

**REGISTERED CHARITY NUMBER 273132**

**MONTPELIER PRIMARY SCHOOL  
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

**REPORT OF THE BOARD OF TRUSTEES  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**MONTPELIER PRIMARY SCHOOL  
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

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**MONTPELIER PRIMARY SCHOOL  
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

**LEGAL AND ADMINISTRATIVE INFORMATION**

Montpelier Primary School Parents Teachers and Friends Association is a registered charity which operates on behalf of all parents and guardians of pupils enrolled at the community school known as Montpelier Primary School, together with all members of staff, and other supporters (e.g. friends and relatives such as siblings no longer at the school).

**Governing Document:** Rules of 24 September 1975 became Constitution of 21 October 1993, amended 16 March 1994 and 16 October 2007, now further amended 20 September 2018.

**Charity Registration No.:** 273132

**Administration Address:** c/o Montpelier Primary School  
Helena Road, Ealing  
LONDON W5 2RA

**Trustees (and Committee Members):** Mouncef Bencherif (Chair till 10/10/2023)  
Paola Kennedy (Chair from 10/10/2023)  
Afshan Malik  
Adele Golding  
Catherine Dickie  
Aasif Ebrahim (Treasurer)

**Bankers:** Lloyds TSB Bank  
44/45 Ealing Road  
Ealing  
London  
W5 5JU

**Independent Examiner:** Mr Ketan Ramesh Patel F.C.C.A.  
Merchant & Co.  
Chartered Certified Accountants  
2 Craven Road  
London  
W5 2UA

**MONTPELIER PRIMARY SCHOOL  
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

**TRUSTEES' ANNUAL REPORT  
YEAR ENDED 30 SEPTEMBER 2022**

The Trustees of Montpelier Primary School Parents Teachers and Friends Association present their report together with the Independently Examined financial statements of the Charity for the year ended 30 September 2022.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The charity's activities are governed by a Constitution document approved by the Annual General Meeting of 21 October 1993 as modified by the Special General Meeting of 16 March 1994 and at the Annual General Meeting of 16 October 2007, and further amended on 20 September 2018.

**Recruitment and appointment of new trustees**

All parents and guardians of pupils of the school are automatically members of the PTA. A welcome evening is held each autumn for new intake parents; each class has an elected Class Representative that communicates PTA issues to the parents in that class. PTA membership is also promoted at all fund raising events, and the school helps to promote the PTA via newsletters and the school website which includes a PTA section. Elected trustees (and committee) posts are filled annually at the Annual General Meeting and new parent/teachers are actively encouraged to stand for election.

**Induction and training of new trustees**

New trustees are Inducted into the workings of the charity and its relationship to the school.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees continue to review the principal areas of the charity's operations in order to identify risks that could affect the day to day operations of the charity. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level, in its day to day operations.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objective of the Charity is to advance the education of the pupils of the school.

In furtherance of this objective, the charity may:

- Develop more extended relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the committee shall from time to time decide.

The principal activity for achieving the objective is to hold fundraising events within the premises of the school.

**Statement on Public Benefit**

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

In 2021/22 the charity generated £44,785 (2021: £16,790) from fund raising activities, including the annual summer fete, sale of School calendars, Ealing Half Marathon, Food fair, donations and other activities.

**MONTPELIER PRIMARY SCHOOL  
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

**TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 30 SEPTEMBER 2022 (CONTINUED)**

**ACHIEVEMENT AND PERFORMANCE (CONTINUED)**

**Charitable activities (continued)**

Aside from the purely financial benefits, the various activities of the charity helped to build closer relationships between the parents, teachers and children.

The money raised was used to enhance the school environment and the educational experience of the children in a number of ways, including supporting school events.

**FINANCIAL REVIEW**

**Financial Results**

The results for the year are set out on page 5. The Association has a **surplus** of **£30,966** for the year (2021: deficit of £52,000) which, after adding the balance brought forward from the previous year of £39,527 shows a **balance carried forward** of **£70,493**.

The main source of income of the charity is from informal fundraising activities.

