

LOWTHER PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

England & Wales · Charity number 1140737

Details

Other names LOWTHER PTA

Status Registered

Legal form Other

Registered 2011-03-08

Register [View on the Charity Commission register](#)

Contact

Address Lowther Cp School
Stillingfleet Road
London
SW13 9AE

Phone 07884246190

Email lowtherschoolpta@gmail.com

Website www.lowther.richmond.sch.uk

Activities

Objects: To advance the education of pupils in the School in particular by:Developing effective relationships between the staff parents and others associated with the school;Engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.

Activities: Fundraising activities within the school, to raise funds to provide the children of Lowther School with extra activities to enhance their learning.

Classification

- **How:** Makes Grants To Organisations, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE RICHMOND UPON THAMES.
- Richmond Upon Thames

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£21,044	£25,530	-	-
2024-08-31	£38,755	£50,555	-	-
2023-08-31	£32,997	£27,535	-	-
2022-08-31	£40,426	£21,003	-	-
2021-08-31	£33,708	£53,221	-	-
2020-08-31	£40,405	£38,490	-	-

Trustees

Name	Role	Appointed
Emma Prentis	Chair	2023-07-12
Caroline Amy Gladstone		2024-07-12
Charlotte Beazley		2023-11-10
Christina Hedges		2021-10-15
Nina Therese Parry Mrs		2021-12-03
Raeesa Chowdhury-King		2023-11-10

Accounts

LOWTHER SCHOOL PTA

Lowther Primary School. Parent Teacher Association
Registered Charity No. 1140737

Trustee's Report **Financial Year 01.09.22 – 31.08.23**

1. Trustees During Period

- Christina Hedges
- Nina Parry

2. Committee

- Nina Parry – Vice Chair
- Christina Hedges – Treasurer
- Sharon Day – Member
- Caroline Gladstone – Secretary
- Emma Prentis - Member
- Jol Choughari - Member

3. Objectives & Activities

- Development of a supportive parent & carer community.
- To Liaise with school staff on ways to help develop the school.
- To fundraise to improve & provide learning opportunities.

4. Achievements

Another strong year for the Lowther PTA as an integral part of the local and wider community. We expanded our meeting space to include meetings at the Castelnau Community Centre on Stillingfleet Road, where many Lowther families enjoy the café and the playgroup, leading to stronger community bonds.

After extensive email and playground recruitment failed to bring forward anyone to stand for position of Chair, an incredibly tenacious committee, with the backing of brilliantly dedicated Class Representatives, supported the Vice Chair to take on the leadership role. Everyone was very engaged on breakaway Whatsapp groups, through our big & small fundraisers.

Over and above fundraising, our members have been extremely active volunteering all over the school; from the allotment, including, but not limited to -gardening, welfare of the Lowther chickens, maintenance and vegetable growing; manning the library opening hours; clearing out the PTA cupboard and backing up school events such as a bar at the Y6 production; equipment for the Y6 leavers afternoon tea and providing a 'welcome back BBQ,' which celebrates the new school year and welcomes in new parents.

Thank-you to the office team, Sharon Day, Miss Tania, Mr. Green. Emily Bere. Mr. Ripley. All the fantastic staff, support staff and Ta's! Governors, Parent Governors, Past Parents, Current Parents, Carers & Grandparents.

L W T H E R S C H O O L P T A

photographer Miss Yana, graphic designer Ella Coleman. Community support, including local businesses for their raffle donations. Kitchen and Cleaning Teams. Leaving Parents. Class Reps. Committee Members and their Partners. Thank you all!

A very special shout out to Chef Sarah who is often behind the scenes backing up the PTA for many of the above and below mentioned events!

Heartfelt thanks to Principal extraordinaire, Mark Tuffney, often available to take a 5-minute chat in the playground and extremely quick to reply to emails. Supporting the PTA always and boosting us with encouraging words "I never cease to be amazed at the fantastic dedication and enthusiasm everyone has for Lowther. Thank you all so much!"

Mark also had the unimaginable task of guiding the school through the tragic loss of our co-deputy head, Hannah Hughes. In tribute, an exciting memorial project was developed with her husband; and in May 2024 Doris' Den, the outdoor classroom was unveiled!

The Lowther PTA aims to keep the running cost of the Charity as low as possible. The Lowther PTA spent 1.4% of income in administration of the Charity, meaning up to 98.6% of the donations we received went to benefiting Lowther students. We relied on the goodwill of technology firms such as Google, Microsoft and Canva to provide us with free solutions to run our operations.

Huge thanks to Alan Doorgachurn for providing a thorough examination of the accounts.

The Lowther PTA has been left in a strong position financially for the next school year.

Dream Big 2025 Committee!

LOWTHER SCHOOL PTA

5. Highlights of our Fundraisers

▪ **Christmas Fair**

The Friday afternoon extravaganza! Fabulous class lead stalls selling handmade delights; accompanied by a couple of independent stalls. Many classic fun games in the old hall; teddy tombola, hook a duck, cookie decorating; aimed at the younger years but fun had by all ages! Fresh hot popcorn. A War Hammer room; Face, nail & henna painting. Food service with the help of school lunch chef Mumma, of sausage rolls & hotdogs; mulled wine, and that bar!! The gorgeous bar!!! Great event. Oooohhhh and did I mention the tombola!!

▪ **Summer Fair**

The quintessential crown in the primary school calendar. Executed to perfection! Fun had by all & funds in the bank. Nb: Always have a 'Sponge the Teacher' stall! Continuing from the previous Xmas Fair, the 'cashless' ticket system gave independence to students, choosing which stalls they would visit without the stress for parents handing out cash.

▪ **Raffles**

I am giving the raffles their own section – the quality, share number and variety of our prizes for the last two years for our Summer & Christmas Fairs have been outstanding, thanks to Lowther dad Dave Hedges. The 'bag drop' model was given an overhaul to encourage wider family members to purchase online entries, to great success. Business logos were carefully curated into brilliant marketing posters to maximize exposure for both sales and the businesses supporting the Lowther PTA. Thank you Dave Hedges!

▪ **Barnes Community Association – Summer Fair**

Fun was had by all at the Lowther School stall – a collaboration between the Lowther PTA + Lowther Governors. So lovely seeing so many present/past parents and pupils. Chef Sarah's famous chilli jam sold out, lavender biscuits were a big hit, and everyone loved the addition of the hair braiding by Mez. £564.28 raised.

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- **Quiz Night**

Timeless fun! Co-hosted by Mr. T and Mr. Ripley. Classic format with additional blast from the past rounds of 'guess the crisp flavour', 'paper airplanes', and 'ping pong'. Always have one or two in a calendar year!

- **Bingo Night**

Hosted by the formidable Mr. Green! Co-ordinated by the talented and seasoned parent Louise Wright. Many familiar faces give this event a wonderful community feel. It's fast paced -so you best concentrate! Many breaks for additional games and trips to the bar for refreshments and snacks – but pace yourself, those numbers come flying out!!! Many thanks to the Castelnau Community Centre for the loan of their bingo machine.

