

# Trustees' Annual Report for the period

<b>From</b>	<b>Period start date</b>	<b>To</b>	<b>Period end date</b>
	01 09 2020		31 08 2021

**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
Mabel Sanderson	Chair	Appointed 15 October 2021	Hollymount School PTA
Caroline Hamilton	Vice Chair	Appointed 15 October 2021	Hollymount School PTA
Anna Westcott	Co-Treasurer	Appointed 15 October 2021	Hollymount School PTA
Kellie Herman	Co-Treasurer	Appointed 15 October 2021	Hollymount School PTA
Malcolm Millar	Co-Treasurer	Appointed 15 October 2021	Hollymount School PTA
Natalie Suski	Secretary	Appointed 15 October 2021	Hollymount School PTA
Catherine Martin	Vice Chair	Resigned 15 October 2021	Hollymount School PTA
Taronish Billimoria	Vice Chair	Resigned 15 October 2021	Hollymount School PTA
Joanna Richards	Co-Treasurer	Resigned 15 October 2021	Hollymount School PTA
Alison Louw	Co-Treasurer	Resigned 15 October 2021	Hollymount School PTA
Joanna Spreadbury	Co-Treasurer	Resigned 15 October 2021	Hollymount School PTA
Claire Peter	External Liaison Officer	Resigned 15 October 2021	Hollymount School PTA
Ed Ciacci	Secretary	Resigned 15 October 2021	Hollymount School PTA
Kirsty Davies	Events Organiser	Resigned 15 October 2021	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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**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.

<p>Hollymount PTA is comprised of parents, guardians and carers of pupils, as well as teachers of Hollymount Primary School.</p> <p>All trustees and members of the association give their time voluntarily and receive no remuneration or other benefits.</p> <p>The Association is registered with Parentkind, membership number 14582.</p> <p>Our main fundraisers, the Winter and Summer fairs, are open to the school and the wider community.</p>
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**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 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.

**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)**

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 continuing effects of COVID-19 and the resulting school closure however a summary of activity is as follows:

- Fundraising events raised a surplus of £20,372. This includes the net proceeds from ice cream sales, a low key summer fair, a festive raffle and sale of T-shirts designed and printed as part of a school-wide art project.
- Sponsorship and Gift Aid raised £3,701.
- Donations received by the PTA including via Local Giving amounted to £18,945.
- Grants received from Co-op totalled £1,508.
- Commissions received of £568 included amounts raised via Amazon Smile and Easy Fundraising.

Donations to Hollymount School were as follows:

- Interactive screens £9,045.
- IT server upgrade £8,907
- Parent Fund donations passed on to the school £15,159.
- Activities to enhance pupils' curriculum and well-being £7,703
- Educational software subscriptions £1,369

Net receipts for the year amounted to £229.

### Additional details of objectives and activities (Optional information)

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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.

achievements of the charity during the year

### **Autumn Term**

Fundraising opportunities were limited due to social distancing requirements. We organised a Hallowe'en trail and a pumpkin carving competition to engage with the school community. We also held a festive raffle in December.

### **Spring Term**

School was closed during the spring term due to COVID lockdown measures but we organised a spring trail for children and families to take part in in their own time.

### **Summer Term**

We raised most of our funds during the summer term. With the help of a parent committee, we arranged a school art project, which all pupils contributed to, and we sold T-shirts with their design printed on it.

We also arranged for weekly ice creams to be delivered to classrooms for children whose parents subscribed. This was our biggest fund raiser for the financial year.

We held a summer fair with stalls located on nearby Hollymount family driveways, providing a positive end to the school year.

**Brief statement of the charity's policy on reserves**

At the 2020/21 financial year end the cash balance was £38,870 which consisted of a balance of £38,641 from the previous year end and net receipts of £229.



