

Trustees' Annual Report for the period

Period start date
From 01 09 2018 To 31 08 2019
Period end date

Section A Reference and administration details

Charity name HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION

Other names charity is known by HOLLYMOUNT PTA

Registered charity number (if any) 290402

Charity's principal address HOLLYMOUNT SCHOOL

CAMBRIDGE ROAD

WEST WIMBLEDON

Postcode

SW20 0SQ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Sam Birnage	Hollymount Head Teacher		Hollymount School PTA
Catherine Martin	Vice Chair		Hollymount School PTA
Taronish Billimoria	Vice Chair		Hollymount School PTA
Joanna Richards	Co-Treasurer		Hollymount School PTA
Alison Louw	Co-Treasurer		Hollymount School PTA
Joanna Spreadbury	Co-Treasurer		Hollymount School PTA
Claire Peter	External Liaison Officer		Hollymount School PTA
Ed Ciacchi	Secretary		Hollymount School PTA
Kirsty Davies	Events Organiser		Hollymount School PTA

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Natwest Bank	16 Wimbledon Hill Road, London SW19 7NN
Independent Examiner	Joanne Moore	84a Melbury Gardens, London SW20 0DN

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Hollymount PTA has adopted the Parentkind Model Constitution as approved by the Charities Commission
How the charity is constituted (eg. trust, association, company)	Association consisting of parents/guardians/carers of pupils and teachers
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed by members annually at the Annual General Meeting. Trustees may be co-opted by agreement with the trustees.

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's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Hollymount PTA is comprised of parents, guardians and carers of pupils, as well as teachers of Hollymount Primary School.

All trustees and members of the association give their time voluntarily and receive no remuneration or other benefits.

The Association is registered with Parentkind, membership number 14582.

Our main fundraisers, the Winter and Summer fairs, are open to the school and the wider community.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objective of Hollymount PTA is to advance the education of pupils in the school:

- By developing effective relationships among the staff, parents/carers and others associated with the school
- By engaging in activities or providing facilities or equipment which support the school and advance the education of pupils

In setting our objectives and planning our activities for the year the

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)

trustees have given careful consideration to the Charity Commission's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries.

The focus of our activities is solely the advancement and well-being of the pupils and their education.

The main activities of the Association are fundraising in line with our objectives and sponsorship of various school activities/equipment for the benefit of the pupils' education.

Our usual fundraising events were limited by the effects of COVID-19 and the resulting school closure however a summary of activity is as follows:

- Fundraising events raised a surplus of £12,529. This includes the net proceeds from the Winter fair, sale of Christmas cards and trees, a children's disco and sale of cook books.
- Sponsorship, Gift Aid and Matched Funding raised £11,366.
- Donations received by the PTA including via Local Giving amounted to £18,139.
- Grants received from Co-op totalled £438.
- Fundraising by year groups raised £3,495 from cake sales and year 6 led events, of which £1,072 was used to provide further class resources/activities. The surplus will be spent in the following financial year.
- Commissions received of £516 included amounts raised via Amazon Smile and Easy Fundraising.

Donations to Hollymount School were as follows:

- Continued playground redevelopment £7,280.
- Provision of IT and computer equipment including interactive whiteboard screens for classrooms £12,191
- Parent Fund donations passed on to the school £20,234.
Completion of the outdoor classroom £4,010
Drama Room resources £1,134
Contribution to Parent App £1,000
- Activities to enhance pupils' curriculum and well-being £3,967
- Educational software subscriptions £748

Net payments for the year amounted to £6,891.

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.

Member volunteers continue to make a great contribution although fundraising opportunities have been limited in the second half of the year due to COVID-19.

We are continually grateful for the time the volunteers have spent in helping to achieve the Association's objectives. Without this valuable contribution of time, energy and expertise we would not have been able to implement various projects that enrich the pupils' education, experience and enjoyment at Hollymount.

Summary of the main achievements of the charity during the year

School Year 2019/20**Autumn Term**

Most of this academic year's fundraising was done in the Autumn term. We had the usual Hallowe'en disco and Winter fair and for the first time a wreath making evening which was very popular.

We also produced a Hollymount Cook Book containing recipes submitted by Hollymount families which was a great success.

Spring & Summer Term

During the spring term we had planned a Quiz night which unfortunately had to be cancelled due to COVID-19. Fundraising events for the rest of the year were very minimal.

Section E Financial review

Brief statement of the charity's policy on reserves

At the 2019/20 financial year end the cash balance was £38,641 which consisted of a balance of £45,531 from the previous year end and net payments of £6,891.

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.

All our fundraising activities are aimed at solely providing resources, activities and equipment to support the education of pupils and enrich their school lives.

