

**THE PARENT TEACHER ASSOCIATION OF
EAST SHEEN PRIMARY SCHOOL**

**TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2021**

Registered Charity No. 273295

EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

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EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION
CHARITY INFORMATION

Charity Number	273295
Trustees and Committee	<p>Victoria Kirkman Appointed Co-Chair 21 January 2020</p> <p>Jessica Oliver Appointed Co-Chair 21 January 2020</p> <p>Nicola Dawson Appointed Co-Chair 21 January 2020</p> <p>Gemma Hill Appointed Co-Chair 21 January 2020</p> <p>Alexandra Hobbs Appointed Co-Chair 21 January 2020</p> <p>Tracey Grove Appointed Treasurer 21 November 2017</p> <p>Elizabeth Page (Head Teacher)</p> <p>Dawn Clacher (Teacher rep)</p> <p>Ruth Robers Appointed Parent Rep Co-Ordinator 21 January 2020</p> <p>Cat Ivison Appointed Parent Rep Co-Ordinator 21 January 2020</p> <p>Rachel Lampkowski Appointed Parent Rep Co-Ordinator 21 January 2020</p>
Constitution	<p>Constitution adopted 6 November 1973</p> <p>and amended 26 November 1974,</p> <p>17 November 1975, 18 September 1986,</p> <p>23 September 2002 and 22 October 2013</p>
Principal Address	<p>East Sheen Primary School</p> <p>Upper Richmond Road West</p> <p>London</p> <p>SW14 8ED</p>
Bankers	<p>Barclays Bank plc</p> <p>8 George Street</p> <p>Richmond</p> <p>Surrey</p> <p>TW9 1JU</p>
Independent Examiner	<p>Mr Andrew Young</p> <p>51 Palewell Park</p> <p>East Sheen</p> <p>London</p> <p>SW14 8JQ</p>

EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST AUGUST 2021

The Trustees, who are referred to as the Committee, present their report and financial statements for the year ended 31 August 2020.

REVIEW OF THE OPERATIONS

This year a total of £32,081 (2020: £31,014) has been raised. This represents another great year of fundraising for the PTA primarily from the Coffee Fund, Quiz Nights, Gift List and Summer Fundraising. Fundraising this year was once again curtailed by the Covid -19 pandemic with both the Quiz Nights and the Summer Fundraising auction being held online.

As shown in the accounts, total expenditure of £19,066 (2020: £42,439) occurred in the current year and was primarily made up of the PTA's contribution to new class whiteboards, Ipads, gardening costs, and playground repairs/improvements. Less spending occurred this year as the school had to concentrated on home schooling provisions and safety in school issues relating to the Covid 19 pandemic.

The PTA continues to look for worthwhile projects, both large and small.

The PTA would like to thank everyone who has supported our fundraising efforts this year.

ORGANISATION

The membership of the PTA comprises the parents and legal guardians of pupils in the School and members of the teaching or other staff of the School.

The Committee, which is elected by the members annually, manages the PTA. This Committee organises events, with the help of the main body of members, to raise funds. These funds are then distributed by Committee decision.

There have been no material changes in either the objectives or policies since the last Annual General Meeting.

OBJECTIVES AND ACTIVITIES

The objects are to promote and further the charitable aims and objectives of East Sheen Primary School and the welfare and education of the registered pupils in attendance at East Sheen Primary School.

The principal activities of the Charity each year are to raise funds primarily from parental contributions and to remit these funds to East Sheen Primary School as required.

PUBLIC BENEFIT

The Trustees confirm that, in determining the activities of the Charity, they have paid regard to guidance issued by the Charity Commission on public benefit.

Signed

Victoria Kirkman	Co-Chair	October 2021
Nicola Dawson	Co-Chair	October 2021
Alexandra Hobbs	Co-Chair	October 2021
Gemma Hill	Co-Chair	October 2021
Jessica Oliver	Co-Chair	October 2021

EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

FUTURE PLANS AND COMMITMENTS

It is not the policy of the PTA to commit future Committees to any expenditure prior to funds being available.

However, historically, the PTA typically has long-term commitments and for the forthcoming year they are as follows:

	£
Head Teacher's Discretionary Fund (£500 per term)	1,500
Year 6 leaving gifts	700
Kitchen Maintenance	300
External Garden Maintenance	2,500
	<hr/>
	5,000
	<hr/>

The Committee is of the opinion that the PTA's financial resources are adequate to meet these plans and commitments.

