



Friends of St Matthew's Primary School

Trustees' Annual Report for the year ending 31 August 2019

Section A

Reference and administration details

Charity name	Friends of St Matthew's Primary School
Other names charity is known by	FoSMPS, St Matthews PTA
Registered charity number (if any)	1117971
Charity's principal address	St Matthew's C of E Primary School, Langley Road, Surbiton, Surrey, KT6 6LW

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not the whole year
Caroline Aird-Mash	Treasurer	
Charlotte Radcliffe-Crow	Co-Treasurer	
Steph Halton	Secretary	
Ivana Culham	Appointed trustee	

Section B

Structure, governance and management

Description of the charity's trusts	The present constitution of the Friends of St Matthew's Primary School was approved by the Charity Commission on 22 nd September 2006
Type of governing document (eg. trust deed, constitution)	
How the charity is constituted (eg. trust, association, company)	The Charity is constituted as an Association
Trustee selection methods (eg. appointed by, elected by)	<p>Under the Constitution the Committee shall comprise of a Chairman, Treasurer & Secretary and other officers duly appointed and at least two other Committee members. The Committee shall be elected at the AGM and shall hold office until the next AGM.</p> <p>Nominations for election to the Committee may be made by one member and seconded by another.</p> <p>All parents, guardians or carers of any child at St Matthew's Primary School together with all staff at the school are members of FoSMPS.</p>



Friends of St Matthew's Primary School

Section C

Objectives and activities

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

The object of the Association is to advance the education of pupils in the School in particular by:

- developing effective relationships between the staff, parents and others associated with the School
- engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils

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 Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Association's aims and objectives and in planning future activities.

The Friends of St Matthew's Primary School is a group of parents who raise money for the school by running an extremely active and varied programme of events throughout the school year.

The Committee works closely with the Head Teacher at the school to ensure that the donations made provide maximum benefit for the school and its pupils.

The Friends of St Matthew's Primary School holds regular Committee meetings where staff, parents and others associated with the School are always welcome to participate.

Section D

Achievements & Performance

Summary of the main achievements of the charity during the year

The two main fundraising events during the year were the Christmas and Summer Fairs. Both fairs raised around £11,000 with Christmas raising £5,731 and Summer raising £5,306.

The school discos were again very popular events, raising £1,192.

The main donation to the school this year was £10,000 our garden of life project. This was the second big instalment of the commitment to build a garden of life and nature for the school during 2018, 2019 and 2020.



Friends of St Matthew's Primary School



Section E

Financial Review

Overview of income and expenditure

Total income for the year was £26,987.81. Total expenditure was £28,813.64 of which £7,366.10 were fundraising costs, £699.64 admin costs and £20,747.90 were donations to the school

Brief statement of the charity's policy on reserves

FoSMPS aims to maintain a bank balance of at least £5,000 in order to fund the costs of future fundraising activities and administration expenses.

Details of any funds materially in deficit

The net position was such that expenditure was greater than income in the year by £1,825.83, but this was funded through reserves from 2018 and 2019 provisioned for the garden of life and nature.

Section F

Other Optional Information

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signatures:

	
Full Names:	Caroline Aird-Mash
Position:	Treasurer
Date:	3 rd June 2020



Friends of St Matthew's Primary School



FOSMPS

Receipts and Payments Account

for the year ended 31 August 2019

	Unrestricted funds	
	2019	2018
	£	£
RECEIPTS		
Events income	23,711	24,465
Other fundraising income	3,277	0
Total receipts	26,988	24,465
PAYMENTS		
Events costs	7,366	9,940
Donations to school	20,748	12,870
Administration	700	1,943
Total expenditure	28,814	24,753
Net (deficit)/surplus	(1,826)	(288)
Cash funds at the start of the year	21,885	26,441
Cash funds at the end of the year	16,671	21,885

Friends of St Matthews Primary School

Receipts and Payments Accounts for the year ended 31 August 2019

**Charity registered in England and Wales
number 1117971**

The addition of the 2019 and 2020 periods to the 670,000 used of February 2018 of 1,025,850 SMPS was

for the year ended 31 August 2019

	Unrestricted funds 2019 £	2018 £
RECEIPTS		
Events income	23,711	24,465
Other fundraising income	3,277	0
Total receipts	26,988	24,465
PAYMENTS		
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Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/directors/ members of

Friends of St Matthew's Primary School

On accounts for the year ended

31st August 2019

Charity no.:

1117971

Company no.:

Set out on pages

1-3

Respective responsibilities of trustees and examiner

The 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- a. to keep accounting records in accordance with section 130 of the 2011 Act and
- b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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

Signed: **Date:**

Name:

Relevant professional qualification(s) or body (if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material problems (E.g. Accounting records have not been kept in accordance with section 386 of the Companies Act 2006; the accounts do not accord with the accounting records; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanation by any past or present trustee, officer or employee; and in the case of accruals accounts any material inconsistency between the accounts and the trustees' annual report, and in the case of a charitable company with the director's report.)

Give here brief details of any items that the examiner wishes to disclose.

Not Applicable