- **Wreath Making Workshop**

WOW!! Judith Blacklock of the famous 'Judith Blacklock Flower School' in Knightsbridge, donated her time to teach a limited number of ticket holders 'The way of the Christmas Wreath!' All manner of superlatives were heard around the new hall as masterpieces came together for the seasonal doors of Barnes.

Grandma to Lowther students, it's all about who you know in this world! Thank you to Jane and Christina for curating. *£688.73 raised.*

- **Bake Sales**

Run monthly by each year group and organized by class reps, historically around £1k/year is raised through cake sales. A Cake Stall Kit with full instructions and a template poster has previously been created to help class reps run the stall and is kept in the PTA cupboard. As with previous years, we continued with one cake sale per month to show our support for the school's healthy eating policy. (Don't be afraid to add a fruit bowl to the table). During the hotter months iced lolly sales were held instead.

- **Yoga Mondays**

Another initiative continued from last year. Under new management since the departure of the lovely Elina. This session is loved by the community, and we are grateful for its continuation by yoga instructor Aggi Surma. *£712.89 raised.*

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- **Barnes Christmas Trees**

Held in the carpark of the Wetlands Centre, this seasonal company again agreed to give a percentage of sales to Lowther when mentioning the school. They also kindly donated the gorgeous Christmas Trees in the school hall and reception area.

- **World Book Day Project**

A staple in the calendar, project coordinator and past Chair Kia Morice curates' books for each classroom with Head of English Mr. Nelson and the teachers, to broaden the range of reading resources available at Lowther. Parents and children are then invited to 'buy a book and donate it to the school.' A sticker is placed inside the cover to show who donated the book, giving siblings something to seek out and enjoy. Many thanks to owner of local Barnes Bookshop, Venetia Vyvyan, who has been a great supporter of this project over the years.

- **Uniform Sales**

Emma Prentis has shone in the role of second-hand uniform coordinator following on since the departure of the fabulous Caryn. Another example of the eco culture which Lowther PTA strive for.

- **Enteuse Regular Donations**

Ongoing. *Recommended-* A 2025 school year campaign to engage new Lowther parents to this initiative, as past parents move their funds to high schools. It is brilliant for those hardworking parents with less volunteer hours to give at events and for those less organized of us to know the monthly donation get automatically sent thru.

- **Gift Aid**

It is highly recommended to organize all fundraising to have the availability of gift aid. Gift Aid is a UK tax incentive that enables tax-effective giving by individuals to charities in the United Kingdom.

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- **Lowther Branded Items**

Lowther Eco Group branded jute bags were sold at various events.

Costs vs Sales is the ongoing discussion at the monthly PTA meeting – presales of an item is a great way to monitor engagement. Create the PTA Events site page, target pick-up and drop off with sales tables. Advertise thru parent mail and the weekly school newsletter.

- **Your School Lottery**

Set up by parent Mal, this continues to generate a steady income with very little promotion.

- **Easy Fundraising**

Easy fundraising partners with over 7,000 brands who will donate part of what you spend to a cause of your choice. It won't cost you any extra. The cost is covered by the brand.

- **PTA Events Site & Online Shop**

Our ticketed events are sold online via the PTA Events website. It is a great way to pre-sell items to get numbers on food and drink.

We added a 'donate an additional ticket' and 'order a free ticket' option to keep all PTA events inclusive, regardless of financial circumstances.

In previous years popular additional items have included cases of bubbles, branded jute bags and cute Lowther Teddy Bears.

- **Barnes Literary Festival**

Lowther School is often used as a venue for authors during the festival weekend. A great opportunity for the PTA to run a refreshments stall. No volunteers stepped in to manage this year.

- **Stampastic**

Ongoing. Could use some promotion.

- **Readathon**

Raising funds for the new library space, and promoting Lowther's love of reading, children created personalized enthuse fundraising pages to engage wider friends' and family donations for their readathons. £1151.52 raised!!

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- **Skydiving by Teachers & Parents**

Brilliant day out had by all, teachers and parents alike took to the skies (the second time, after high winds on the first attempt) to raise money for the PTA. Many thanks to Annie Mordue for organizing.

Well done Albert Mordue, Xavier Craine, Garry Craine Rachael Newton, Emma Tittle, Rio Kelier, Steve Keane, Melanie Harverson and Ben Harrison!

Great exposure was utilized by using our social platform 'Lowther School PTA' on Instagram to promote.

A whopping £5,245.78 raised.

- **Coronation Street Party**

A 'Barnes Community Association' organized community event, the tenacious Kia Morice organized Lowther a corner of the action and with the help of Anna Wigley and wonderful parent volunteers; face painting, union jack tattoos, pin the tail on the corgi and hair braiding was enjoyed by locals. *£432.87 raised.*

- **Children designed Christmas Cards**

The popular Festive Card Project by Cauliflower Cards was undertaken again. Children provide artwork, which is professionally printed into cards, gift tags, wrapping paper and onto mugs. A percentage of sales is given to the school.

- **Children Designed Tea Towels**

Organized by now ex-Lowther mum Annie, who patiently went into each classroom to gather and collate stunning student and teacher self-portraits, which were then printed in red ink onto tea towels, available to purchase as Key Stage 1 or Key Stage 2. A lovely keepsake.

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- **Lowther Eco Group**

A Lowther PTA off shoot dedicated to sustainability and the environment and being eco conscious with everything we provide as a PTA.

Credit to Cibebe Fontoura, Andrea Baier and Kerry Jenkins for starting.

'Freecycle' one year on and still going strong, is one such initiative (created by past parents Kirsty + Lindsay,) it encourages Whatsapp group members to offer goods in exchange for a donation to Lowther School. This fits perfectly into the mandate.

Previous fundraising efforts of this group have provided the PTA with glassware and crockery to eliminate single use plastic at events. Awareness to recycling at events. Consciously eliminating waste such as not cellophaneing our raffle hamper gift baskets and using natural dye and non-laminated wrapping papers for student Christmas gifts. Christmas Jumper swap.

This group is currently looking for someone to spearhead and drive.

Special thanks to environmental warrior, the wonderful Susie of 'Barnes Community Gardeners.' A great resource for all things happening in the allotment, she volunteers at the school to teach children about gardening and sustainability. She is active in keeping the Lowther Allotment and Chicken Coop maintained.

L W T H E R S C H O O L P T A

6. Funds Spent

A wonderful year, a brand-new library! On 31st March 2023, PTA funded 'The Reading Forest' was officially opened by royalty - The Duchess of York, Sarah Ferguson! She was an absolute hit with the children! (And the adults, having just released another adult fiction.) This initiative was spearheaded by now ex-teacher Mrs. Tucker; driven by committee treasurer Christina Hedges and decorated by Lowther parent and artist Roy Gallagher 'Rokit.'

