

Trustees' Annual Report
Latchmere School's Parents' Association

From: 1 January 2023

To: 31 August 2023

SECTION A: REFERENCE AND ADMINISTRATION DETAILS

Charity Name	<i>Latchmere School's Parents' Association</i>
Other names the charity is known by	<i>LSPA</i>
Registered Charity Number	<i>272376</i>
Charity's principal address	<i>Latchmere School Latchmere Road Kingston upon Thames KT2 5TT</i>

Names of the charity trustees who manage the charity

No.	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	<i>Olivia Evans</i>	<i>Co Chair</i>		<i>N/A</i>
2.	<i>Anna Jarman</i>	<i>Co Chair</i>		<i>N/A</i>
3.	<i>Caroline Braun</i>	<i>Secretary</i>		<i>N/A</i>
4.	<i>Catherine Butcher</i>	<i>Treasurer</i>	<i>Appointed Treasurer 09/05/2023 (previously committee member)</i>	
	<i>Nimet Pygram</i>	<i>Treasurer</i>	<i>Resigned 09/05/2023</i>	<i>N/A</i>
5.	<i>Katie Lawford</i>	<i>Vice Chair</i>	<i>Appointed Vice Chair 09/05/2023 (previously committee member)</i>	
6.	<i>Rebecca Ruttley</i>	<i>Vice Chair</i>	<i>Resigned as Vice Chair 09/05/2023(stays on as committee member)</i>	<i>N/A</i>
6.	<i>Gemma Pope</i>	<i>Committee</i>	<i>Resigned 09/05/2023</i>	<i>N/A</i>

No.	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
		<i>Member</i>		
7.	<i>Nina Holland</i>	<i>Committee Member</i>		<i>N/A</i>
8.	<i>Zoe Reynolds</i>	<i>Committee Member</i>	<i>Resigned 09/05/2023</i>	<i>N/A</i>
10.	<i>Marie Hodgson</i>	<i>Committee Member</i>	<i>Resigned 09/05/2023</i>	<i>N/A</i>
11.	<i>Anne Marie Summers</i>	<i>Committee Member</i>		<i>N/A</i>
12.	<i>Rachel Wood</i>	<i>Committee Member</i>		<i>N/A</i>
13	<i>Steph McMahon</i>	<i>Committee Member</i>	<i>Appointed 09/05/2023</i>	<i>N/A</i>

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year
<i>N/A</i>	

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
<i>N/A</i>		

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT

Description of the charity's trusts

Type of governing document (e.g. trustees deed, constitution)	<i>LSPA Operational Manual, constitution document</i>
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How the charity is constituted (e.g. trust, association, company)	<i>Association with appointed Trustees</i>
Trustee selection methods (e.g. appointed by, elected by)	<i>Election at AGM</i>

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 organisation's structure and any wider network with which the charity works;
- relationship with any parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The LSPA is an appointed charity to supplement the learning of children at Latchmere Primary School.

SECTION C: OBJECTIVES AND ACTIVITIES

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

The principal activity of the charity is to provide for the advancement of education in Latchmere Schools by contributing to educational facilities and extending relationships between staff and parents. The charity was registered on the 27th January 1977.

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)

Fundraising events and community engagement.

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.

N/A

SECTION D: ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year.

Fundraising net total of c£34k and grants to the school of £67k to improve and enhance the experience at Latchmere of the school community.

SECTION E: FINANCIAL REVIEW

Brief statement of the charity's policy on reserves.

General fund reserves: £30,633

Restricted fund reserves: £0

All reserves are net fundraising balances held to finance projects as and when requested by Latchmere School. Grants are paid to the school once the cost is incurred.

The LSPA agreed at the 2022 AGM that the reserves should be c. £10k at the end of each year. We have committed, but not paid, for the new KS2 Gate (£16,100) and History Wall (£3,590). After these two payments (which will be made imminently), the cash balance will be £10,943. This is inline with the agreed policy.

The restricted fund related to the swimming pool, the balance was granted to the school in the year and the bank account has been shut.

Details of any funds materially in deficit.

N/A

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.

The charity's principal source of funds are a Summer and Christmas Fair.

The charity accounts on a receipts and payments basis.

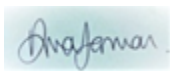
SECTION F: OTHER OPTIONAL INFORMATION

N/A

SECTION G: DECLARATION

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

Signed on behalf of the charity's trustees.

Signature	
Full Name	Anna Jarman
Position	Co-Chair, LSPA
Date	21.01.2024

LATCHMERE SCHOOLS PARENTS' ASSOCIATION		272 376		CC16a
Receipts and payments accounts				
For the period from	1 January 2023	To	31 August 2023	

Section A Receipts and payments

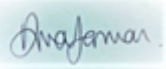
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Event Receipts	50,153		-	50,153	57,644
Other Receipts	3,745	38	-	3,783	2,704
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	53,898	38	-	53,936	60,348
A2 Asset and investment sales, (see table).					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	53,898	38	-	53,936	60,348
A3 Payments					
Event Payments	19,668	-	-	19,668	14,863
Other Payments	1,484	54	-	1,538	2,229
Grants to School	62,333	3,844	-	66,178	11,970
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	83,486	3,898	-	87,384	29,061
A4 Asset and investment purchases, (see table)					

n/a	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	83,486	3,898	-	87,384	29,061
Net of receipts/(payments)	- 29,587	- 3,860	-	- 33,448	31,287
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	60,221	3,860	-	64,081	32,794
Cash funds this year end	30,633	-	-	30,633	64,081

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 £
B1 Cash funds	LSPA Main Account	30,633	-	-
		-		-
		-	-	-
	Total cash funds	30,633	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Cash float	51	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	n/a		-	-

			-	-	
			-	-	
			-	-	
			-	-	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
B4 Assets retained for the charity's own use	n/a		-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
B5 Liabilities	n/a		-		
			-		
			-		
			-		
			-		
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name		Date of approval
			Anna Jarman		2101/2024



Report to the trustees/
members of Latchmere Schools Parents' Association

On accounts for the year ended 31 August 2023 Charity no (if any) 272 376

Set out on pages 1-3
(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 **31/08/2023**.

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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: Anthony Perera Date: 21/01/2024

Name: Anthony Perera

Relevant professional qualification(s) or body (if any): MAAT, AATQB

Address: A N Perera & Co
173 Barnfield Avenue
Kingston upon Thames
Surrey KT2 5RQ

Only complete if the examiner needs to highlight 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.