VOLUNTARY ASSISTANCE

We wish to thank all the members for their voluntary help throughout the year, without which none of the PTA achievements could have been accomplished.

Victoria Kirkman	Co-Chair	October 2021
Nicola Dawson	Co-Chair	October 2021
Alexandra Hobbs	Co-Chair	October 2021
Gemma Hill	Co-Chair	October 2021
Jessica Oliver	Co-Chair	October 2021

EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION
(THE TRUST)**

I report on the accounts of the Trust for the year ended 31 August 2021, which are set out on pages 5 to 7.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF EXAMINER'S STATEMENT

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.

INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Young
October 2021

EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2021**

	2021		2020	
	£	£	£	£
INCOME FROM:				
(1) FUND RAISING ACTIVITIES				
Christmas Fair	-		18,257	
Summer Fundraiser	11,252		-	
Phoenix Magazine	183		319	
Quiz Night	4,209		3,785	
EasyFundRaising			-	
Coffee Fund Revenue	10,710		7,802	
Teachers Gift List	4,354		-	
Subtotal Income from Fundraising		30,708		30,163
(2) OTHER SOURCES				
Uniforms	344		-	
Online shopping	1,029		851	
Subtotal Income from Other Sources		1,373		851
TOTAL INCOME		32,081		31,014
EXPENDITURE				
LARGE ITEMS				
Playground Repairs	-		6,041	
Books Purchases	797		-	
Playground Improvement	1,600		-	
Year 6 leaving gifts	-		602	
Gardening	1,168		4,192	
Ipad & Covers	5,138		9,076	
Class Gifts	-		3,500	
IT Software and Consumables	96		-	
ParentMail Expense	7		-	
Teaching Kitchen Maintenance	-		300	
First Aid Course	-		1,453	
Stem Week	-		2,500	
Whiteboards	5,700		11,400	
Uniform Expense	1,526		-	
		16,032		39,064
GENERAL ITEMS				
Headteacher's Discretionary Fund	1,500		1,500	
Other	1,534		1,875	
		3,034		3,375
TOTAL EXPENDITURE		19,066		42,439
(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE		13,015		(11,425)
FUND BALANCES AS AT 1ST SEPTEMBER 2020		24,108		35,533
FUND BALANCE AS AT 30 AUGUST 2021		37,123		24,108

EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021		2020	
		£	£	£	£
CURRENT ASSETS					
Cash at Bank and in hand		36,474		21,748	
Stock (Uniforms)	2	649		1,937	
Stock (Drinks)	2	-		423	
Debtors and prepayments	3	-		-	
			37,123		24,108
CREDITORS WITHIN ONE YEAR					
Sundry Creditors and accruals			-		-
			37,123		24,108
FINANCED BY:					
RETAINED FUND					
Balance brought forward			24,108		35,533
(Deficit)/Surplus for the year			13,015		(11,425)
			37,123		24,108

These accounts were approved by the Committee October 2021

Victoria Kirkman	Co-Chair	October 2021
Nicola Dawson	Co-Chair	October 2021
Alexandra Hobbs	Co-Chair	October 2021
Gemma Hill	Co-Chair	October 2021
Jessica Oliver	Co-Chair	October 2021

Tracey Grove	Treasurer	October 2021
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EAST SHEEN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021

1) 1.1 BASIS OF ACCOUNTING

The financial statements have been prepared in accordance with the Association's governing document, the Charities Act 2011 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (as amended for accounting periods commencing from 1 January 2019). The Association is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Association. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going Concern

At the time of approving the financial statements, the Committee members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus the Committee members continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the Committee members in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Income

All income is credited to the Statement of Financial Activities when the charity is legally entitled to the income, receipt is probable and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

Expenditure is recognised in the period in which it is incurred and is classified under headings that aggregate costs as detailed in the Statement of Financial Activities.

1.6 Cash & cash equivalents

Cash comprises readily available amounts held in UK bank accounts.

2) STOCK

Stock is shown at the lower of cost and net realisable value.

3) DEBTORS

These consist of:

2021	2020
£	£
-	-
<hr/>	<hr/>
<hr/> - <hr/>	<hr/> - <hr/>

4) RELATED PARTIES

There were no disclosable related party transactions during the year (2020 - none).