



**St Matthew's PTA**  
**Charity Number: 288436**

Trustees' Annual Report & Statement of Financial Activity  
1 September 2022 to 31 August 2023

**7<sup>th</sup> November 2023**

# Executive Summary

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

During the 2022-23 period the PTA ran events to raise money for the school and build the school community. The largest events were the Winter and Summer Fairs, which together raised £4,573. Cake sales raised £4,288. Other fund-raising activities brought the PTA's general fundraising income to £11,874.

In addition, the PTA's *Fund St Matthew's* campaign received £38,746 in donations. This includes £5,000 to be used as part of a 'matching fund' starting after this reporting period.

The PTA made grants to the school from its core funds, totalling £21,834. These included £11,000 towards a set of services at risk of being cut due to the school's budget deficit (the "deficit projects"), £8,346 for equipment/facilities and £875 for excursions/activities.

A further £33,632 was granted to the school from the Fund St Matthew's balance, of which £30,197 went towards the deficit projects.

The PTA's finances are healthy, with assets totalling £12,331 at the end of the reporting period. Of this, £6,041 is core PTA funds and the remainder are *Fund St Matthew's* donations.

# 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 1<sup>st</sup> September 2022 and the date this report was produced:

<b>Name</b>	<b>Office</b>	<b>Appointed</b>	<b>Resigned</b>
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	
Jeshika Moonsamy	Chair	29/11/2022	
Andrew Tomlinson	Assistant Treasurer	16/10/2023	
Kim Nguyen	Secretary	14/11/2023*	
Marysol Bell	Committee	14/11/2023**	

\* co-opted

\*\* change of role agreed by committee

# 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, Barry Evans.

The charity is a member of Parentkind (NCPTA).

**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 ran events throughout the year with the dual aims of raising funds and providing enrichment for the school community. The main events and activities were:

- Magic show for Reception & Nursery
- Spooky Disco, raising £919
- Festive and Summer Fairs, attended by pupils and their families. Together these raised £4,573.
- Festive greetings cards designed by the pupils and sold to parents/carers, raising £1,546
- Unwanted clothing collections (two collections) raising £452
- A swim night at Parkside Pools, raising £558
- A 'Colour Run', which involved the pupils clocking up laps of the sports pitch, sponsored by parents/carers, raised £8,081 (processed as Fund St Matthew's donations)
- A cake sale hosted by each year group, spread over the year, raising a total of £4,288.
- Year 6 leavers' hoodies. These were bought by parents, but the PTA covered the cost of hoodies for Pupil Premium families.

In total, events and our on-line shopping affiliate schemes raised £11,874 after costs, excluding the £8,081 Colour Run donations which are counted below under Fund St Matthew's.

## 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 requested by staff totalled £9,222.

Some of the larger grants were:

- £2,517 towards a new library carpet (the rest funded via Fund St Matthew's)
- £688 on creative play equipment for Year 1
- £617 on T-shirts for the KS1 and KS2 choirs
- £535 on 'small world' toys for Reception & Nursery
- £425 on a woodwork bench for Nursery

In addition, the PTA contributed £11,000 of PTA funds to the 'deficit projects' identified by the school as being at risk of being cut due to a budget deficit. These are described further in the following section. The £11,000 granted from core PTA funds came from historically unspent funds in the PTA bank account, while maintaining a 'buffer' of at least £4,000 in the PTA account to ensure it can continue operating effectively. The committee decided it was the best use of these funds to help the school continue to provide services such as dedicated music provision and counselling, and enable the school to recover more quickly from its budget deficit. This decision was confirmed at a general meeting on 9th May 2023.

## 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 is now operated fully by the PTA. It 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. Donations are ring-fenced for the Fund St Matthew's fund, and are granted to the school to spend as required, or spent directly on equipment or projects agreed with the school management.

Donations to Fund St Matthew's totalled £38,746 in the period covered by this report. Money in the PTA's bank account assigned to Fund St Matthew's at the end of the period was £6,290. This includes £5,000 received to be used as part of a 'donation matching' campaign starting in October 2023.

In Autumn 2022, at the school's request, the PTA switched from granting donations automatically to the school, to holding the money and spending it directly on equipment or projects as agreed with the school. This was done to keep donated funds distinct from the main school budget. In this mode of operating, Fund St Matthew's money was used to pay for 50% of the new school library carpet (£2,517) and a new laptop for SEN assessments (£918).

In Spring, head teacher Mr Davies approached the PTA and the parent body with news of a renewed school funding crisis and budget deficit, due to rising staff costs not fully funded by government and energy prices. He requested help funding a list of important provisions that were under threat of being cut, totalling an estimated £47,600. The list, which we refer to as the "deficit projects", comprised:

- A new Phonics programme (the previous one having closed down)
- Renewing the lease on most of the school's Chromebooks
- Delivery of music lessons to all children by a specialist music teacher
- Sustaining the school's counselling service
- Raising funds to support families facing difficult circumstances to pay for school trips

The PTA decided to support the school's request, earmarking accumulated and future *Fund St Matthew's* donations, including £8,081 donated during our Colour Run event, towards these deficit projects.

