

Annual Report for St Mary Magdalen's RC Primary School PTA, Mortlake, London

Registered Charity Number 1152018

School Year 1st September 2020
Until 31st August 2021

By the Trustees and PTA Committee

St Mary Magdalen's Catholic Primary School



Headteacher: Mrs Catherine Hughes MA.BA. (Hons), C.C.R.S.,
N.P.Q.H

Worple Street, Mortlake

London SW14 8HE

Telephone: 020 8876 6679

Facsimile: 020 8392 1829

Email: admin@st-marymagdalens.richmond.sch.uk

Website: www.st-marymagdalens.richmond.sch.uk

Introduction to PTA Annual Report:

The Trustees present their annual report with the Independent Examiners' Report on the charity for the year ended 31 August 2021.

Structure, governance and management

The charity was registered with the Charities Commission on 14 May 2013. The constitution of the St Mary Magdalen's RC Primary School PTA adopted is based on the model constitution provided by PTA-UK (now known as Parentkind). The charity is an unincorporated association.

The principal object is to engage in activities to support the school and assist in the provision of facilities to advance the education of all pupils at the school.

PTA Committee Members Year 2020/21

The membership of the PTA comprises the parents and legal guardians of pupils in the School and members of the teaching or other staff of the School. The Committee, which is elected by the members annually, manages the PTA. This Committee organises events, with the help of the main body of members, to raise funds. These funds are then distributed by either Committee decision or Member Meeting vote, as appropriate. There have been no material changes in either the objectives or policies of the PTA since the last Annual General Meeting.

Trustees and the Executive Committee do not receive any remuneration from the charity

2019/20 Committee Members:

Chair: Gabriella Dhir
Secretary: Claire Grindal
Treasurer: Liz Dixon

2019/20 Trustee Members for the PTA Charity:

Chair: Gabriella Dhir
Treasurer: Liz Dixon (Main Contact)
Secretary: Claire Grindal

Other Volunteers:

Parents of the school and teachers support the PTA Committee members by volunteering, providing additional bodies at events. In particular the Christmas and Summer Fairs are run by volunteers from each class (making up most of the school families) and by a selection of the teaching staff.

PTA-UK Member Membership No:24253

Bankers:

*Barclays Bank plc, East Sheen Branch,
256 Upper Richmond Rd West London SW14 7JF*

Objectives & Activities

Registered Charitable Objectives

To advance the education of the pupils in the school in particular by:

1. Developing effective relationships between staff parents and others associated with the school.
2. Engaging in activities or providing facilities or equipment, which support the school and advance the education of the pupils.

In accordance with the Charity Commission's guidance on public benefit, the PTA aims to provide funds to enhance the school environment and resources available to the children and teachers. All children in the school (which pools its entrance from the local community) benefit from the PTA's funding efforts. Each year the PTA aims to provide funds for a mixture of recurring school costs (as set out below) and to contribute to larger one-off projects that leave a growing legacy of improvements to the school.

Activities

The PTA organises a mixture of small and large fund raising events throughout the school year. For this year, the most significant fundraiser was the Sponsored Cycle from London to Brighton.

There are the two annual school fairs at Christmas and in the summer. The Mortlake Summer Fair, held at Mortlake Brewery's grounds, is one of the highlights of the local community's year.

Other events that the PTA organised during the year include social events such as the Quiz Night, Bingo and Family Fun Run. The PTA also supported the school by providing supplies to in class parties (Christmas, Easter); holding a Shrove Tuesday pancake morning; running a bar at the school summer performances (Proms & Production); and selling Christmas cards and mugs.

The PTA enables the supply of School Uniform by managing the purchase and distribution from suppliers to parents. Uniform is supplied at cost and so no profit is made. Any difference between income and expense arises due to timing and so cash-flow surplus/ deficit.

Achievements & Performance

Due to the consequences of the COVID-19 pandemic and school closures, we have adapted how we fundraise as a PTA this year. We have held 2 online Fairs, one for Christmas and our inaugural Easter Fair. Both of which were a success.

We also had a very successful Summer Fair, which is our biggest annual fundraiser.

This means we have managed to raise over £30,000 throughout the year.

Additionally, each year the PTA funds include a contribution to Ns Sport annual costs (external provider of physical education), transport (supporting school trip and

swimming logistics), library books and a hardship fund (supporting disadvantaged families with school trips and after school clubs).

Once again the PTA team was present and ran all the main events (as listed in activities). Additional volunteers also helped at all events, principally at the Christmas and Summer Fairs where most families contribute their time. We look forward to being able to continue to fundraise on the current levels we have achieved and, hopefully, continue with our more successful online events.

Trustees' Responsibilities:

The Trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

The Charities Act requires the trustees to prepare Financial statements for each financial year which gives the true and fair view of the association's state of affairs at the end of the year and of the correctness of the Income and Expenditure Account for that year.

In preparing those Financial Statements, the trustees are required to select suitable accounting policies and then apply them consistently, make judgments and estimates that are reasonable and prudent and prepare the Financial Statements on a Going Concern basis unless it is inappropriate to presume that the association will continue to be in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the association and to enable them to ensure that the financial statements comply with the Charities Act as applicable to smaller charities. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' detailed reports including the Treasurer's report and accounts are annexed to these financial statements.