The library is manned by parent volunteers whose many hours of sorting and logging books into the Libresoft Librarian school library system brought this project to fruition. Thank you, Librarians Anna, Annie, Aisha, Caroline, Christina, Ella, Emma, Nina, Mel and Sibal. This project has brought a lot of joy. *Instillation* £11,792.93 *Books* £1094.68 *Equipment* £135.45 *Top up of class Reading Scheme resources:* £1,422.51

Our wonderful allotment, a happy place to so many, is maintained by dedicated volunteers, many of whom also financially fund the space. Each year the reception students spend time in the allotment with the Lowther Chickens and learn of the life cycle of an egg – the PTA Committee was more than happy to fund the 'Living Eggs Project' which saw sweet little chicks born in the classroom! (Spoiler alert; it has always been Chef Sarah's dream to keep the chicks, if female, and introduce them to live with the rest of the brood....) *Allotment Running costs* £193.85 *Living Eggs* £285.00

Class Trips are the cornerstone of primary school, so the PTA organized brand new Branded Hi-Viz Vests for the outings. In addition, trip shortfalls were funded, and transport provided. *Hi-Viz Vests* £766.50 21-22 *Trip Shortfall* £940.00 *Coach Transport* £1,100

The boring stuff- *Printing Costs* £300.00 *Sign Stands to advertise events* £113.66

The essentials- *Class Resources* £585.37 *Playground Repairs* £392.16

The fun spending- *Christmas Gift for every Lowther Student* £639.78

PTA Admin- *Enthuse* £239.99 *Parentkind* £140.00 *Previous year Cleaning Fee* £55.00 *BCA Membership* £25.00

7. In Conclusion

With Michelle Obama ringing in our ears "You can't make decisions based on fear and the possibility of what might happen" we developed a core code of ENGAGEMENT, INCLUSIVITY, FUNDRAISING & FUN.

I have reveled in this role; or should that be rebelled?!? The art of communication & delegation are paramount to rise to the challenge of PTA Chair - I would highly recommend "do it!" to anyone on the fence of applying!!

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The sense of self, community and accomplishment at the end of events (most events the very end!) is an unapparelled endorphin high!

I would like to add an additional personal thank you to Caroline Gladstone, Kia Morice and Christina Hedges, they have been the PTA glue and rock steady at every turn!

Nina Parry
4th June 2024

Lowther Primary School Parent Teacher Association

Annual Financial Statements 1 Sep 2022 - 31 Aug 2023 Balance as of EOD 31 August 2022 £ 27,554.50
Balance as of EOD 31 August 2023 £ 32,320.97

2022-2023				
Activity	Campaign Title	Income	Expenditure	Grand Total
Donations		8,741.07		8,741.07
	Regular donation	1,052.69		1,052.69
	One-off donation: Readathon	1,151.52		1,151.52
	One-off donation	910.50		910.50
	One-off donation: charity skydive	5,245.78		5,245.78
	Gift Aid	380.58		380.58
Event		22,822.48	-7,313.55	15,508.93
	Welcome BBQ	1,157.53	-1,346.81	-189.28
	Barnes Food Fair		-73.42	-73.42
	Lowther Eco	337.47		337.47
	Yoga	712.89		712.89
	Quiz Night	343.51	-171.00	172.51
	Bingo Night	1,970.42	-903.73	1,066.69
	World Book Day	1,022.51	-674.35	348.16
	Christmas Fair	4,379.16	-538.54	3,840.62
	Wreath Workshop	734.63	-45.90	688.73
	Cauliflower Cards	388.50		388.50
	Uniforms	422.92		422.92
	Y6 Fundraising	490.50	-492.00	-1.50
	Coronation Street Party	432.87		432.87
	Bake / Ice Lolly Sale	2,327.84	-149.50	2,178.34
	Y6 Production	1,014.55		1,014.55
	Summer Fair	5,391.95	-1,283.77	4,108.18
	Y6 Afternoon Tea	124.04		124.04
	Barnes Fair	751.61	-187.33	564.28
	Tea Towels	819.58	-1,447.20	-627.62
Other Activity		1,434.35		1,434.35
	Easy Fundraising	652.82		652.82
	Stampastic	11.13		11.13
	yourschoollottery	770.40		770.40
School Expenditure			-19,761.89	-19,761.89
	Reading Scheme Top Up		-1,422.51	-1,422.51
	Library installation		-11,792.93	-11,792.93
	21-22 Trip Shortfall		-940.00	-940.00
	Christmas Gift		-639.78	-639.78
	Hi-Viz Vests		-766.50	-766.50
	Allotment		-193.85	-193.85
	Living Eggs		-285.00	-285.00
	Class Resources		-585.37	-585.37
	Playground Repairs		-392.16	-392.16
	Library Books		-1,094.68	-1,094.68
	Library Equipment		-135.45	-135.45
	Coach transport for Polka Theatre		-1,100.00	-1,100.00
	PTA printing costs		-300.00	-300.00
	Sign Stands		-113.66	-113.66
PTA Admin			-459.99	-459.99
	Enthuse Fee		-239.99	-239.99
	Parentkind		-140.00	-140.00
	Cleaning fee owed from 21-22		-55.00	-55.00
	BCA Membership		-25.00	-25.00
Banking Error		0.00		0.00
	Banking Error	0.00		0.00
Grand Total		32,997.90	-27,535.43	5,462.47

Independent examination of the accounts of Lowther Primary School Parent Teacher Association 2022-23

Report undertaken by Alan Doorgachurn at the request of the PTA.

Reason for report

- The purpose of this report is to offer an independent examination of the PTA's accounts for 2022-23.
- As the Association had an annual gross income of more than £25,000, it is required by the Charity Commission to commission an independent examination. The Association's gross income is below £250,000 and, therefore the examiner is not required to be professionally qualified.
- I am currently the treasurer for our Residents Association and have experience as a former Financial Director. I believe I can provide an opinion of these accounts and the records supporting them.
- Relevant disclosures: I have no connection with the school or the events, transactions or business of the Association other than as reviewer of these financial records and reports.

Requirements of the Charity Commission

- The Commission requires the examiner to look at three aspects of the accounts: the accounting records kept; whether the accounts agree with these records; and whether the format of the accounts is correct. The Association prepares its accounts on a receipts and payments (cash) basis.

Records kept

- The Association receives charitable donations from parents and others with an interest in the school and organises fundraising events to support the school and its pupils.
- Funds are used to support the school and its pupils through the purchase of goods and services in agreement with the management of the school.
- The Association holds a number of fundraising events. In 2022-23 they included a Charity Skydive, a Christmas, Summer and Food Fair, the commissioning and sale of Christmas cards, a Quiz Night and a BBQ. Receipts and payments are recorded for these events showing the net income for each, contributing to the financial statements. The accounts are well recorded with a clear description of all transactions.
- Expenditure is approved and recorded with an invoice being presented to the Association. Allotment expenses are administered out of the general account.
- Where expenditure is undertaken by members of the Association or members of the school staff, a "Request for out-of-pocket expenses" form is used, supported by receipts and this discipline is consistently observed. In 2022/23, the PTA transitioned between two forms of the expense reimbursement process (from paper based towards an online submission – via 'Jotform'). There are two formats of unique identifiers for each reimbursement request.
- All income and expenditure records are itemised by activity/event and fully reconciled to bank statements.