As of 31st August 2023, £30,197 of Fund St Matthew's donations had been granted to the school towards the 'deficit projects'. Combined with the £11,000 from core PTA funds previously noted, there was approximately £6,400 remaining to be raised. Once the deficit projects are fully funded, the intention is for Fund St Matthew's donations to once again be collected towards longer-term "extras" to add new facilities or projects at the school.

Donors are kept informed via a dedicated Fund St Matthew's website, [fundstmatthews.com](http://fundstmatthews.com).

# 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 2023 were £6,041 (previous period: £14,660) as shown in the accounts. This does not include reserved for the Fund St Matthew's (£6,290) since these are not available for general PTA activities.

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  
15<sup>th</sup> November 2023

**ST MATTHEW'S PTA**

Registered charity no. 288436

**Receipts & Payments Accounts for the period 1st September 2022 to 31st August 2023**
**RECEIPTS AND PAYMENTS**

	<b>2022-23</b>			<b>2021-22</b>
	<b>Receipts</b>	<b>Payments</b>	<b>Net Receipts</b>	<b>Net Receipts</b>
<b>Events and projects</b>				
Fairs	7,992	3,419	4,573	4,165
Discos	1,183	264	919	-
Dress-up days	-	-	-	816
Cake Sales	4,449	161	4,288	-
Christmas cards	1,546	-	1,546	1,145
Bags2School	452	-	452	380
Year 6 hoodies	-	403	-403	82
Summer Bag of Fun (summer 2021)	-	-	-	-265
Other events incl Swim Night	941	469	472	251
<b>Sub-total</b>	<b>16,563</b>	<b>4,716</b>	<b>11,847</b>	<b>6,574</b>
<b>School Projects Funded</b>				
Classroom donations/decorations (Christmas)	-	344	-344	-228
School Equipment/Facilities	-	8,346	-8,346	-10,692
Library books/resources	-	-	-	-
Excursions/Activities	-	875	-875	-1,165
School budget support ("deficit projects")	-	11,000	-11,000	-
Pay It Forward support for trips	1,258	1,258	-	-
<b>Sub-total</b>	<b>1,258</b>	<b>21,824</b>	<b>-20,566</b>	<b>-12,085</b>
<b>Operating expenses</b>				
Operating expenses	-	312	-312	-134
PTA Equipment/Resources	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>312</b>	<b>-312</b>	<b>-134</b>
<b>Other Income</b>				
Referral schemes	283	-	283	248
Donations to PTA	91	-	91	85
HMRC Gift Aid claims not handled by donation platforms	38	-	38	353
<b>Sub-total</b>	<b>412</b>	<b>-</b>	<b>412</b>	<b>687</b>
<b>Total excluding Fund St Matthew's</b>	<b>18,233</b>	<b>26,852</b>	<b>-8,619</b>	<b>-4,959</b>
<b>Fund St Matthew's campaign (restricted fund)</b>				
Grants made to school	-	33,632	-33,632	-42,547
Donations received	38,746	-	38,746	41,722
<b>Sub-total</b>	<b>38,746</b>	<b>33,632</b>	<b>5,114</b>	<b>-825</b>
<b>Income and expenses from this account sheet but relating to prior year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>56,979</b>	<b>60,484</b>	<b>-3,505</b>	<b>-5,784</b>

**ASSETS AND LIABILITIES AS OF 31<sup>st</sup> AUGUST**

	<b>2022-23</b>	<b>2021-22</b>
<b>Cash Assets</b>		
NatWest Bank Balance	12,141	15,646
Cheques written not yet cashed	-	-
Cash in hand (float)	40	40
<b>Sub-total</b>	<b>12,181</b>	<b>15,686</b>
<b>Debtors (long-term)</b>		
FilmBank deposit	150	150
<b>Sub-total</b>	<b>150</b>	<b>150</b>
<b>Liabilities</b>		
<b>Sub-total</b>	<b>-</b>	<b>-</b>
<b>Total assets @31st Aug</b>	<b>12,331</b>	<b>15,836</b>
<b>Breakdown by fund</b>		
Funding Shortfall campaign (restricted fund)	6,290	1,176
General fund	6,041	14,660

Check: movement in cash assets against net income

Cash assets (start of period)	12,181
Cash assets (end of period)	15,686
Movement in cash assets	-3,505
Net income	-3,505
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 31<sup>st</sup> August 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

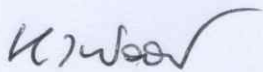
### **Independent examiner's statement**

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: 9 February 2024

**ST MATTHEW'S PTA**  
Registered charity no. 288436

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