In a usual year our main fundraisers, being the winter and summer fairs, are well attended and strongly supported by parents, pupils and teachers alike, as well as the wider community.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Taronish Billimoria

Full name(s)

TARONISH BILLIMORIA

Position (eg Secretary, Chair, etc)

VICE-CHAIR

Date

25/6/21

HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
 (Registered Charity No. 290402)
 ANNUAL ACCOUNTS
 FOR THE YEAR ENDED 31 AUGUST 2020

		2019/20	2018/19
Income			
Donations		£1,000	£1,000
Subscriptions		£1,000	£1,000
Other Income		£1,000	£1,000
Total Income		£3,000	£3,000
Expenditure			
Salaries and Wages		£1,000	£1,000
Travel Expenses		£1,000	£1,000
Other Expenditure		£1,000	£1,000
Total Expenditure		£3,000	£3,000
Surplus/Deficit		£0	£0

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
SUMMARY OF RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020**

	Notes	YEAR END 31/08/2020 £	YEAR END 31/08/2019 £
RECEIPTS - Unrestricted Funds			
Fundraising Events	2	21,302	37,929
Fundraising by Year Groups	3	3,495	5,645
Other Fundraising	4	516	2,051
Interest Received		41	59
Gift Aid		2,860	1,924
Grants Received	5	438	7,861
Match Funding	6	2,706	4,330
Parent Donations	7	18,139	13,424
Sponsorship	8	5,800	14,358
Total Receipts		55,297	87,581
PAYMENTS - Unrestricted Funds			
Fundraising Events	2	(8,773)	(18,828)
Donations to Hollymount School	9	(50,564)	(54,774)
Donations to Hollymount Year Groups	3	(1,264)	(5,534)
Sundry Expenses	10	(1,588)	(1,402)
Total Payments		(62,188)	(80,538)
Net of Receipts/(Payments)		(6,891)	7,043
Cash Funds from previous year end		45,531	38,488
Cash Funds this year end		38,640	45,531

HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
AS AT YEAR ENDED 31 AUGUST 2020

	YEAR END 31/08/2020 £	YEAR END 31/08/2019 £
CASH FUNDS		
Natwest - Current Account	7,612	9,570
Natwest - Savings Account	18,604	28,085
Natwest - Parent Fund Account	5,068	4,338
PayPal	7,117	3,468
Cash in Hand	240	70
Total Cash Funds	38,641	45,531
Represented by:		
Balance at the beginning of the year	45,531	38,488
Net movement in funds	(6,890)	7,043
Balance at end of period	38,641	45,531

HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting Policy

a) Basis of preparation

These accounts have been prepared in accordance with the cash basis accounting.

	Receipts £	Payments £	YEAR END 31/08/2020 Surplus £	YEAR END 31/08/2019 Surplus £
2 Fundraising Events				
Summer Fair	-	(50)	(50)	6,581
Winter Fair	10,548	(2,286)	8,262	5,442
Birthday Bookplates	180	-	180	234
Calendars	-	-	-	537
Christmas Cards	1,990	(1,502)	488	557
Christmas Trees	1,550	(1,154)	396	261
Christmas Wrapping Paper	38	-	38	175
Cookbook	1,822	(1,353)	469	-
Disco	2,009	(756)	1,253	1,139
Ice Cream Sales	248	(75)	173	575
Mufti Day	302	-	302	329
Music Evening	-	-	-	105
Quiz Night	1,110	(410)	700	2,204
Second Hand Uniform Sales	82	-	82	316
Spring Trail	117	(175)	(58)	-
Sundry	-	-	-	646
Wreath Making Evening	1,306	(1,012)	294	-
	21,302	(8,773)	12,529	19,101

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020**

			YEAR END 31/08/2020 £	YEAR END 31/08/2019 £
3 Fundraising by Year Groups				
	Receipts £	Donations £	Surplus £	Surplus £
All year groups	2,382	(1,072)	1,310	122
Year 6 activities	1,113	(192)	922	(11)
	3,495	(1,264)	2,232	111

a) Donations for class resources/activities include:

£772 - Educational toys & resources for classrooms

£300 - Year 1 Animal Experience workshop (partly subsidised)

b) Year group fundraising consists of receipts from individual year group class cake sales. These amounts are ringfenced for allocation to individual year groups for class resources and/or activities.

c) Year 6 run a cinema night in addition to other fundraising events during the year. These funds have been used to partly pay for leavers' hoodies with the Hollymount logo. In previous years they have also been used to fund the entrance tickets for activities on Year 6's trip to France and the Year 6 theatre production, however, in the current year, as it was not possible for these events to take place, the surplus has remained with the PTA.

d) Any surplus amounts that are unspent at the end of the financial year are carried forward to the next year, thereby following the relevant classes.

