



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/04/2022 Period start date To 31/03/2023 Period end date

**Charity name: Sacred Heart High School Hammersmith Parent, Teacher and friends' Association**

**Charity registration number: 1177111**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objective of the Association is to advance the education of pupils in the school by developing effective relationships between staff, parents and others associated with the school. Engaging in activities or providing facilities or equipment which support the school and advance education of pupils
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	<ul style="list-style-type: none"><li>gave vouchers to some vulnerable students and families during the Festive period due to ongoing cost of living</li><li>We also paid to improve outdoor space for the students.</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have at all times had regard to the guidance issued by the Charity Commission on public benefit

## 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	Para 1.38	

volunteers		
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 above

### Additional information (optional)

You may choose to include further statements where relevant about:

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

Review of the charity's financial position at the end of the period	Para 1.21	At 31 March 2023 the charity had cash funds of £307,619.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity continued to receive donations during the year with a view to using the funds in the next financial year once amounts finalised and agreed
Amount of reserves held	Para 1.22	There are no formal reserves as such
Reasons for holding zero reserves	Para 1.22	The charity's finances are healthy, and the charity does not commit to expenditure unless adequate funds are readily available.
Details of fund materially in deficit	Para 1.24	Not in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The 2023/24 AGM voted in the previous committee and no concerns have been presented going forward. New volunteers are helping on an event basis

### Additional information (optional)

You may choose to include further statements where relevant about:

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:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	Association
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	SHHS PTFA Annual General Meeting

### Additional information (optional)

You may choose to include further statements where relevant about:

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	Sacred Heart High School Hammersmith Parents, Teacher and Friends' Association
Other name the charity uses	N/A
Registered charity number	1177111
Charity's principal address	212 Hammersmith Road, London W6 7DG

## 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	Sharon O'Donovan		Whole year	SHHS PTFA
2	Laure Theuriau	Treasurer	From 13 December 2022	SHHS PTFA
3	Susan Clancy	Chair	From 13 December 2022	SHHS PTFA
4	Valeria Manca	Secretar	From 13 December 2022	SHHS PTFA
5	Maria Monteiro		From 13 December 2022	SHHS PTFA
6				
7				
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14				
15				
16				
17				
18				
19				
20				

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

Director name		
N/A		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Susan Clancy

Susan Clancy	
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Position (eg Secretary,  
Chair, etc)

Chair

Chair	
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Date

21 January 2024

21 January 2024
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## Receipts and payments accounts

For the period  
from

1/4/2022

To

31/3/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations/Fundraising activities	82,655	-	-	82,655	61,462
Gift Aid from HMRC	-	-	-	-	17,657
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	82,655	-	-	82,655	79,119
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	82,655	-	-	82,655	79,119
<b>A3 Payments</b>					
Expenses	2,107	-	-	2,107	3,103
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	2,107	-	-	2,107	3,103
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	2,107	-	-	2,107	3,103
<b>Net of receipts/(payments)</b>	80,548	-	-	80,548	76,016
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	227,071	-	-	227,071	151,055
<b>Cash funds this year end</b>	307,619	-	-	307,619	227,071



## Receipts and payments accounts

CC16a

For the period  
from

1/4/2021

To

31/3/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fund Raising Activities	-	-	-	-	236
Donations	61,462	-	-	61,462	53,784
Gift Aid from HMRC	17,657	-	-	17,657	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>79,119</b>	<b>-</b>	<b>-</b>	<b>79,119</b>	<b>54,020</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>79,119</b>	<b>-</b>	<b>-</b>	<b>79,119</b>	<b>54,020</b>
<b>A3 Payments</b>					
Expenses	3,103	-	-	3,103	3,660
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>3,103</b>	<b>-</b>	<b>-</b>	<b>3,103</b>	<b>3,660</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,103</b>	<b>-</b>	<b>-</b>	<b>3,103</b>	<b>3,660</b>
<b>Net of receipts/(payments)</b>	<b>76,016</b>	<b>-</b>	<b>-</b>	<b>76,016</b>	<b>50,360</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>151,055</b>	<b>-</b>	<b>-</b>	<b>151,055</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>227,071</b>	<b>-</b>	<b>-</b>	<b>227,071</b>	<b>151,055</b>

227,071 50,639.55  
176,431.20  
227,070.75

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	2 x bank accounts	227,071	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>227,071</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
		<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-

	-	-	-
	-	-	-

### B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

### B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees	Sacred Heart High School Hammersmith Parent, Teacher and Friends Association		
On accounts for the year ended	31/03/2023	Charity no (if any)	1177111
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 20/12/2023

Name: Eileen Galvin

Relevant professional qualification(s) or body

(if any):

Address:

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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