



St Matthew's PTA
Charity Number: 288436

Trustees' Annual Report & Statement of Financial Activity
1 September 2021 to 31 August 2022

23rd October 2022

Executive Summary

St Matthew's PTA is the Parent-Teacher Association for St. Matthew's Primary School in Cambridge.

During the earlier parts of the 2021-22 period, the PTA was not able to operate many of its usual activities for children due to the school's restrictions on events and parent visitors due to Covid-19. Restrictions were lifted in time for a highly successful Summer Fair, which raised £4,165 and was well attended. Other fund-raising activities brought the PTA's general fundraising activities to £6,323.

The PTA made a number of grants to the school, totalling £10,692 for equipment/facilities and £1,175 for excursions/activities.

In addition, the PTA's on-going Fund St Matthew's campaign (restricted fund) received £41,722 in donations. This included £10,000 from a donor which was successfully used as a 'matching fund' to encourage other donations. Funds raised for this campaign were granted directly to the school to spend as required. £42,547 from this fund was granted to the school in this reporting period.

The PTA's finances are healthy, with assets totalling £15,836 at the end of the reporting period, £1,176 of which is the balance of the Fund St Matthew's restricted fund.

Reference & Administration Details

Name: St Matthew's PTA
Charity Number: 288436
Address: St Matthew's Primary School
19 Norfolk Street, Cambridge, CB1 2LD

Names of the Charity Trustees who manage the Charity between 1st September 2021 and the date this report was produced:

Name	Office	Appointed	Resigned
Katrina Halliday	Chair	20/10/2020	12/10/2021
Gabrielle Uncles	Chair	20/10/2020	12/10/2021
Laura Franks	Secretary	20/10/2020	12/10/2021
Marysol Bell	Treasurer	20/10/2020	12/10/2021
Emma Willis	Committee	20/10/2020	12/10/2021
Susan Ross	Committee	20/10/2020	12/10/2021
Sebastian Wills	Committee	20/10/2020	12/10/2021
Laura Franks	Chair	12/10/2021	10/10/2022
Marysol Bell	Secretary	12/10/2021	
Sebastian Wills	Treasurer	12/10/2021	
Laura Franks	Events Officer	10/10/2022	

Structure, Governance & Management

Type of Governing Document:

Constitution

How the Charity is Constituted:

Association

Trustee Selection Methods

Nominated, seconded, and voted for at AGM and between AGM co-opted by committee members at committee meetings.

Additional governance issues

St Matthew's PTA works closely with the school headmaster and senior staff, as well as with our teacher representative on the committee, Sarah Barratt.

The charity is a member of NCPTA (Parentkind).

Objectives

To contribute to school resources to enhance the experience and wellbeing of the staff and children. To run events which increase the involvement of the parent community in the social life of the school and awareness of the role of the PTA. To provide funds/facilities/items for the school outside statutory funds in consultation with the headmaster and/or senior school staff.

Statutory Declaration on Public Benefit

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Activities, Achievements & Performance

Events

The PTA usually runs numerous events with the dual aims of raising funds and providing entertainment and enrichment for the school community.

A limited number of events could be run this year due to Covid-19 restrictions.

We were able to hold a Spooky Dress Up Day (raising £816), and a classroom window decorating competition (raising £251). We provided a bag of Christmas decorations for each classroom, which were very well received, and organised the usual Christmas cards designed by the pupils, which raised £1,145. Bag2School clothing collections raised £380.

Happily, we were able to go ahead with a very successful Summer Fair in July, which raised £4,165.

We organised the traditional Year 6 Leavers' hoodies, paid for directly by Year 6 parents. Once again, those in receipt of Pupil Premium had their hoodie funded, the cost of which was fully covered by a pay-it-forward scheme.

In total, events raised £6,323 after costs.

School projects supported

Money raised through events, as well as donations and through the Giving Machine and Amazon Smile, is spent fulfilling funding requests from teachers as well as school-wide projects.

In total, grants for school activities and equipment totalled £10,692, plus £1,175 for excursions/activities.

Some of the larger grants were:

- £3,112 on a set of new picnic benches for the playground. These were a much campaigned-for request by the pupils, which the PTA was delighted to fund.
- £2,247 on new resources for the year 1-6 maths cupboard.
- £680 on watercolour paints for each class.
- £567 on renovating part of the Reception/Nursery playground.
- £420 on a set of glockenspiels for the music department.

Fund St Matthew's

Fund St Matthew's (previously known as the Funding Shortfall campaign) was started in March 2019 by a group of parents with the support of the PTA committee, and continues to attract generous donations, mainly from parents, carers and other relations of pupils at the school. Its goal is to raise money to support the education of pupils at the school. Most of the money raised for this campaign comes from donations made to the PTA via JustGiving and CAF. The PTA operates the scheme. Donations are ring-fenced for the Fund St Matthew's fund, and are granted to the school to spend as required.

Donations to Fund St Matthew's totalled £41,722 in the period covered by this report. The total donated since the campaign was started was £118,051 as of 31st August 2022. Donations are passed regularly to the school. Money in the PTA's bank account assigned to Fund St Matthew's at the end of the academic year was £1,176.

Fund St Matthew's donations are granted to the school to use as it sees fit, however we agreed with the school that donations beyond the original £60,000 target (the size of the 2019 funding cut) will be spent on projects that will benefit the school for years to come but which are difficult to fund from the school's core budget.