Reconciliation of the accounts and records

- Transactions are consolidated into the financial statements accurately and balances reconciled.
- All transactions were agreed individually to bank statements.
- Income and expenditure were reviewed for each recorded activity/event.

Format of the accounts

- As the accounts are prepared on a receipts and payments basis, the format of the financial statements is fit for purpose and appropriate for this size and type of organisation.

Observations & Recommendations

- During 2022/23 the cash balance has increased from ~£28k to ~£32k, which has the potential to add another source of income. If this is expected to continue throughout the year, the Association should consider depositing these funds in an interest-bearing account to take advantage of higher at-call interest rates without reducing the ability to fund the activities of the association.
- It should be noted that the Association is operating effectively from several perspectives:
 - Fund-raising has been efficient: of the 27 activities, 12 (~44%) had associated costs that only represented ~22% of funds raised.
 - Expenditure has been focused on a small number of key projects: The library installation, books & reading scheme and transportation.
 - Administrative costs have remained low: PTA administrative expenses totalled £460 (~1.4% of income)

Summary

- It is my opinion that the accounts are accurate, and that the quality of its record keeping is high.

Accounts

**Lowther Primary School Parent Teacher Association,
Stillingfleet Road, Barnes, London SW13 9AE
Registered Charity No. 1140737**

Trustee's report - financial year 01.09.21 - 31.08.22

Trustees during period:

Lindsay Bishop (Co-Chair until 22nd October 2021)
Kirsty Swetman (Co-Chair until 22nd October 2021)
Viktorija Palumbo (Treasurer until 14th October 2021)
Christina Hedges (Treasurer from 15th October 2021)
Maya Yamashita-Barr (Chair from 22nd October 2021)
Nina Parry (Vice-Chair from 3rd December 2021)
Caroline Gladstone (Secretary from 3rd December 2021)
Sharon Day (Member)
Dilara Firat (Member)

Objectives and Activities:

Development of a supportive parent and carer community; to liaise with school staff on ways to help develop the school; to fundraise to improve and provide learning opportunities.

Achievements:

This year has been a big year for many people in relation to the PTA. It was the first year for many to have been to a PTA event, especially an in-person one or to return to attending an in-person one. It was the first year post pandemic where the school community have been able to celebrate and enjoy being together and this proved both joyful but also somewhat difficult in terms of getting families involved again both to volunteer and to attend events.

The first term of the year was a bit eventful with the departure of Co-Chairs and Treasurer all at the same time, and then new ones being voted in. This resulted in a total change (bar one member) in PTA committee members for the first time in 5 years, comprising parents that were new to Lowther or to the in-person events. An EGM was held in December 2021 to elect in the new members (as well as a new constitution which allowed online committee meetings). The new committee organised many of the main events that took place with a lot of hand holding and advice from former committee members but did a few things in our own style and still managed to raise a grand total of £40,425.64.

Highlights of just a few of our fundraisers:

1. **Helen McDermott's Marathon** - Helen McDermott, a former Lowther parent, wanted to continue a legacy from the previous committee which was the introduction of a dedicated professional music teacher - what better way than to run the Marathon! Helen ran it in 4hrs 33mins and was supported by Kia Morice doing all the fundraising and comms for it. Thank you to both! *Helen raised over £6100.00.*
2. **Yoga Mondays** - We are so so grateful to Elina Iso-Rautio who offered yoga sessions at 9am every Monday from after the half term of the autumn term, right through to the end of the year. She then left to Sweden but ensured another parent was able to take over from the next academic year. *It was a great success and raised just over £1550.*
3. **Lowther Eco** - Kirsty Swetman began the initiative of a Freecycle group where people offered their no longer wanted goods to other parents and carers in exchange of a donation to Lowther School. This was and still is a very popular group with great eco credentials! *This year, the group raised just short of £900.*
4. **Uniform sale** - Caryn Sharrock had spent a couple of years offering and sorting second hand uniforms and had raised numerous amounts of money for the Lowther School. Unfortunately she had move out of the area and so also changed schools. Emma Prentis-Mazurkiewicz took over the role. *In the end jointly they raised £730.86!*
5. **Christmas Fair** - Arranged jointly along with other (Covid safe) Christmas operations and with only three weeks to go to the chosen date, two of the committee members set off to organise everything with the help of a few other members and ex-members of the group, and about 140 parents who helped on the day. *In the end it raised £1481.41 - a great feat!*
6. **Summer Fair** - This was a huge success with lots of indoor and outdoor games, activities and stands, sponsorship from a local building company, every year group organised something. *The event raised over £3500.*
7. **World Book Day** - A wonderful day for Kia Morice collaborated with the Head of English, Mr Nelson to bring in 100 books for the school, worth over a total of £1200 chosen by teachers from from Nursery to Year 6 to enhance the profile of reading. *£166.40 was raised for the school.*
8. **Your School Lottery** - Big thanks to Malvina Teichert who set up the lottery account for Lowther. It has generated a slow but steady income with very little promotion, and this year it raised just over £1200!

Conclusion

This year has been an extraordinary year with an almost completely new committee and so many parents returning to social activities post Covid.

We have been able to fulfil promised spends including:

- £2500 on reading books
- Almost £8500 on a dedicated music teacher and equipment
- Almost £600 on protection for the canopy posts
- As well gifts for children at Christmas, end of year gifts and admin costs.

Over £19k was left over in the bank, more than half of which is earmarked for a new school library to be opened in the autumn term of 2022.

The wish to return to normality has been very clear and the enthusiasm and love for the school is evident in the efforts to raise money by all - we really are lucky to have such an active PTA within the wonderful Lowther School community.

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date Period end date

Charity name Charity No (if any)

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	SEE ATTACHED DOCUMENT.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	WE AIM TO KEEP SUFFICIENT MONEY IN RESERVE IN ORDER TO PAY FOR ON-GOING PROJECTS AT THE SCHOOL SUCH AS ALLOTMENT MAINTENANCE,
Amount of reserves held	Para 1.22	BUT ALSO FOR THE PAYMENT OF A SCHOOL LIBRARY IN THE AUTUMN 2022.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	PTA CONSTITUTION
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	COMPANY.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	CO-OPTED BY COMMITTEE, THEN ELECTED IN AT EGM.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	LOWTHER PRIMARY SCHOOL PTA.
Other name the charity uses	LOWTHER PTA.
Registered charity number	1140737.
Charity's principal address	STILLINGFLEET ROAD. BARNES. SW13 9AE.

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	LINDSAY BISHOP	CO-CHAIR.	UNTIL 22 nd OCT. 2021.	LOWTHER PTA.
2	KIRSTY SWETMAN	CO-CHAIR.	UNTIL 22 OCT 2021	LOWTHER PTA.
3	VIKTORIJA PALUMBO	TREASURER	UNTIL 14 OCT 2021	LOWTHER PTA.
4	CHRISTINA HEDGES	TREASURER	FROM 15 OCT 2021	LOWTHER PTA.
5	MAYA YAMASHITA-BARR	CHAIR.	FROM 22 OCT 2021	LOWTHER PTA.
6	NINA PARRY	VICE-CHAIR.	FROM 3 DEC 2021	LOWTHER PTA.
7	CAROLINE GLADSTONE	SECRETARY	FROM 3 DEC 2021	LOWTHER PTA.
8	SHARON DAN	MEMBER.		LOWTHER PTA.
9	DILARA FIRAT	MEMBER		LOWTHER PTA.
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(cont)

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Maya Yamashita

Full name(s)

MAYA
YAMASHITA-BARR

Position (eg Secretary,
Chair, etc)

CHAIR .

