

Trustees' Annual Report for the period

Period start date				Period end date			
From	01	09	2021	To	31	08	2022

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	Resigned 31 August 2022	Hollymount School PTA
Mabel Sanderson	Chair		Hollymount School PTA
Caroline Hamilton	Vice Chair		Hollymount School PTA
Anna Westcott	Co-Treasurer		Hollymount School PTA
Kellie Herman	Co-Treasurer		Hollymount School PTA
Malcolm Millar	Co-Treasurer		Hollymount School PTA
Natalie Suski	Secretary		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 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 resumed 2021/22 following a year in which our activities were curtailed by the effects of COVID-19 and the resulting school closure.

Our main income-generating events were:

- Fundraising events raised a surplus of £42,496, with the largest individual events being the Summer and Winter fairs.
- Sponsorship and Gift Aid raised £12,321.
- Donations received by the PTA including via Local Giving amounted to £2,736.
- Grants received totalled £1,215.
- Commissions received of £1,316 included amounts raised via Amazon Smile and Easy Fundraising.

Total donations to Hollymount School were £45,344, the largest individual components of which were:

- IT equipment: £18,928
- Books for new reading scheme: £12,733
- Parent Fund donations passed on to the school £13,035
- Small hall upgrading £1,056
- Subscriptions £1,084

Total receipts for the year, less expenses and donations, amounted to £24,820.

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 took full advantage of the lifting of COVID-19 related restrictions to contribute to fundraising opportunities throughout the year.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

School Year 2021/22

Autumn Term

We were delighted to be able to hold a full on-site winter fair in December. We also received sponsorship income from a half-marathon run by members.

Spring Term

We held a successful quiz night at the school.

Summer Term

We held our Summer Fair in July and supplemented the income though a raffle and external sponsorship. We delivered ice lollies each week to children whose parents had subscribed in advance. We were grateful to receive sponsorship income from a parent who had climbed to Everest base camp.

These fundraising activities allowed us to make the donations set out on page 3 and to carry an increased surplus through the following year.

Section E

Financial review

Brief statement of the charity's policy on reserves

At the 2021/22 financial year end the cash balance was £63,690 which consisted of a balance of £38,870 from the previous year end and net receipts of £24,820.

This surplus is more than necessary to maintain sufficient reserves and we have been engaging with the school to identify additional projects which can be supported by PTA funding in 2022/23.

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.

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


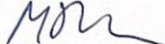
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Kellie Herman	Malcolm Millar
Position (eg Secretary, Chair, etc)	Chair (formerly Co-Treasurer)	Co-Treasurer
Date	28/6/23	

HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION

(Registered Charity No. 290402)

ANNUAL ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022

HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION

(Registered Charity No. 290402)

ANNUAL ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
SUMMARY OF RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2022**

	Notes	YEAR END 31/08/2022 £	YEAR END 31/08/2021 £
RECEIPTS - Unrestricted Funds			
Fundraising Events	2	53,775	27,685
Fundraising by Year Groups	3	3,575	274
Other Fundraising	4	1,316	568
Interest Received		7	2
Gift Aid		3,521	1,701
Grants Received	5	1,215	1,508
Match Funding	6	414	-
Parent Donations	7	15,357	18,945
Sponsorship	8	8,800	2,000
Total Receipts		87,980	52,683
PAYMENTS - Unrestricted Funds			
Fundraising Events	2	(12,367)	(7,313)
Donations to Hollymount School	9	(45,334)	(42,183)
Donations to Hollymount Year Groups	3	(2,489)	(1,506)
Sundry Expenses	10	(2,971)	(1,453)
Total Payments		(63,161)	(52,455)
Net of Receipts/(Payments)		24,820	228
Cash Funds from previous year end		38,869	38,641
Cash Funds this year end		63,689	38,869

HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
STATEMENT OF ASSETS AND LIABILITIES
AS AT YEAR ENDED 31 AUGUST 2022

	YEAR END 31/08/2022 £	YEAR END 31/08/2021 £
CASH FUNDS		
Natwest - Current Account	46,323	11,328
Natwest - Savings Account	4,938	9,935
Natwest - Parent Fund Account	10,686	6,624
PayPal	1,503	10,743
Cash in Hand	240	240
Total Cash Funds	63,690	38,870
 Represented by:		
Balance at the beginning of the year	38,870	45,531
Net movement in funds	24,820	(6,890)
Balance at end of period	63,690	38,870

