

**HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**  
**CHARITY ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2019**

# **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

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### **Trustees**

The trustees during the year ended 31 August 2019 were as follows:

Matt Defretis  
Joanne Patten  
Tracy Jenkins  
Karen Barlow

### **Principal Address**

The Mead, West Wickham, Kent BR4 0BA

### **Independent Examiner**

Helen Attack, 134 Hawes Lane, West Wickham, Kent BR4 9AF

### **Charity Number**

1049656

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# **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

## **REPORT OF THE TRUSTEES**

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### Name and Status

The name of the charity is Hawes Down Primary School Parent Teacher Association and this is the name under which it operates. The charity was constituted as a charitable incorporated organisation on 6 October 1995 under registration number 1049656.

### Address

The charity's registered and operational address is The Mead, West Wickham, Kent BR4 0BA.

### Trustees

Throughout the year the trustees were: Matt Defretis, Joanne Patten, Tracy Jenkins, Karen Barlow

### Objects

The purpose of the charity is raise funds for the School.

### Structure, governance and management

The Trustees are satisfied that the charity works within the objects. The day to day work is undertaken by The Committee members. The Trustees meet regularly to receive reports on and to review the work being undertaken.

### Financial matters

The Charity's income for the financial period was £26,657 and its expenditure was £18,298.

Income was derived from a combination of income from our charitable activities (£21,757), match funding obtained by several parents who work for corporate companies (£4,700 from namely Barclays PLC and HSBC) and a donation from the Asda token scheme (£200).

The main area of expenditure was carrying out the charitable objects of the company (£17,680) of which the largest part was spent on helping fund the music programme (£7,500). General expenses of £618 (mostly the purchasing of general equipment needed to run the charity) made up the remainder of expenditure.

The PTA released a £10,000 grant to the School in May which had been received from the Big Lottery Big Lottery which was given to enhance Community Cohesion through sport and healthy lifestyle choices.

The Committee decided to wind up the 100 club this financial year.

### Policies

In view of the nature of the charity and the manner in which it works the Trustees do not consider it necessary to adopt any formal policies at this time.

## **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

### **REPORT OF THE TRUSTEES (cont'd)**

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#### Activity from 1 September 2018 to 31 August 2019

The income was raised from a number of events throughout the year, the biggest of which were the Fireworks Night and Summer Fair. Money was raised from events held for the children such as discos, movie nights and Christmas and Easter activities. Regular cake and hot chocolate sales were held, gift/book sales, a bag pack at Sainsburys, a second hand clothing collection, second hand uniform sales, a music quiz, fashion show and bingo night, £1 challenge, smartie challenge, silent auction, foreign coin collection, the cashback website [www.easyfundraising.co.uk](http://www.easyfundraising.co.uk), Amazon Smile, the Schools Lottery and raffles.

The Charity received donations from the Asda Token Scheme and Match Funding from Barclays and HSBC, in return for their employees helping out at our events.

#### Plans for 2019/20

The same events are planned for next year as listed above except instead of the Summer Fair there will be a Circus and we will not be having a fashion show or gift sales.

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

Karen Barlow - Signed on behalf of the charity's Trustees.

## **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

### **Independent Examiner's Report to the Trustees of Hawes Down Primary School Parent Teachers Association**

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I report on the accounts of the Trust for the year ended 31 August 2019, which are set out on the following pages.

#### **Respective responsibilities of the trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act):
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act): and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 disclosure in the accounts, and seeking explanations from you as 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 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.

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section s130 of the 2011 Act: and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Helen Attack  
134 Hawes Lane  
West Wickham  
Kent  
BR4 9AF

## HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

### RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 August 2019

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	Unrestricted Funds	Restricted Funds	Total Funds 2018/19	Total Funds 2017/18
	£	£	£	£
<b>Receipts</b>				
Turnover	21,757	-	21,757	27,932
Subscriptions	-	-	-	-
Grants	-	-	-	10,000
Gift Aid	-	-	-	-
Donations	<u>4,900</u>	<u>-</u>	<u>4,900</u>	<u>5,182</u>
<b>Total receipts</b>	<b><u>26,657</u></b>	<b><u>-</u></b>	<b><u>26,657</u></b>	<b><u>43,114</u></b>
<b>Payments</b>				
<b>Charitable expenditure</b>				
Direct charitable expenditure	17,680	-	17,680	37,899
Grants	10,000		10,000	
Support costs				
Administration:				
Running cost	<u>618</u>	<u>-</u>	<u>618</u>	<u>1,180</u>
	<u>28,298</u>	<u>-</u>	<u>28,298</u>	<u>39,079</u>
<i>Governance costs:</i>				
Accountancy fees	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total payments</b>	<b><u>28,298</u></b>	<b><u>-</u></b>	<b><u>28,298</u></b>	<b><u>39,079</u></b>
<b>Net receipts</b>	<b><u>(1,641)</u></b>	<b><u>-</u></b>	<b><u>(1,641)</u></b>	<b><u>4,035</u></b>
Net assets b/f	<u>14,966</u>	<u></u>	<u>14,966</u>	<u>10,931</u>
<b>Net assets c/f</b>	<b><u>13,325</u></b>	<b><u>-</u></b>	<b><u>13,325</u></b>	<b><u>14,966</u></b>

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## **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

### **STATEMENTS OF ASSETS AND LIABILITIES**

***AS AT 31 August 2019***

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	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Cash funds</b>		
Bank current account	13,325	14,966
	<u>          </u>	<u>          </u>

We approve the above accounts and confirm that we have made available all relevant records and information for their compilation.

Karen Barlow - Signed on behalf of the trustees

10/1/2020

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**HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**  
**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT**  
***FOR THE YEAR ENDED 31 AUGUST 2019***

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**1 Trustees transactions**

There were no transactions with trustees during the year that require disclosure.

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**HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**  
**CHARITY ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2019**

# **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

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## **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

### **REPORT OF THE TRUSTEES (cont'd)**

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

Karen Barlow - Signed on behalf of the charity's Trustees.

## **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

### **Independent Examiner's Report to the Trustees of Hawes Down Primary School Parent Teachers Association**

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#### **Respective responsibilities of the trustees and examiner**

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#### **Basis of independent examiner's report**

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

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Helen Attack  
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## HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

### RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 August 2019

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## **HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**

### **STATEMENTS OF ASSETS AND LIABILITIES**

***AS AT 31 August 2019***

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We approve the above accounts and confirm that we have made available all relevant records and information for their compilation.

Karen Barlow - Signed on behalf of the trustees

10/1/2020

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**HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION**  
**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT**  
***FOR THE YEAR ENDED 31 AUGUST 2019***

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**1 Trustees transactions**

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# HAWES DOWN PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

## Independent Examiner's Report to the Trustees of Hawes Down Primary School Parent Teachers Association

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### Respective responsibilities of the trustees and examiner

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### Independent examiner's statement

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have 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.



Helen Attack  
134 Hawes Lane  
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BR4 9AF

19/2/2020