Date

16th JUNE 2023 .

Lowther Primary School Parent Teacher Association

Annual Financial Statements 1 Sep 2021 - till 31 Aug 2022

Bank statement balance as of end of day 31 Aug 2021 £ 8,131.79

Bank statement balance as of end of day 31 Aug 2022 £ 27,554.50

2021-2022: Total Income & Expenditure					
Activities	Income		Expenditure		Total
Donation: Regular	£	1,524.63			£ 1,524.63
Donation: Regular	£	1,524.63			£ 1,524.63
Donation: One-off	£	7,484.33			£ 7,484.33
Literacy Fund	£	1,910.00			£ 1,910.00
Donation: One-off	£	5,574.33			£ 5,574.33
Gift Aid	£	3,391.05			£ 3,391.05
Gift Aid	£	3,391.05			£ 3,391.05
Event	£	26,177.74	-£	8,178.21	£ 17,999.53
London Marathon	£	5,341.35			£ 5,341.35
Welcome BBQ	£	2,092.09	-£	1,473.70	£ 618.39
Barnes Food Fair	£	638.72	-£	152.48	£ 486.24
Pumpkin Carving	£	159.63			£ 159.63
Yoga Mondays	£	1,550.39			£ 1,550.39
Lowther Eco	£	896.16			£ 896.16
Cauliflower Christmas Cards & Gifts	£	404.60			£ 404.60
Bake Sale	£	303.63			£ 303.63
Eco bags / bear	£	44.00			£ 44.00
Quiz Night	£	2,001.90	-£	1,516.50	£ 485.40
Popcorn Sale	£	39.21			£ 39.21
Halloween Scavenger Hunt	£	344.75			£ 344.75
Uniform Sale	£	730.86			£ 730.86
Bake Sale + Uniform Sale	£	185.50			£ 185.50
Bingo Night			-£	58.50	-£ 58.50
Y6 Afternoon Tea	£	127.00	-£	21.00	£ 106.00
Barnes Fair	£	503.79	-£	290.08	£ 213.71
Summer Fair	£	5,455.03	-£	1,907.28	£ 3,547.75
World Book Day	£	962.10	-£	795.70	£ 166.40
Pancake Day	£	50.85			£ 50.85
Easter Scavenger Hunt	£	96.97			£ 96.97
Christmas Fair	£	3,355.48	-£	1,874.07	£ 1,481.41
Bedtime Reading	£	672.42			£ 672.42
Teacher's Breakfast			-£	88.90	-£ 88.90
Icepop Sale	£	221.31			£ 221.31
Other Activity	£	1,847.89			£ 1,847.89
yourschoollottery.co.uk	£	1,209.50			£ 1,209.50
Easy Fundraising	£	633.14			£ 633.14
Stampastic	£	5.25			£ 5.25

Lowther Primary School Parent Teacher Association

Annual Financial Statements 1 Sep 2021 - till 31 Aug 2022

Bank statement balance as of end of day 31 Aug 2021	£	8,131.79
Bank statement balance as of end of day 31 Aug 2022	£	27,554.50

2021-2022: Total Income & Expenditure					
Activities	Income		Expenditure		Total
School Expenditure			-£	12,215.16	-£ 12,215.16
Literacy Fund			-£	2,500.00	-£ 2,500.00
Christmas Gift from PTA			-£	577.16	-£ 577.16
Music Class 22/23			-£	8,474.00	-£ 8,474.00
Canopy post protection			-£	589.00	-£ 589.00
EoY Gifts			-£	75.00	-£ 75.00
PTA Admin			-£	609.56	-£ 609.56
Lottery Licence			-£	20.00	-£ 20.00
2020-2021 Expenses			-£	118.00	-£ 118.00
Enthuse Membership Fee			-£	239.99	-£ 239.99
Parentkind Membership Fee			-£	116.00	-£ 116.00
PTA Events Membership Fee			-£	11.97	-£ 11.97
Admin Expenses			-£	102.60	-£ 102.60
PTA Events Processing & Platform Fees			-£	1.00	-£ 1.00
Banking Error	£	-			£ -
Banking Error	£	-			£ -
Total	£	40,425.64	-£	21,002.93	£ 19,422.71

Independent examination of the accounts of Lowther Primary School Parent Teacher Association 2021-22

Report undertaken by Ben Cooper at the request of the PTA.

Reason for report

- The purpose of this report is to offer an independent examination of the PTA's accounts for 2021-22.
- As the Association had an annual gross income of more than £25,000, it is required by the Charity Commission to commission an independent examination. The Association's gross income is below £250,000 and the examiner is not required to be professionally qualified.
- I have experience as a financial analyst and former Auditor and believe I can provide an opinion of these accounts and the records supporting them.
- Relevant disclosures: I have no connection with the school or the events, transactions or business of the Association other than as reviewer of these financial records and reports.

Requirements of the Charity Commission

- The Commission requires the examiner to look at three aspects of the accounts: the accounting records kept; whether the accounts agree with these records; and whether the format of the accounts is correct. The Association prepares its accounts on a receipts and payments (cash) basis.

Records kept

- The Association receives charitable donations from parents and others with an interest in the school and organises fundraising events to support the school and its pupils.
- Funds are used to support the school and its pupils through the purchase of goods and services in agreement with the management of the school.
- The Association holds a number of fundraising events. In 2020-21 they included a Christmas Fair, a Food Fair, the commissioning and sale of Christmas cards, a Quiz Night and a BBQ. Receipts and payments are recorded for these events showing the net income for each contributing to the financial statements. The accounts are well recorded with a clear description of all transactions.
- Expenditure is approved and recorded with an invoice being presented to the Association. Allotment expenses are administered out of the general account.
- Where expenditure is undertaken by members of the Association or members of the school staff, a "Request for out of pocket expenses" form is used supported by receipts and this discipline is consistently observed.
- Quality and completeness of records has further improved this year with all income and expenditure itemised by activity/event and fully reconciled to bank statements.

Reconciliation of the accounts and records

- Transactions are consolidated into the financial statements accurately and balances reconciled.
- All transactions were agreed individually to bank statements.
- Income and expenditure was reviewed for each recorded activity/event.

Format of the accounts

- As the accounts are prepared on a receipts and payments basis, the format of the financial statements is fit for purpose and appropriate for this size and type of organisation.

