

**Trustees' Annual Report**  
**Latchmere School's Parents' Association**

From: 1 September 2023

To: 31 August 2024

**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

<b>No.</b>	<b>Trustee Name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
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>N/A</i>
5.	<i>Katie Lawford</i>	<i>Vice Chair</i>		<i>N/A</i>
6.	<i>Rebecca Ruttley</i>	<i>Committee Member</i>		<i>N/A</i>
7.	<i>Nina Holland</i>	<i>Committee Member</i>		<i>N/A</i>
8.	<i>Anne Marie Summers</i>	<i>Committee Member</i>		<i>N/A</i>
9.	<i>Rachel Wood</i>	<i>Committee Member</i>		<i>N/A</i>
10	<i>Steph McMahon</i>	<i>Committee Member</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
N/A	

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
N/A		

## 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 LSPA constitution document to be updated and used as part of governance going forwards</i>
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. It is governed according to the LSPA Operational Manual. Risks are managed by*

*completing comprehensive risk assessments for all events that the LSPA host.*

## 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£65k and grants to the school of £85k 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: £11,095*

*Restricted fund reserves: £0 (Pool account shut in June 2023)*

*All reserves are net fundraising balances held to finance upfront expenses for fundraising*

events and to fund 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.

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.*

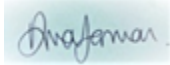
*The charity prepares financial accounts on a receipts and payments basis.*

## 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.

<b>Signature</b>	
<b>Full Name</b>	Anna Jarman
<b>Position</b>	Co-Chair, LSPA
<b>Date</b>	09.09.2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

LATCHMERE SCHOOLS PARENTS' ASSOCIATION

272376

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2023

To

31/08/2024

### 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 £	8 months to 31/08/2023 to the nearest £
<b>A1 Receipts</b>					
Fundraising Event receipts	71,293	-	-	71,293	50,153
Other receipts	9,428	-	-	9,428	3,783
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>80,721</b>	<b>-</b>	<b>-</b>	<b>80,721</b>	<b>53,936</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>80,721</b>	<b>-</b>	<b>-</b>	<b>80,721</b>	<b>53,936</b>
<b>A3 Payments</b>					
Event Payments	14,142	-	-	14,142	19,668
Other Payments	1,115	-	-	1,115	1,538
Grants to School	85,003	-	-	85,003	66,177
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>100,260</b>	<b>-</b>	<b>-</b>	<b>100,260</b>	<b>87,384</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>100,260</b>	<b>-</b>	<b>-</b>	<b>100,260</b>	<b>87,384</b>
<b>Net of receipts/(payments)</b>	<b>- 19,538</b>	<b>-</b>	<b>-</b>	<b>- 19,538</b>	<b>- 33,448</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	30,633	-	-	30,633	64,081
<b>Cash funds this year end</b>	<b>11,095</b>	<b>-</b>	<b>-</b>	<b>11,095</b>	<b>30,633</b>

### 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>	LSPA Main Account	11,095	-	-
		-	-	-

	-	-	-
<b>Total cash funds</b>	11,095	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK

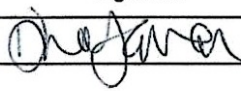
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details			
Cash float	70	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			
Details			
n/a		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			
Details			
n/a		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			
Details			
n/a		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Anna Jarman - Co Chair	09/09/2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Latchmere Schools Parents' Association

On accounts for the year  
ended

31st August 2024

Charity no  
(if any)

272 376

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

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

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:

1 / 10 / 2024

Name:

SARAH JACK

Relevant professional  
qualification(s) or body (if  
any):

SOUTH AFRICAN INSTITUTE OF  
CHARTERED ACCOUNTANTS  
(MEMBERSHIP NUMBER 08174762)

**Address:**

20 CANBURY AVENUE
KINGSTON UPON THAMES
KT2 6JP

## 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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