In this period, the school used Fund St Matthew's money to fund a set of Chromebooks (£5,549) and the Year 2 outdoor learning area (£3,330). The remaining funds are with the school and were planned to be used (in future reporting periods) for projects including library move/enhancements, a covered outdoor eating area, a roof terrace learning space and playground 'greening'/improvements. Recent changes in the school's funding situation may impact these plans.

Full information about the amount raised and the projects we are discussing with the school are published at fundstmatthews.com for transparency.

Other income

In addition to the Fund St Matthew's donations, £85 was donated directly to the PTA, and £248 was raised from The Giving Machine and Amazon Smile, which generate referral fees when parents shop online.

Parent engagement

The Classlist online platform continued to be an important way for us to quickly get messages out to parents and help enable communication among parents. We also used it effectively for online ticket sales. We are grateful to our Class Reps who are another effective channel for involving parents, and too the many people who are not Committee members but who contribute their time and energy to the PTA's activities.

Financial Review

Statement of the Charity's Policy on Reserves

St Matthew's PTA seeks to support St Matthew's Primary School by providing financial and other assistance to those projects agreed by the Trustees (and in consultation with the Headmaster and senior staff) as good causes, whilst maintaining at all times a positive level of reserves. Thus, the amount of reserves remaining at the end of any given financial year will be determined solely by the Trustees. Our reserves can be spent when agreed by the PTA committee and in line with the objectives of the PTA.

There are no current uncertainties regarding the PTA's ability to continue as a going concern. Although the level of grants made to the school were higher than income, this reflects a spending of previous surplus, and our reserves remain sufficient.

The available funds as at 31st August 2021 were £14,660 (previous period: £19,619) as shown in the accounts.

We recognise and are very grateful for contributions from the school parents for their continued help so that we can carry on supporting the school.

All fundraising is carried out on a voluntary basis by our wonderful parent community. There are no paid fundraisers or committee members in our charity.

Details of Any Funds Materially in Deficit

The Trustees declare that the charity had no funds which were materially in deficit at the date of the statement of assets & liabilities.

Particulars of Any Outstanding Guarantee Given by the Charity

The Trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets & liabilities.

Particulars of Any Outstanding Debt

The Trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets & liabilities.

Declaration

The Trustees declare that they have approved the above report and authorised that it be signed on their behalf.

Signed on behalf of the PTA trustees



Sebastian Wills
Trustee
23rd October 2022

ST MATTHEW'S PTA

Registered charity no. 288436

Receipts & Payments Accounts for the period 1st September 2021 to 31st August 2022
RECEIPTS AND PAYMENTS

		2021-22		2020-21
	Receipts	Payments	Net Receipts	Net Receipts
Fundraising activities				
Fairs	5,307	1,142	4,165	-
Discos	-	-	-	-
Dress-up days	816	-	816	1,624
Cake Sales	-	-	-	-
Christmas cards	4,741	3,596	1,145	1,306
Bags2School	380	-	380	761
Other activities				
Year 6 hoodies	311	229	82	-18
Summer Bag of Fun (summer 2021)	-	265	-265	292
Competitions, etc	251	-	251	-293
Sub-total	11,806	5,233	6,574	3,672
School Projects Funded				
Classroom donations/decorations (Christmas)	18	246	-228	-383
School Equipment/Facilities	-	10,692	-10,692	-186
Library books/resources	-	-	-	-
Excursions/Activities	10	1,175	-1,165	-815
Other grants/gifts to school	-	-	-	-33
Sub-total	28	12,113	-12,085	-1,416
Operating expenses				
Operating expenses	-	134	-134	-123
PTA Equipment/Resources	-	-	-	-
Sub-total	-	134	-134	-123
Other Income				
Referral schemes	248	-	248	193
Donations to PTA	85	-	85	78
HMRC Gift Aid claims not handled by donation platforms	353	-	353	-
Sub-total	687	-	687	271
Total excluding Fund St Matthew's	12,521	17,480	-4,959	2,404
Fund St Matthew's (previously Funding Shortfall) campaign (restricted fund)				
Grants made to school	-	42,547	-42,547	-50,963
Donations received	41,722	-	41,722	23,169
Sub-total	41,722	42,547	-825	-27,794
Income and expenses from this account sheet but relating to prior year	-	-	-	217
TOTAL	54,243	60,027	-5,784	-25,173

ASSETS AND LIABILITIES AS OF 31st AUGUST

	2021-22	2020-21
Cash Assets		
NatWest Bank Balance	15,646	21,430
Cheques written not yet cashed	-	-
Cash in hand (float)	40	40
Sub-total	15,686	21,470
Debtors (long-term)		
FilmBank deposit	150	150
Sub-total	150	150
Liabilities		
Sub-total	-	-
Total assets @31st Aug	15,836	21,620
Breakdown by fund		
Funding Shortfall campaign (restricted fund)	1,176	2,001
General fund	14,660	19,619

Check: movement in cash assets against net income	Cash assets 31 st August 2021	15,686
	Cash assets 31 st August 2022	21,470
	Movement in cash assets	-5,784
	Net income	-5,784
	Difference (should be zero)	-

Independent examiner's report to the trustees of St Matthew's PTA.

I report to the trustees on my examination of the accounts of St Matthew's PTA (the Trust) for the year ended 31st August 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.

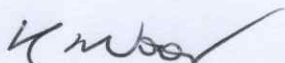
Independent examiner's statement

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: Kevin Woor

Relevant professional qualification or membership of professional bodies (if any): FCCA

Address: 17 Ainsworth Place, Cambridge, CB1 2PG

Date: 04 April 2023