Observations & Recommendations

- During 2021-22 the cash balance has increased substantially from ~£8k to ~£28k which has the potential to add another source of income. If this is expected to continue throughout the year, the Association should consider depositing these funds in an interest-bearing account to take advantage of higher at-call interest rates without reducing the ability to fund the activities of the association.
- It should be noted that the Association is operating effectively from a number of perspectives:
 - Fund-raising has been efficient: of the 32 activities, only 10 (~30%) had associated costs that only represented ~20% of funds raised
 - Expenditure has been focussed on a small number of key projects: The literacy fund, Music classes and school infrastructure
 - Administrative costs have remained low: PTA administrative expenses totalled £610 (~1.5% of income)

Summary

- It is my opinion that the accounts are accurate and that the quality of its record keeping is high.

Ben Cooper
8th June 2023

Accounts



LOWTHER SCHOOL PTA

Lowther Primary School
Parent Teacher Association
Stillingfleet Road, Barnes, London SW13 9AE
Registered Charity No. 1140737

Trustee Report financial year 01.09.20 – 31.08.2021

Trustees during period:

Kia Morice (Chair)
Malvina Teichert (Co Vice Chair)
Kirsty Swetman (Co Vice Chair)
John Heffernan (Secretary)
Dounia Gassa (Treasurer)
Helen McDermott (Member, Old Vice Chair)
Lindsay Bishop (Member)
Sharon Day (Member)
Dilara Firat (Member)

Objectives and Activities:

Development of a supportive parent and carer community; to liaise with school staff on ways to help develop the school; to fundraise to improve and provide learning opportunities.

Achievements:

Overall, it had been a difficult year to fundraise due to an inability to engage parents in the usual ways mainly attributed to the pandemic. It is difficult to develop cohesive relations without the usual opportunities presented in previous years such as in person adult evenings and fun school fairs. Despite all this we tried to deliver fundraising events which appealed to families during the pandemic and highlights certainly included the Scavenger Hunts, An Online Quiz night and the Messages of Kindness Relay. We tried our best to balance fun and fundraising and managed to end the year with fundraising slightly over **£33,708**.

Highlights of a couple of fundraisers:

1. Scavenger Hunts

Two SW13 scavenger hunts were organised by Lindsay Bishop, the first in Oct half term and the second at Easter. Thanks Lindsay, and to Ella for assisting Lindsay with all the graphic design.

Both went well and in total raised collectively c.£1333



LOWTHER SCHOOL PTA

2. Quiz Night

We held our first online quiz night on Friday 21st November (during lock down), organised by Kia Morice. The quiz was hosted by the hilariously funny author and broadcaster Sam Delaney, who teamed up with his wife Anna Pallai to provide a fabulous evening of fun. Kirsty Swetman did a fantastic job collating all the scores on the night calmly and efficiently. Thanks to Kia and everyone involved, and to Ella for all her graphics.

The evening was a great success and raised c£1694

3. Christmas Cards:

Malvina Teichert and Camilla Wilkinson organized the popular Christmas/Festive Card Project again this year. Children were given the opportunity to make pictures in class, which could then be turned into professional quality Christmas/Festive cards, gift tags, wrapping paper and mugs. Feedback from parents was very positive. The company managing the project, Cauliflower Cards, donated money to the school for every item ordered. Thanks Malvina and Camilla.

We raised c.£515

4. Christmas Sparkle Fundraiser:

With the usual fundraising activities severely reduced, we wanted to make sure the children at Lowther didn't miss out at Christmas and organized a Christmas Sparkle Fundraiser.

Thanks to Helen Mc Dermott who donated popcorn for every child and organized and paid for a showing of the pantomime Jack in the Beanstalk, which was streamed live into every classroom.

There was a virtual visit from Father Christmas and Mrs Christmas, with every child receiving an individual present. The visit took the form of a video starring former Lowther dad, Jason Ball, and local neighbour, Caroline Lewis, who chatted from their home in Lapland (The Bridge Pub) and wished the children well. Big shout out to Adam Thorpe for creating such a magical Santa video for all the children to watch.

A Christmas class photograph was taken on Christmas Jumper Day and every child was given a copy as a keepsake. Thanks to Jana for taking all the photographs and all the Lowther staff that helped her develop the set and organize children.

In lieu of all of the above we asked parents to donate money. From a fundraising element it didn't take off as we only raised approx. £189 and despite Helen kindly donating the above we still made a loss of £576. However, saying that, we were thrilled to hear of the children's delight at receiving a gift from Fr Christmas and realize that happiness is worth more than money fundraised, particularly given the year the children have experienced.

5. Christmas Shop

For 2 weeks in December we ran a virtual Christmas shop on the PTA Events site.



LOWTHER SCHOOL PTA

Alongside cases of bubbles we offered Lowther Jute bags - Thanks to everyone who helped to identify suppliers of great reusable eco bags and to Ella for her design input.

We also sold Lowther Bears sourced by Caryn Sharrock which were a huge success.

Mel Harvison's made beautiful fresh Christmas wreaths which sold really well.

Thanks to Lindsay for all her hard work managing the online shop and to everyone that helped her fundraise.

The event raised a total of c£1202

World Book Day

World Book Day Book Sale was organized by Kia Morice. Due to Covid and the inability to set up a Bookstall in school like in previous years, Barnes Bookshop kindly stepped in to save the day and were incredible in supporting our PTA initiative. Every year Mr Nelson collates a list of books that each class would like to have in their classrooms.

Thanks, Kia for all your hard work delivering the event.

Over 80 new books were delivered to Lowther for the children to enjoy.

PTA Cupboard Clean Up

We organised a cupboard clear out and **Erica** volunteered to sell some of the old books lying around in the cupboard. Thank you.

She raised £23.88 for Lowther!

Father's Day Card Sale

As we have been unable to hold any sales on the school site we set up a carousel in reception with an honesty box.

This collected a small profit of £30

Barnes Literary Festival

Lowther were delighted to host Shakespeare's Globe Theatre Professionals for all the fun of Shakespeare's A Midsummer Night's Dream and Macbeth as part of the BCLF; the initiative was brought to Lowther by Kirsty.

A PTA tuck shop supported the show by offering PIP organic drinks, water and popcorn.

Thank you Kirsty and Lindsay for setting up the shop and to everyone that volunteered for a shift.

It raised £170, an unbudgeted bonus for the PTA!



LOWTHER SCHOOL PTA

Messages of Kindness Relay

In 2020 after Covid struck Kia Morice developed a new fundraiser which has now become a Y6 Lowther tradition - The Messages of Kindness Relay.

Our awesome Y6 Class of 2021 really embraced the idea of the relay and decided they wished to leave a legacy for the school that gave them so much throughout their primary school years. They decided to fundraise for Outdoor Learning facilities. Like last year we were overwhelmed and blown away by the success and community spirit that was displayed.

Thank you to Kia Morice, Ella Coleman, Paul Mayze, Adam Thorpe, Gennadiy Amazariani, Kim Pryde, Sam Allpass and all the fabulous children and parents of Class of 2021 for making it a fantastic fundraiser.

Including gift aid the Relay raised an incredible £9438!

Lowther Lottery

The Lowther Lottery generated a slow-but-steady income, with relatively little promotion. In total we sell about 62 tickets a week plus quite a few generous parents donated their winnings back to the school, plus we have some very generous parents, upon winning they donate money back to the school!