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022**

1 Accounting Policy

a) Basis of preparation

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

			YEAR END 31/08/2022	YEAR END 31/08/2021
	Receipts £	Payments £	Surplus £	Surplus £
2 Fundraising Events				
Summer Fair	10,197	(2,424)	7,773	3,425
Winter Fair	10,529	(2,329)	8,200	-
Birthday Bookplates	180	(110)	70	592
Christmas Cards	3,415	(2,506)	909	925
Christmas Trees	2,443	(1,631)	813	572
Cinema nights	1,039	(181)	858	-
Cookbook	-	-	-	5
Everest climb	6,252	-	6,252	-
Festive Raffle	-	-	-	3,161
Half Marathon	11,108	(907)	10,201	1,690
Home Clothes Day	730	-	730	1,575
Ice Cream Sales	3,779	(1,208)	2,571	3,457
Other	25	-	25	-
Pumpkin Carving Contest	76	(6)	70	119
Quiz Night, including raffle	3,404	(958)	2,446	-
Rugby Shirt Auction	-	-	-	375
Second Hand Uniform Sales	193	-	193	417
Spring Trail	-	-	-	374
Spooky Trail	405	(31)	374	-
Treasure Hunt	-	-	-	642
T-Shirts	-	(77)	(77)	3,043
	53,775	(12,367)	41,409	20,372

HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022

			YEAR END 31/08/2022 £	YEAR END 31/08/2021 £
3 Fundraising by Year Groups				
	Receipts £	Donations £	Surplus/ (Deficit) £	Surplus/ (Deficit) £
All other year groups	1,562	(152)	1,411	(983)
Year 6 activities	2,013	(2,338)	(325)	(248)
	3,575	(2,489)	1,086	(1,231)

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	852	301
Commission from Amazon Smile	464	267
	1,316	568

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022**

	YEAR END 31/08/2021 £	YEAR END 31/08/2020 £
5 Grants Received		
Other grants	1,000	-
Co-Op Local Community Fund	215	1,508
	1,215	1,508
6 Match Funding		
Localgiving	214	-
Sainsburys	200	-
	414	-
7 Parent Donations		
Parent Fund	13,035	15,935
Other donations	2,322	3,010
	15,357	18,945
8 Sponsorship		
Sponsorship of fairs	8,500	2,000
Sponsorship of quiz	300	-
	8,800	2,000

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022**

	YEAR END 31/08/2021 £	YEAR END 31/08/2020 £
9 Donations to Hollymount School		
Playground Redevelopment Project	-	(778)
Class Parties	(66)	(356)
Class & Staff Presents	(956)	(776)
Computing equipment	(18,928)	-
Defibrillator	-	(923)
ELSA Room	-	(1,243)
Fans	(623)	-
Fit For Sport	-	(2,500)
Interactive Screens	-	(9,045)
IT upgrades (i)	2,196	(8,907)
Parent Fund	(11,745)	(15,159)
Phonics books	(12,733)	-
Small hall upgrading	(1,056)	-
Star Readers Tea Party	144	(123)
Stationery	-	(943)
Subscriptions	(1,084)	(1,369)
Sundry	(285)	(62)
Weekly mile run costs	(198)	-
	(45,334)	(42,183)

(i) The credit in 2021/22 represents an adjustment to the prior-year donation.

(ii) The surplus of donations versus spending will be rolled forward to the next year

**HOLLYMOUNT PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022**

	YEAR END 31/08/2022 £	YEAR END 31/08/2021 £
10 Sundry Expenses		
Accounting fees	(144)	-
Donation to UNICEF (Ukraine)	(955)	-
Donation to Don's Trust food bank	(362)	-
Donation to Trussell Trust	-	(444)
Equipment purchases	(481)	-
Local Giving Annual Membership	(96)	-
Raffle licence	(21)	(20)
Parent Fund - Localgiving processing fees	(763)	(862)
Printing, Stationery & Postage	-	(4)
PTA UK Annual Membership	(128)	(123)
Sundry	(20)	-
	<u>(2,971)</u>	<u>(1,453)</u>

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

Kellie Herman



PTA Chair

Date: 28/6/23

MALCOLM MCLAR,



PTA Treasurer

INDEPENDENT EXAMINER'S REPORT

FOR: Hollymount Primary School Parent Teacher Association

PERIOD: on the accounts for the year ended 31st August 2022.

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 2022.

With all covid restrictions removed, fundraising doubled from the previous year. The end result was a healthy cash balance. The majority of the cash balance has already been allocated towards the FSU school playground project and a deposit paid. A scooter/bike stand upgrade has also been completed and paid for. All invoices and support documentation were evident or made evident on request. The new PTA committee have completed successful year.

Examiner: Joanne Moore

 28/06/2023

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

Address: 84A Melbury Gardens, London SW20 0DN