This report was approved by the Trustees on October 2021 and signed on its behalf

Gabriela Dhir
Chairman/Trustee

Financial Review for 2020-21 School Year

For the Year 2020/21 Total gross income received was £39,907 (19/20 £15,124).
Funds held in reserve at the end of the year amounted to £42908.

A minimum level of reserves is set for the start of each school year. This currently stands at £13,000. This reserve allows for PTA overhead costs, running costs of the Summer fair, a buffer for cashflow timing on uniform sales/ purchases and for unforeseen expenses or emergency requests from the school.

	Total	
	1 Sep 2020 - 31 Aug 2021	1 Sep 2019 - 31 Aug 2020
INCOME		
DONATIONS & LEGACIES		
Donations & Gifts		
Amazon Smile	63	5
School Lottery	939	
Easy Fundraising	89	161
Other Donations (Tea towels and Christmas Cards)	1,533	201
Total Donations & Gifts	2,624	362
Total DONATIONS & LEGACIES	2,624	362
 CHARITABLE ACTIVITIES		
Fundraising Activities		
Summer Fair	23,636	
Christmas Fair	4,094	6,862
Wine Tasting Evening / Bingo	380	828
Easter Fair / Wreath Making	1,942	417
Autumn Disco / Welcome Event	338	531
		-
Total Fundraising Activities	30,390	8,638
Other Charitable Activities		
Uniform	6,893	6,124
Total Other Charitable Activities	6,893	6,124
Total CHARITABLE ACTIVITIES	37,283	14,762
TOTAL INCOME	39,907	15,124

	Total	
	1 Sep 2020 - 31 Aug 2021	1 Sep 2019 - 31 Aug 2020
EXPENDITURE		
RAISING FUNDS		
Staging Fundraising Events		
Summer Fair	7,191	
Christmas Fair	149	1,536
Wine Tasting Evening / Bingo	438	368
Easter Fair / Wreath Making	93	300
Autumn Disco / Welcome Event	128	336
Tea Towels	501	
		-
Other Fundraising Expenses		
Total Staging Fundraising Events	8,501	2,539
Total RAISING FUNDS	8,501	2,539
CHARITABLE ACTIVITIES		
Annual Donations to School		
Library		
Travel		
Harship Fund		
Fit for Sport / NS Sport		6,000
Year 6 Leavers	950	
In school events for children	195	381
One off Donations to School		
Chrome Books	8,235	
Assembly Music		3,000
Back Playground		4,000
Science Week		1,734
Garden Upgrade	573	113
Artist in Residence		2,235
Readwrite	1234	
Donation PHSE	2,334	
Total CHARITABLE ACTIVITIES	13,521	17,722
SEPARATE ITEMS OF MATERIAL EXPENSE		
Uniform	4,691	5354
Total SEPARATE ITEMS OF MATERIAL EXPENSE	4,691	5354
Total Expenditures	18,212	23,076
Net Operating Income	21,695	(7,952)
Net Income/(Expenditure)	21,695	(7,952)
Net Income/(Expenditure)	21,695	(7,952)

Balance Sheet as at 31 August 2021:

Notes to the Financial Statements

For the year ended 31 August 2021

1. Accounting Policies

Basis of Accounting

- The financial statements have been prepared in accordance with the Charities SORP (FRS102).
- Accounts are completed the accruals basis and under the historical cost convention.
- Stock is written off in the year of purchase.

There are no material uncertainties about the charity's ability to continue.

The charity is a public benefit entity.

The accounts are prepared on a going concern basis.

Donated Goods – all items that are donated for Fundraising events (principally for resale or as prizes at the Summer and Christmas Fairs) are recognised as income on their sale or use at the events.

Taxation

As a non profit-making association with charitable status, the association's activities do not currently create a charge to UK taxation.

2. Cash at Bank	31 Aug 2021	31 Aug 2020
Main Account	22526.35	23733.94
Summer Fair Account	<u>20382.33</u>	<u>7994.41</u>
	<u>42908.68</u>	<u>31728.35</u>

3. Debtors & Prepayments

Deposit Held at Filmbank Media	150	150
Accrued Income	<u>150</u>	<u>150</u>

4. Accrued Expenditure	31 Aug 2021	31 Aug 2020
Accrued Expenses		-725
Accrued Invoices	<u></u>	<u>-725</u>

5. Expenses Paid to Trustees & Other PTA Volunteers

The only expenses paid out to volunteers (including trustees) are reimbursement for expenditure incurred, where volunteers have acted as an agent and procured goods or services on behalf of the PTA, for fundraising events.

For 2020/21 £527.03 of expenses were repaid in the year to volunteers (including accrued expenses).

Committee Members were repaid as follows:

Gabriela Dhir: £ 527.03

Remuneration to Trustees

The Trustees and the Executive Committee do not receive any remuneration from the charity.

The financial statements were prepared by Elizabeth Dixon, approved by the Executive Committee and signed on their behalf by:



Gabriella Dhir

Chair of PTA

Date: 22/7/21