Thanks to Malvina Teichert for organising and leading this initiative.

The lottery raised c£1203

Uniform

Since July 2020 Caryn Sharrock has been running our second-hand uniform sales 'virtually'. This is over a 300% increased on sales reported ever.

Thank you, Caryn.

Uniform sales raised c.£657

Resources Fundraiser

At the start of the academic year in 2020 all parents were asked to contribute towards resources needed in each class room.

This raised an incredible £5554

LOWTHER SCHOOL PTA

Conclusion:

The past year, off the back of a bumper fundraising year in 2019-2020 we were fortunate to be able to distribute funds so widely with a little left over in the bank. Some of our spends in 2020/2021 were earmarked from the previous year, but due to Covid certain supplies had delayed works, resource delivery etc. Thankfully we have now fulfilled all our promised spends from the period 2019-2021 totaling c£53,226 and purchases have included some of the following resources:

- ✓ £7500 on IT equipment which included Chrome Books and an Interactive touch screen for Reception. These vital pieces of equipment were purchased thanks to Class of 2020 Relay.
- ✓ Over £6,500 on Playground and Gym equipment repairs
- ✓ Over £6,000 on Reading Books
- ✓ Over £5,800 on a dedicated music teacher and equipment
- ✓ Over £12,000 on a new canopy for EYFS outdoor learning area
- ✓ Over £5,000 on resources for classrooms – such as whiteboard markers etc.

I must say though throughout this pandemic the resilience and caring nature of the Lowther Community has shone through. We are very fortunate to have a very active and engaged PTA that is such an integral part of the Lowther School community.

Annual Financial Statements 31.08.2020 till 31.08.2021**Lowther Primary School Parent Teacher Association****Bank statement balance** **£28,662.82 as of 31.08.2020****Bank statement balance** **£8,131.79 as of 31.08.2021**

<u>Income</u>	<u>2020-2021</u>		<u>Profit</u>	
Online Xmas shop	£	2007.86	£	1202.06
Xmas Fundraising	£	189.55	-£	576.85
Uniform sales	£	657.01	£	657.01
Greeting Cards sales	£	515.25	£	515.25
Scavenger Hunt	£	1363.68	£	1333.68
School Lottery	£	1243.7	£	1203.7
Online Quiz	£	1694.72	£	1694.72
Donations & sponsorship	£	23.88	£	23.88
Easy Fundraising	£	279.22	£	279.22
Amazon Europe Core donations	£	98.51	£	98.51
Virgin Money Giving donations received	£	12821.16	£	12821.16
Relay	£	7143.36	£	7143.36
School Resources Campaign	£	5554.97	£	5554.97
Barnes Literature sale	£	98.41	-£	46.59
Father's day card sale	£	17.00	£	17.00
Total Income	£	33,708.28		

Expenditure**School purchases**

Decoding Books EYF & KS1	£	2719.95
Oxford Owl books (balance from 2020)	£	1182.00
Lowther Reading Spine	£	2400

Resources EYF, KS1 & KS2	£	5000
IT equipment (Reception touch screen, chrome books)	£	7500
Bots (IT equipment KS1)	£	314.65
Gym equipment	£	513
Playground equipment & repairs	£	6122.11
Lawn mower	£	300
Fencing work	£	1045
Canopy	£	12340.86
Chrome book charging unit	£	829.99
Washing machine	£	188.33
Cooker for teaching kitchen	£	199.99
Shortfall of school trips	£	132.00
Guitars (Music Dept)	£	414.49
Gifts for Staff	£	84.00
Music Release Time	£	5400
Reading Scheme	£	5000

PTA Costs

Annual Insurance	£	111.00
Leaving Gifts	£	50
EOY Gifts	£	277.68
Virgin Money Giving – paid to school	£	1101.06

Total Expenditure	£	53226.11
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Independent examination of the accounts of Lowther Primary School Parent Teacher Association 2020-21

Report undertaken by Ben Cooper at the request of the PTA.

Reason for report

- The purpose of this report is to offer an independent examination of the PTA's accounts for 2020-21.
- As the Association had an annual gross income of more than £25,000, it is required by the Charity Commission to commission an independent examination. The Association's gross income is below £250,000 and the examiner is not required to be professionally qualified.
- I have experience as a financial analyst and former Auditor and believe I can provide an opinion of these accounts and the records supporting them.
- Relevant disclosures: I am the father of a student at Lowther Primary School but have no other connection with the events, transactions or business of the Association.

Requirements of the Charity Commission

- The Commission requires the examiner to look at three aspects of the accounts: the accounting records kept; whether the accounts agree with these records; and whether the format of the accounts is correct. The Association prepares its accounts on a receipts and payments (cash) basis.

Records kept

- The Association receives charitable donations from parents and others with an interest in the school and organises fundraising events to support the school and its pupils.
- Funds are used to support the school and its pupils through the purchase of goods and services in agreement with the management of the school.
- The Association holds a number of fundraising events. In 2020-21 they included a Christmas Fair, a Food Fair, the commissioning and sale of Christmas cards, a Quiz Night and a BBQ. Receipts and payments are recorded for these events showing the net income for each contributing to the financial statements. The accounts are well recorded with a clear description of all transactions.
- Expenditure is approved and recorded with an invoice being presented to the Association. Allotment expenses are administered out of the general account.
- Where expenditure is undertaken by members of the Association or members of the school staff, a "Request for out of pocket expenses" form is used supported by receipts and this discipline is consistently observed.

Reconciliation of the accounts and records

- Transactions are consolidated into the financial statements accurately and balances reconciled.
- All transactions were agreed individually to bank statements.

Format of the accounts

- As the accounts are prepared on a receipts and payments basis, the format of the financial statements is fit for purpose and appropriate for this size and type of organisation.

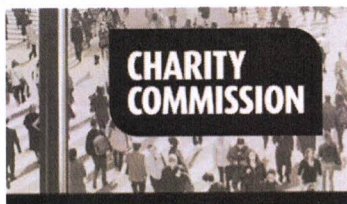
Other issues

- It was recommended in the previous year's examination of the accounts that the Association should consider maintaining a lower balance in its bank account. During 2020-21 the cash balance has fallen from ~£28k to ~£8k which has reduced the potential returns lost. If the Association expects to maintain this level of cash throughout the year, it should consider investments that offer an acceptable risk profile while maintaining liquidity to fund operations.

Summary

- It is my opinion that the accounts are accurate and that the quality of its record keeping is high.

Accounts



Trustees' Annual Report

for the period

From (start date) to (end date)

Section A	Reference and administration details			
Charity name	Lowther Primary School PTA			
Other names the charity is known by	Lowther PTA			
Registered charity number (if any)	1140737			
Charity's principal address	Stillingfleet Road Barnes Postcode SW139AE			
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	Kia Morice	Chair		Lowther PTA
2	Helen M ^c Dermott	Vice Chair		Lowther PTA
3	Malvina Teichert	Vice Chair		Lowther PTA
4	John Heffernan	Secretary		Lowther PTA
5	Nefisa Abeyie	Treasurer		Lowther PTA
6	Melanie Payne	Member		Lowther PTA
7				
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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		

Section A**Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

PTA Constitution

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

Company

Trustee selection methods
(eg appointed by, elected by)

Elected in AGM

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.

