



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 2022 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 2022 the PTA raised £56,174 (£48,695 after direct fundraising expenses) and contributed £35,698 to school projects. This compares with the previous year 2021, when £40,963 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 2022 were:

- **Summer Garden Party**

We held our annual Summer Garden Party on Saturday 16th July 2022. We raised a total of £14,953 with costs of £3,480 giving a net profit of £11,473. In 2001 we held our first Garden Party after the Covid 19 pandemic and raised a total of £14,094.

- **Quiz Night**

Our annual Valentine's Quiz night returned this year and proved to be a very fun evening raising a total of £930. In the previous year this was held by Zoom and was a free to enter event.

- **Auction Night**

We held our first in person Promises Auction at school in October of 2022 with fabulous lots on offer from bespoke jackets to handmade jewellery, walk on parts on a crime documentary, signed framed posters, beach huts for a day and much more. We served delicious food on the evening made by a talented team of parents and were delighted to raise a total of £10,659 after costs.

- **Xmas Market**

We held our annual Xmas Market on Saturday 26th November 2022. A total of £15,406 was raised with costs of £2,687 giving a net profit of £12,720. In 2021 our Xmas Market raised a total of £14,888 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 2022 and a statement of assets and liabilities as at 31st December 2022. 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 2022

I report on the accounts of the Trust Fund for the year ended 31st December 2022, 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: 23/10/23

RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDING 31ST DECEMBER 2022

Section A Receipts and payments

to the nearest £

	Unrestricted funds			Restricted funds			Total funds	Last year
	Income	Expenses	Net	Income	Expenses	Net		
A1 Receipts								
INCOME FROM FUNDRAISING								
Christmas Market / Christmas Fair	15,406	2,687	12,720			-	12,720	14,888
Auction Night	11,252	593	10,659			-	10,659	-
Music Memorabilia Night			-			-	-	2,849
Summer Garden Party	14,953	3,480	11,473			-	11,473	14,094
Quiz Night	1,649	719	930			-	930	-
Other			-			-	-	-
TOTAL INCOME FROM FUNDRAISING	43,260	7,479	35,782			-	35,782	31,830
INCOME FROM DONATIONS								
Donations for Garden Fund	123		123			-	123	244
Other Donations	11,227		11,227			-	11,227	8,051
TOTAL DONATIONS	11,350	-	11,350	-	-	-	11,350	8,295
BANK DEPOSIT INTEREST	5		5			-	5	2
INCOME TAX RECOVERED UNDER GIFT AID	1,558		1,558			-	1,558	835
Sub total	56,174	7,479	48,695	-	-	-	48,695	40,963
A2 Asset and investment sales, etc.								
	-	-	-	-	-	-	-	-
Total receipts	56,174	7,479	48,695	-	-	-	48,695	40,963
A3 Payments								
GRANTS MADE TO SCHOOL		35,698	- 35,698			-	- 35,698	- 16,500
NCPTA MEMBERSHIP		128	- 128			-	- 128	- 123
SUNDRY EXPENSES		3,464	- 3,464			-	- 3,464	- 1,841
Sub total	-	39,290.06	- 39,290	-	-	-	- 39,290	- 18,464
A4 Asset and investment purchases, etc.								
	-	-	-	-	-	-	-	-
Total payments	-	39,290	- 39,290	-	-	-	- 39,290	- 18,464
Net of receipts/(payments)	-	-	9,404.76	-	-	-	9,405	22,498
A5 Transfers between funds								
A6 Cash funds last year end							37,932	18,654
Deduct accrued income			3,020				- 3,020	- 3,220
Net Effect of previous yr accruals			3,220				3,220	
Add Back accrued expenditure								
Cash funds this year end	-	-	9,605	-	-	-	47,537	37,932

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

to nearest £

		Un-restricted funds	Restricted funds	Total funds
B1 Cash funds	Lady Margaret School PTA Account	47,537	-	47,537
Total cash funds		47,537	-	47,537
B2 Other monetary assets	Accrued Income from Christmas Fair	3,020	-	3,020
B3 Investment assets	None	-	-	-
B4 Assets retained for the charity's own use				
B5 Liabilities				

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 DOWSON
Print Name

23/10/23
Date of approval

Projects supported 2022

During the year the main project supported by the PTA was the appointment of the Place2be counsellor who has been transformative at the School. In addition to this money raised was spent on contributing to the costs of Activities week and also in providing breakfasts to pupils before sitting their exams.

	£
Place2be Counsellor	35,000.00
Contribution to Activities week	550.00
Breakfasts before exams	148.19
	<u>35,698.19</u>

4 OTHER ACTIVITIES

a) PTA Meetings

PTA meetings are held bi-monthly during term time. During 2022, following Covid restrictions being relaxed, PTA meetings 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.

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
Louise Clarke – Secretary
Will Downs – Treasurer

Additional Trustees

Elisabeth Stevenson - Head Teacher

Contact address details:

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www.lmspta.org

Registered Charity Number: 1130371

Bankers

Lloyds TSB