**Reserves policy**

The trustees target a minimum level of free reserves of about £17,000 which is approximately one year's net fund raising income. The charity's accumulated reserves are going to be used on a number of school projects.

**Trustees' Responsibilities**

Charity regulations require the Trustees to prepare accounts for each financial year which show the incoming resources and application of the resources of the Charity in the year.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**On behalf of the Board of Trustees**

**Paola Kennedy**  
(Chair)

**Aaslf Ebrahim**  
(Treasurer)

Date                      16/11/2023

## **INDEPENDENT EXAMINER'S REPORT**

### **to the Trustees of Montpelier Primary School Parents Teachers and Friends Association**

I report to the Trustees on my examination of the accounts of the Montpelier Primary School Parents Teachers and Friends Association ('the charity') for the year ended 30 September 2022, which comprises the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees as a body, in accordance with section 145 Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose.

To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my work, for this report, or for the opinion I have formed.

#### **Responsibilities and basis of report**

As the trustees of the charity 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 charity's accounts carried out under section 145 of the 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor consider in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

#### **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:

- \* accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- \* 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.

**Ketan Ramesh Patel FCCA**  
Merchant & Co.  
Chartered Certified Accountants  
2 Craven Road  
Ealing  
London  
W5 2UA

Date: 17/11/2023

**MONTPELIER PRIMARY SCHOOL  
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Notes	2022		2021
		£	£	£
<b>Receipts</b>				
<i><b>Fundraising Events:</b></i>				
Summer fete			30,717	-
Christmas disco			585	-
School calendars			3,468	-
Food fair			1,866	-
Non-uniform day			1,358	-
Yr 6 leavers event			200	-
Pizza Friday			1,156	-
Ealing Half Marathon			2,755	-
Donations			1,628	-
Second hand uniform sales			725	-
Valentine's Day Balloon Race			327	-
<b>Total Receipts</b>			<b>44,785</b>	<b>-</b>
<b>Payments</b>				
<i><b>Fundraising Events:</b></i>				
Summer fete			8,518	-
Christmas disco			604	-
Food fayre			369	-
Pizza Friday			1,575	-
Yr 6 leavers event			143	-
			<b>11,209</b>	<b>-</b>
<i><b>Donations to the School:</b></i>				
Shakespeare project		1,950		-
12 Globes	4	<u>145</u>	2,095	-
<i><b>Other Payments:</b></i>				
Software - QuickBooks		261		-
Subscriptions		<u>254</u>		-
			<b>515</b>	<b>-</b>
<b>Total Payments</b>	<b>3</b>		<b>13,819</b>	<b>-</b>
<b>Surplus of the year</b>			<b>30,966</b>	<b>-</b>
<b>Cash balance brought forward from Previous Year</b>			<b>39,527</b>	<b>-</b>
<b>Cash balance carried forward to Next Year</b>			<b>70,493</b>	<b>39,527</b>

**MONTPELIER PRIMARY SCHOOL  
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

**STATEMENT OF ASSETS AND LIABILITIES  
AS AT 30 SEPTEMBER 2022**

	Notes	2022 £	2021 £
<b>Assets</b>			
Debtor: Ealing Half Marathon		987	-
Cash at bank		<u>70,493</u>	<u>-</u>
		<u><u>71,480</u></u>	<u><u>-</u></u>
<b>Liabilities</b>			
Accrual - Independent Examination		<u>960</u>	<u>-</u>
		<u><u>960</u></u>	<u><u>-</u></u>

These accounts were approved on 16/11/2023 and signed on behalf of the Board of Trustees by

Paola Kennedy  
(Chair)

Aasif Ebrahim  
(Treasurer)

**Notes:**

1. No amounts were paid to Trustees in the year, other than bona fide reimbursements.
2. The cost of all equipment purchased is written off in the year of purchase.
3. VAT is not reclaimable on expenditure made from this Fund.
4. Related Party. The charity is connected to the School and may have transactions with both the School's Public and Private Funds. This PTA generates most of its income from fundraising activities which take place mostly on school premises except for school trips. From time to time the school requests that certain items be considered for funding by the PTA.
5. Previous year's accounts were not prepared and independently examined by Merchant & Co.