Section C

Objectives and activities

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

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)

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

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See Attached document

Section E**Financial review**

Brief statement of the charity's policy on reserves

We aim to keep sufficient money in reserve in order to pay for on-going projects at the school such as music teacher, garden and financial assistance for trips.

Details of any funds materially in deficit

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)

Kia Morice

Full name(s)

Kia Morice

Position (eg Secretary, Chair, etc)

Chair

Date

300621

Annual Financial Statements 1.9.2019 till 31.8.2020
Lowther Primary School Parent Teacher Association

Bank Statement balance £ 26,748.30 as of 1/9/2019
 Bank Statement balance £ 28,662.82 as of 31/8/2020

Income	2019 / 20
Food Fair	£ 602.88
BBQ	£ 2,027.67
Bingo	£ 1,757.04
Christmas fair	£ 6,620.10
Quiz Night	£ 1,353.65
World Book Day	£ 1,344.29
Tea Towels	£ 1,213.31
BCA Donation	£ 500.00
Donations	£ 5,553.75
Carter Jonas Sponsorship	£ 2,700.00
Easyfundraising	£ 102.50
Donations for Hoodies	£ 635.55
Donations for Relay	£ 8,834.62
Virgin Money Giving Donations - received	£ 4,867.84
Cake sales	£ 1,498.67
Uniform Sales	£ 217.63
Greeting Cards	£ 254.17
Christmas cards	£ 321.00
Total Income	£ 40,404.67

Expenditure	
Food Fair	£ 156.28
BBQ	£ 1,352.75
Bingo	£ 666.37
Xmas fair	2,021.84
Quiz Night	£ 527.25
World Book Day	£ 1,431.68
Tea Towels	£ 655.68
School Purchases	£ 24,061.73
PTA Costs	£ 826.24
Allotment fund	£ 710.00
Virgin Money Giving Donations - paid to school	£ 5,302.54
expenses from 2018/19 now cashed	£ 3.79
Donations for Relay - banked 2020/21	£ 453.00
Christmas Cards - banked 2020/21	£ 321.00
Toatal Expenditure	£ 38,490.15

Profit for 2019-20 £ 1,914.52 only within England

Independent examination of the accounts of Lowther Primary School Parent Teacher Association 2019-20 - report undertaken by Dugald Sandeman at the request of the PTA.

Reason for report

1. The purpose of this report is to offer an independent examination of the PTA's accounts for 2019-20 academic year. The PTA formally asked me to undertake this report in an email from the Chair, Kia Morice, dated 21 June 2021. As the Association had an annual gross income of more than £25,000 in 2019-20, it is required by the Charity Commission to commission an independent examination. The Association's gross income is well below £250,000 and the examiner does not therefore need to be professionally qualified.
2. I have considerable experience of school funding and finance as a former employee of the Department for Education and a school governor dealing in finance. I am a School Resource Management Adviser certified by the Institute of School Business Leadership. I believe I can make a reasonable analysis of these accounts and the records supporting them. Disclosure: I am the father of Mrs Anna Fleming who is an ordinary member of the PTA. I have no other connection with the events, transactions or business of the Association.

Requirements of the Charity Commission

3. The Commission requires the examiner to look at three aspects of the accounts: the accounting records kept; whether the accounts agree with these records; and whether the format of the accounts is correct. The Association prepares its accounts on a receipts and payments basis and this report assesses them accordingly.

Records kept

4. The Association's business has a number of strands:
 - The receipt of charitable giving from parents and others with an interest in the school;
 - The organisation of fundraising events to support the school and its pupils;
 - The disbursement of its funds to support the school and its pupils, mainly through the purchase of goods and services for the benefit of the pupils and in agreement with the management of the school; and
 - The organisation of specific activities for pupils, principally the running of an allotment and the provision of music tuition.
5. The records of the Association give a good picture of all these strands. The charitable giving is mainly through the vehicle of Virgin Money Giving which is a convenient way for parents to support the school. A smaller amount is raised through Easyfundraising Ltd. The Association is also supported through commercial sponsorship by Carter Jonas who advertise school events under their signage. The receipts from these sources are clearly identified.
6. The Association holds a number of fundraising events. In 2019-20 they included a Christmas Fair, a Food Fair, the commissioning and sale of Christmas cards, a Quiz Night and a BBQ. Each of these events is recorded in a discrete account showing income, costs, profit and amounts paid and credited. The overall profit feeds into the Profit and Loss Account. Examination of each of these gives a good account of the transactions of the event. The accounts give an accurate, well recorded and clear description of transactions.

7. Other fundraising of a more continuous nature also takes place: the sale of second hand uniforms and periodic cake sales are the main examples and their income is clearly recorded.
8. Disbursements to the school are transacted through an agreed invoice being presented to the Association. The allotment expenses are run out of the general account, but within the framework of a notional account.
9. Records of expenditure are clearly supported by invoices. Where expenditure is undertaken by members of the Association or members of the school staff, a "Request for out of pocket expenses" form is needed supported by receipts and this discipline is properly observed.
10. The general quality of records kept is good and it is clear that everyone involved understands the need for proper and accurate records.

Reconciliation of the accounts and records

11. The way in which the event accounts feed into the Profit and Loss Account is clear and the totals reconcile. In order to check the accuracy of the event accounts and their read across to the bank statements and the Profit and Loss Account I have checked a significant number of individual transactions. This has helped me to reassure myself about the accuracy of the transactions and accounts.

Format of the accounts

12. As the accounts are prepared on a receipts and payments basis, there is no specified format for the accounts, except that they must be fit for purpose. I judge the format used by the Association to be satisfactory for this size of organisation.

Other issues

13. In my report on the 2018-19 accounts I recommended that, for the sake of clarity and the avoidance of embarrassment, it would be prudent for the Association to develop a policy on gifts. Work on this policy has started but has not been completed.
14. **I recommend that the Association should complete and implement a policy on gifts to members and school staff.**
15. During the year the Association carried a significant balance in its bank account. The lowest balance in the account was £14,629.30. The Association may want to review whether it needs to maintain this level of balance. The Association's purpose is to support the school and a high balance earning no interest does not serve that purpose. It is not easy to forecast the cashflow of the organisation so any amendment to the Association's approach to its balances would need to be made cautiously.
16. **I recommend that the Association should review its policy on balances to ensure the twin aims of financial stability and the best possible use of funds in support of the school.**
17. The purpose of an independent reviewer is to look critically at the accounts of the organisation. There is a danger that increasing familiarity with the affairs of the Association will blunt the analysis of the reviewer over time. As this is the third year in

which I have undertaken the review, I think **it would be timely for the Association to seek a new reviewer for the accounts of the current academic year 2020-21 when a review falls due in 2022.**

Summary

18. I think the accounts kept reflect well on the discipline of the PTA, and that the quality of its record keeping remains high.

Dugald Sandeman
23 June 2021