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

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

Signed on behalf of the charity's trustees

Signature(s)

*M. Sanderson* *MM*

Full name(s)

*MABEL SANDERSON* *MALCOLM MILLAR*

Position (eg Secretary, Chair, etc)

*CHAIR*

*CO-TREASURER*

Date

*3 May 2022*

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION**

**(Registered Charity No. 290402)**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2021**

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION  
SUMMARY OF RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2021**

	Notes	YEAR END 31/08/2021 £	YEAR END 31/08/2020 £
<b>RECEIPTS - Unrestricted Funds</b>			
Fundraising Events	2	27,685	21,302
Fundraising by Year Groups	3	274	3,495
Other Fundraising	4	568	516
Interest Received		2	41
Gift Aid		1,701	2,860
Grants Received	5	1,508	438
Match Funding	6	-	2,706
Parent Donations	7	18,945	18,139
Sponsorship	8	2,000	5,800
<b>Total Receipts</b>		<b>52,683</b>	<b>55,297</b>
<b>PAYMENTS - Unrestricted Funds</b>			
Fundraising Events	2	(7,313)	(8,773)
Donations to Hollymount School	9	(42,183)	(50,564)
Donations to Hollymount Year Groups	3	(1,506)	(1,264)
Sundry Expenses	10	(1,453)	(1,588)
<b>Total Payments</b>		<b>(52,455)</b>	<b>(62,188)</b>
Net of Receipts/(Payments)		229	(6,891)
Cash Funds from previous year end		45,531	45,531
<b>Cash Funds this year end</b>		<b>45,760</b>	<b>38,640</b>



**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT YEAR ENDED 31 AUGUST 2021**

	<b>YEAR END 31/08/2021 £</b>	<b>YEAR END 31/08/2020 £</b>
<b>CASH FUNDS</b>		
Natwest - Current Account	11,328	7,612
Natwest - Savings Account	9,935	18,604
Natwest - Parent Fund Account	6,624	5,068
PayPal	10,743	7,117
Cash in Hand	240	240
<b>Total Cash Funds</b>	<b>38,870</b>	<b>38,641</b>
 <b>Represented by:</b>		
Balance at the beginning of the year	38,641	45,531
Net movement in funds	229	(6,890)
<b>Balance at end of period</b>	<b>38,870</b>	<b>38,641</b>

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION  
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2021**

**1 Accounting Policy**

a) Basis of preparation

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

			<b>YEAR END 31/08/2021</b>	<b>YEAR END 31/08/2020</b>
	<b>Receipts</b>	<b>Payments</b>	<b>Surplus</b>	<b>Surplus</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2 Fundraising Events</b>				
Summer Fair	3,569	(144)	3,425	(50)
Winter Fair	-	-	-	8,262
Birthday Bookplates	610	(18)	592	180
Christmas Cards	3,503	(2,578)	925	488
Christmas Trees	2,133	(1,561)	572	396
Christmas Wrapping Paper	-	-	-	38
Cookbook	5	(0)	5	469
Disco	-	-	-	1,253
Festive Raffle	3,240	(79)	3,161	-
Half Marathon	1,690	-	1,690	-
Home Clothes Day	1,575	-	1,575	302
Ice Cream Sales	4,534	(1,077)	3,457	173
Pumpkin Carving Contest	156	(37)	119	-
Quiz Night	-	-	-	700
Rugby Shirt Auction	375	-	375	-
Second Hand Uniform Sales	417	-	417	82
Spring Trail	395	(20)	375	(58)
Treasure Hunt	665	(23)	642	-
T-Shirts	4,818	(1,775)	3,043	-
Wreath Making Evening	-	-	-	294
	<b>27,685</b>	<b>(7,313)</b>	<b>20,372</b>	<b>12,529</b>

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION  
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2021**

			<b>YEAR END 31/08/2021 £</b>	<b>YEAR END 31/08/2020 £</b>
<b>3 Fundraising by Year Groups</b>				
	<b>Receipts £</b>	<b>Donations £</b>	<b>Surplus £</b>	<b>Surplus £</b>
All year groups	-	(983)	(983)	1,310
Year 6 activities	274	(522)	(248)	922
	<b>274</b>	<b>(1,506)</b>	<b>(1,231)</b>	<b>2,232</b>

a) All year groups' donations represent classroom resources purchased.

