



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From Period start date    2 Sep 2021    To  
Period end date            1 Sep 2022

Charity name: Parents, Teachers and Friends of St. Joseph's School

Charity registration number:    1183495

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objectives of the PTFA of St. Joseph's School are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school. This includes:-</p> <ul style="list-style-type: none"><li>- Developing effective relationships between the staff, parents and other associated with the school</li><li>- Studying and discussing matters of mutual interest relating to the education and welfare of pupils</li><li>- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ul>
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	<p>With due regard for the Charity Commission's public benefit guidance and in line with our objectives, each year the PTFA Committee runs a wide range of events both to raise funds towards the school's and to provide social opportunities for the pupils, parents, staff, governors and wider school community. These include regular annual events like the Summer Fair, the Christmas Grotto, International Food Festival, coffee mornings, and bake sales. The committee also welcomes suggestions from the membership and organises one-off innovative fundraising initiatives.</p>

Cont.		<p>All activities are planned by the committee, classroom representatives and other parent volunteers. We further draw on volunteers from the parent membership, school staff and wider community of supporters as appropriate, having regard to safeguarding and risk assessments.</p> <p>The work of the PTFA enables the advancement of pupils' education by giving money to school for the funding of equipment, resources, facilities and other items it would otherwise not be able to afford. In addition, the PTFA works to build a community among parents, staff and students to further enhance everyone's experience, more importantly the children's experience at St. Joseph's School.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our meetings.</p>

#### **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	<p>The PTFA Committee draw upon the wider school community of classroom representatives (reps), parents, teachers and friends to plan and host events.</p>
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	<p>The PTFA hosted our annual events including International Food Festival, Christmas Grotto and class parties and Summer Fair, as well as the smaller regular events such as Friday coffee mornings, and bake sales.</p> <p>Along with promoting community through these social events, we raised money for various charities such as MacMillan Cancer Support. We have further raised £30.000 for the school (distributed in the 2022-2023 year financial year).</p>

### 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	The PTFA continue to make a substantial financial profit through the year despite lingering difficulties with the pandemic and the increasing cost of living.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to pay for upfront costs incurred by any PTFA events planned. The reserves are also held should the school have an explicit 'wishlist' to fund.
Amount of reserves held	Para 1.22	The year end held balance was £42.605. To note a distribution of £30.000 was made to the school on May 2023 per request from the school executive head teacher.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### 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 (trust deed, royal charter)	Para 1.25	Charity Commission model Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	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	Para 1.25	Election

### 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	Parents, Teachers and Friends Association (PTFA) of St. Joseph's School
Other name the charity uses	
Registered charity number	1183495
Charity's principal address	St. Joseph's Catholic Primary School Cadogan Street, London, SW3 2QT



### 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	Ryan Yap	Chair		
2	Raquel Orera	Secretary		
3	Karen Acsay	Treasurer		
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### Corporate trustees – names of the directors at the date the report was approved

Director name		

### 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
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#### 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)

Karen Acsay

Ryan Yap

Position (eg  
Secretary, Chair, etc)

Treasurer

Chair

Date

27 June 2023

St. Joseph's Parents, Teachers and Friends Association - Financial year 2021-2022

	Note	Unrestricted Funds	Restricted Funds	FY 2021-2022	Last year
<b>RECEIPTS</b>					
<b>Voluntary receipts</b>		£2,992.64		£2,992.64	
- Amazon Smile		£110.64			
- Donations and Payroll Giving		£977.00			
- Donations ParentPay		£1,905.00			
<b>Fundraising activities</b>		£41,221.83	£7,189.14	£48,410.97	
- Food Festival		£2,887.65			
- Macmillan			£434.14		
- School bear		£5.00			
- Summer Fair		£20,682.04			
- Summer Fair ParentPay		£4,567.35			
- Uniform Sale		£785.88			
- Xmas		£8,751.91			
- Xmas Parentpay		£3,245.00			
- Mufti ParentPay		£297.00			
- Teacher ParentPay			£6,755.00		
<b>TOTAL RECEIPTS</b>		<b>£44,214.47</b>	<b>£7,189.14</b>	<b>£51,403.61</b>	
<b>PAYMENTS</b>					
<b>Costs of generating voluntary receipts</b>		£29.13		£29.13	
- Donations parentpay		£29.13			
<b>Fundraising activity costs</b>		£6,969.49	£105.69	£7,075.18	
- Food Festival		£783.20			
- School bear		£174.00			
- Summer Fair		£4,699.50			
- Summer Fair ParentPay		£69.80			
- Xmas		£1,188.85			
- Xmas ParentPay		£49.60			
- Mufti ParentPay		£4.54			
- Teachers ParentPay			£105.69		
<b>Funds donated to school &amp; events</b>		£306.87	£7,529.18	£7,836.05	
- Macmillan			£434.14		
- other		£306.87			
- teachers			£6,411.84		
- Y6 hoodies			£683.20		
<b>Asset purchase</b>		£99.24		£99.24	
<b>Administration costs</b>				£0.00	
<b>TOTAL PAYMENTS</b>		<b>£7,404.73</b>	<b>£7,634.87</b>	<b>£15,039.60</b>	
<b>NET OF RECEIPTS (PAYMENTS)</b>		<b>£36,809.74</b>	<b>£ (445.73)</b>	<b>£36,364.01</b>	
<b>Cash funds last year end</b>				<b>£6,241.19</b>	
<b>Cash funds this year end</b>				<b>£42,605.20</b>	

Note 1: £30k donation to the school was postponed per school request until 2022-2023 financial year.

**ASSETS & LIABILITIES**

**Cash in bank and in hand EOY**

Metro Bank Account	£42,605.20
Cash float in school	£20.00

**Independent examiner's report to the trustees of Parents, Teachers and Friends of St. Joseph's School (Charity Number: 1183495)**

I report to the trustees on my examination of the accounts of the above charity (the Trust) for the year ended 1 September 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



Name: ASAYO KAWATA  
Address: D132 Ambassador Building,  
5 New Union Square  
London SW11 7BR  
Date: 6 July 2023