4 Other Fundraising

Commission from Classlist	-	1,215
Commission from Easyfundraising	411	710
Commission from Amazon Smile	105	26
Commission from Easy2Name	-	23
Commission from Northbrook	-	2
Commission from Riverford	-	75
	516	2,051

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020**

	YEAR END 31/08/2020 £	YEAR END 31/08/2019 £
5 Grants Received		
Aviva Community Fund	-	5,000
Co-Op Local Community Fund	438	1,886
Magic Little Grants	-	500
Tesco Bags of Help Scheme	-	-
Waitrose Community Matters Scheme	-	475
	438	7,861
6 Match Funding		
Localgiving	2,518	2,234
Barclays	-	1,000
Credit Suisse	-	500
Lloyds	188	96
RBS	-	500
	2,706	4,330
7 Parent Donations		
Parent Fund	15,766	12,731
Payroll giving	38	193
Other donations	2,335	500
	18,139	13,424
8 Sponsorship		
Sponsorship of fairs	5,400	13,708
Sponsorship of cookbook	400	-
Sponsorship of picnic tables	-	350
Sponsorship of quiz	-	300
	5,800	14,358

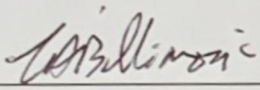
**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020**

	YEAR END 31/08/2020 £	YEAR END 31/08/2019 £
9 Donations to Hollymount School		
Playground Redevelopment Project	(7,280)	(7,680)
Books	(409)	(814)
Camcorder & Class Cameras	-	(1,935)
Class & Staff Presents	(952)	(961)
Computing equipment	(12,191)	(2,905)
Dividers for Drama room	(1,134)	-
Fans	(186)	-
Footprint Markings	-	(890)
FSU Christmas Party	-	(210)
Guided Reading Books for KS1	-	(2,565)
Headphone Set & Bluetooth Speaker	-	(310)
Interactive Screens	-	(7,000)
Map	(183)	-
Outdoor Classroom	(4,010)	(5,871)
Overhead Projector for Main Hall	-	(2,957)
Parent App	(1,000)	-
Parent Donation Passed to School	(500)	(500)
Parent Fund	(19,734)	(12,618)
Picnic Tables	-	(3,049)
PTA Cupboard	(618)	-
Reading Trolley	(337)	-
Spare clothes	(96)	-
Sports Day Refreshments	-	(10)
Stage for Main Hall	-	(3,038)
Star Readers Tea Party	-	(216)
Stationery	(820)	-
Subscriptions	(748)	(1,108)
Sundry	(366)	(138)
	(50,564)	(54,775)

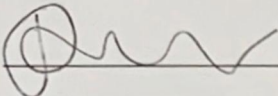
HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020

	YEAR END 31/08/2020 £	YEAR END 31/08/2019 £
10 Sundry Expenses		
Equipment purchases	(118)	(282)
Local Giving Annual Membership	(192)	(96)
London Borough of Merton (Fair raffles)	(20)	(20)
Parent Fund - Localgiving processing fees	(997)	(729)
Printing, Stationery & Postage	(8)	(126)
PTA UK Annual Membership	(122)	(117)
Sundry	(131)	(32)
	<u>(1,588)</u>	<u>(1,402)</u>

These accounts are signed on behalf of the Board of Trustees by:



 PTA Chair
 Date: 25/6/21



 PTA Treasurer

INDEPENDENT EXAMINER'S REPORT

FOR: Hollymount Primary School Parent Teacher Association

PERIOD: on the accounts for the year ended 31st August 2020.

The charity's trustees consider that an audit is not required for the year in question (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is required as gross income for the financial year in question exceed £25,000.

It is therefore my responsibility to

- examine the accounts – (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention

Basis of independent 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 explanations from the 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 statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention other than that disclosed below

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

There are no matters of concern to disclosure in my examination of the Hollymount Primary School Parent Teachers Association set of accounts ending 31st August 2020.

The accounts cover the period where the school was in lockdown due to Covid Pandemic. This was a direct cause of the 58% loss in receipts from fund-raising events compared with the prior year. The PTD donations to the school were in line with the prior year. 39% of the donations to the school came from the Parents Fund and 24% was new computer equipment.

Examiner: Joanne Moore

Relevant professional qualification: Member of the Chartered Institute of Management Accountants

Address: 84A Melbury Gardens, London SW20 0DN

A handwritten signature in blue ink, appearing to read 'J. Moore'.

23/06/2021.