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. Due to Covid-19 pandemic there were no cake sales in 20/21.

c) During 20/21, year 6 held a fun run and the proceeds were used to purchase atlases for the School as a legacy gift. The PTA released some of the ring fenced cash raised by the prior year group which could not be spent at the time due to the Covid-19 pandemic.

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 Easyfundraising	301	411
Commission from Amazon Smile	267	105
	<b>568</b>	<b>516</b>



**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION  
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2021**

	<b>YEAR END 31/08/2021 £</b>	<b>YEAR END 31/08/2020 £</b>
<b>5 Grants Received</b>		
Co-Op Local Community Fund	1,508	438
	<b>1,508</b>	<b>438</b>
<b>6 Match Funding</b>		
Localgiving	-	2,518
Lloyds	-	188
	<b>-</b>	<b>2,706</b>
<b>7 Parent Donations</b>		
Parent Fund	15,935	15,766
Other donations	3,010	2,373
	<b>18,945</b>	<b>18,139</b>
<b>8 Sponsorship</b>		
Sponsorship of fairs	2,000	5,400
Sponsorship of cookbook	-	400
	<b>2,000</b>	<b>5,800</b>

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION  
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2021**

	<b>YEAR END 31/08/2021</b>	<b>YEAR END 31/08/2020</b>
	<b>£</b>	<b>£</b>
<b>9 Donations to Hollymount School</b>		
Playground Redevelopment Project	-	(7,280)
Books	(778)	(409)
Class Parties	(356)	-
Class & Staff Presents	(776)	(952)
Computing equipment	-	(12,191)
Defibrillator	(923)	-
Dividers for Drama room	-	(1,134)
ELSA Room	(1,243)	-
Fans	-	(186)
Fit For Sport	(2,500)	-
Interactive Screens	(9,045)	-
IT Server Upgrade	(8,907)	-
Map	-	(183)
Outdoor Classroom	-	(4,010)
Parent App	-	(1,000)
Parent Donation Passed to School	-	(500)
Parent Fund	(15,159)	(19,734)
PTA Cupboard	-	(618)
Reading Trolley	-	(337)
Spare clothes	-	(96)
Star Readers Tea Party	(123)	-
Stationery	(943)	(820)
Subscriptions	(1,369)	(748)
Sundry	(62)	(366)
	<b>(42,183)</b>	<b>(50,564)</b>

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION  
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2021**

	YEAR END 31/08/2021 £	YEAR END 31/08/2020 £
<b>10 Sundry Expenses</b>		
Donation to Trussell Trust	(444)	-
Equipment purchases	-	(118)
Local Giving Annual Membership	-	(192)
London Borough of Merton (Fair raffles)	(20)	(20)
Parent Fund - Localgiving processing fees	(862)	(997)
Printing, Stationery & Postage	(4)	(8)
PTA UK Annual Membership	(123)	(122)
Sundry	-	(131)
	<b>(1,453)</b>	<b>(1,588)</b>

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

*D. Sanderson*

PTA Chair

*MDy Mi*

PTA Treasurer

Date: *3 May 2022*



## INDEPENDENT EXAMINER'S REPORT

**FOR:** Hollymount Primary School Parent Teacher Association

**PERIOD:** on the accounts for the year ended 31<sup>st</sup> August 2021.

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 31<sup>st</sup> August 2021.

Despite continuing covid restrictions the PTA managed to be innovative with their fundraising increasing the receipts by 62%. Parent fund decreased by 23% and made up 36% of donations made to the school. All invoices and support documentation was evident or made evident on request. I note all members of the PTA committee resigned and a new committee was elected for the new financial year.

**Examiner:** Joanne Moore

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

**Address:** 84A Melbury Gardens, London SW20 0DN

J. Moore 21/03/2022.