account and supervising and safeguarding all money handling at fund-raising events.

We are grateful to Jaspal Sian for filing an Independent Examiner's Report on the accounts.

### **Website**

The PTA website is [www.lmspta.org](http://www.lmspta.org).

The website includes pages showing contacts, diary, news and projects supported as well as the dates and times of upcoming meetings and events.

The PTA also has a presence on Instagram (@lmsparsonsgreen) and Facebook (Lady Margaret School PTA).

## **6 CONTACTS**

### **Class reps**

There are Class Reps for most classes and the Parent Co-ordinator / Communicator has a list of the latest volunteers.

### **Steering Committee 2020**

Rhona O'Shea – Chair

Lynette Cowen – Events Co-ordinator

Lucy Wynn-Jones, Louise Clarke – Joint Secretary

Will Downs – Treasurer

### **Additional Trustees**

Elisabeth Stevenson - Head Teacher

### **Contact address details:**

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Lady Margaret School

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ladymargaretpa@gmail.com

www.lmspta.org

Registered Charity Number: 1130371

### **Bankers**

Lloyds TSB