

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

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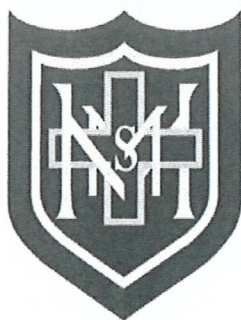
Registered Charity Number 1152018

School Year 1st September 2021  
Until 31st August 2022

By the Trustees and PTA Committee

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St Mary Magdalen's Catholic Primary School



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## **Introduction to PTA Annual Report:**

The Trustees present their annual report for the year ended 31 August 2022.

### **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 2021/22**

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

#### **2021/22 Committee Members:**

Chair: Allan Aitchison  
Secretary: Gemma O'Reilly  
Treasurer: Clare Lynch

#### **2021/22 Trustee Members for the PTA Charity:**

Chair: Allan Aitchison  
Treasurer: Clare Lynch

Subsequent to the year end, Allan Aitchison resigned as trustee and was replaced by Alison Young who is appointed for 2022/23 along with Clare Lynch.

#### **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, Richmond Branch,  
8 George Street London TW9 1JU*

## **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 Mortlake Summer Fair.

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.

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**

After a difficult year in 2019/20 due to the impact of COVID, it has been great to have another great year of fundraising for the school. Over £25,000 has been raised through the support of the PTA, parents and community. This has enabled the school to invest in updated technology, reading materials and playground equipment for the school.

Additionally, each year the PTA funds include a contribution to NS Sport annual costs (external provider of physical education) 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. The Summer Fair, the principal fundraiser again delivered a great result, despite clashes with other local fairs. This means spending plans for the 2021/22 school year are able to be achieved. All events were extremely well attended and much enjoyed by

all involved.

### **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 30 June 2023 and signed on its behalf



Clare Lynch  
Treasurer/Trustee

## Financial Review for 2021-2022 School Year

For the Year 2021/22 Total gross income received was £24,942 (20/21: £33,014)  
Funds held in reserve at the end of the year amounted to £33,928 (20/21: £41,699).

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.

### St Mary Magdalen's RC Primary School PTA Statement of Financial Activities

1 September, 2021 - 31 August 2022

	Total	
	1 Sep 2021 - 31 Aug 2022	1 Sep 2020 - 31 Aug 2021
<b>INCOME</b>		
<b>DONATIONS &amp; LEGACIES</b>		
Donations & Gifts		
Amazon Smile	61	63
Easy Fundraising	396	89
School Lottery	1,102	939
Other Donations (tea towels and Christmas cards)	310	1,533
<b>Total Donations &amp; Gifts</b>	<b>1,869</b>	<b>2,624</b>
<b>Total DONATIONS &amp; LEGACIES</b>	<b>1,869</b>	<b>2,624</b>
<b>CHARITABLE ACTIVITIES</b>		
Fundraising Activities		
Summer Fair	13,117	23,636
Christmas Fair	5,480	4,094
Easter Fair	-	1,942
Wine Tasting Evening / Bingo	525	380
Curry Night	1,374	-
End of term production	357	-
Autumn Disco / Welcome event	-	338
Film Nights	504	-
Other Fundraising Income	1,716	-
<b>Total CHARITABLE ACTIVITIES</b>	<b>23,073</b>	<b>30,390</b>
<b>TOTAL INCOME</b>	<b>24,942</b>	<b>33,014</b>

	Total	
	1 Sep 2021 - 31 Aug 2022	1 Sep 2020 - 31 Aug 2021
<b>EXPENDITURE</b>		
<b>RAISING FUNDS</b>		
<b>Staging Fundraising Events</b>		
Summer Fair	(5,662)	(7,191)
Christmas Fair	(1,280)	(149)
Easter Fair	-	(438)
Wine Tasting Evening / Bingo	(254)	(94)
Autumn Disco / Welcome Event	-	(128)
Tea Towels	-	(501)
Curry Nights	(682)	-
Film Nights	(345)	-
Other subscriptions	(116)	-
Other Fundraising Expenses	-	-
<b>Total Staging Fundraising Events</b>	<b>(8,339)</b>	<b>(8,501)</b>
<b>Total RAISING FUNDS</b>	<b>(8,339)</b>	<b>(8,501)</b>
<b>CHARITABLE ACTIVITIES</b>		
<b>Annual Donations to School</b>		
Hardship Fund	(3,000)	-
NS Sport	(5,269)	-
Year 6 Leavers	(544)	(950)
In school events for children	(2,041)	(195)
<b>One off Donations to School</b>		
Chrome Books	(2,013)	(8,235)
Garden Upgrade	(742)	(573)
Playground equipment	(1,657)	-
Read Write Inc / Education subscriptions	(7,209)	(1,234)
Donation PHSE	-	(2,334)
<b>Total CHARITABLE ACTIVITIES</b>	<b>(22,476)</b>	<b>(13,521)</b>
<b>SEPARATE ITEMS OF MATERIAL EXPENSE</b>		
Uniform sales	6,598	6,893
Uniform purchases	(8,590)	(4,691)
<b>Total SEPARATE ITEMS OF MATERIAL EXPENSE</b>	<b>(1,993)</b>	<b>2,202</b>
<b>Total Expenditures</b>	<b>32,807</b>	<b>(19,819)</b>
<b>Net Operating Income</b>	<b>(7,797)</b>	<b>13,195</b>
<b>Net Income/(Expenditure)</b>	<b>(7,797)</b>	<b>13,195</b>

## Balance Sheet as at 31 August 2022:

	Notes	2022 £
<b>CURRENT ASSETS</b>		
Cash at Bank	2	32,241
Debtors & Prepayments	3	1,687
		<b>33,928</b>
<b>CREDITORS DUE WITHIN ONE YEAR</b>		
Sundry creditors and accruals	4	-
<b>NET ASSETS</b>		<b>33,928</b>
<b>RETAINED FORWARD</b>	<b>FUNDS</b>	<b>CARRIED</b>
		<b>33,928</b>



## Notes to the Financial Statements

For the year ended 31 August 2022

### 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.

<b>2. Cash at Bank</b>	<b>31 Aug 2022</b>	<b>31 Aug 2021</b>
Main Account	22,567	22,526
Summer Fair Account	9,674	2,034
	<u><b>32,241</b></u>	<u><b>24,561</b></u>
 <b>3. Debtors &amp; Prepayments</b>		
Deposit Held at Filmbank Media	150	150
Accrued Income	1,537	16,987
	<u><b>1,687</b></u>	<u><b>17,137</b></u>
 <b>4. Accrued Expenditure</b>	<b>31 Aug 2022</b>	<b>31 Aug 2021</b>
Accrued Expenses	-	-
	<u><b>-</b></u>	<u><b>-</b></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 2021/22 £4,652 (2020/21 £527 of expenses) were repaid in the year to volunteers (including accrued expenses).

Committee Members were repaid as follows:

Allan Aitchison:	£171
Gemma O'Reilly:	£604
Clare Lynch:	£3,877

**Remuneration to Trustees**

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

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



Clare Lynch  
Treasurer of PTA

Date: 30/06/23

