

# Trustee Annual Report

## Financial year 1 September 2018 to 31 August 2019

### Legal and Administrative Information

Charity Name: Belleville Parents and Teachers Association (Belleville PTA)

Charity Commission Registered Number: 270097

Charity's principal address: Belleville Primary School,  
Belleville Road, London, SW11 6PR

Governing Document: Constitution dated 18 November 2005 and updated on 13 June 2019

### Objectives of Charity

To foster and extend relationships between parents, staff and those associated with the school.

To engage in activities which support the school and advance the education of the pupils attending it.

### Trustees and Governance

The following trustees served for the period of this report.

Paloma Belaunde – Co-Chair

Alan Davis – Co-Chair, stepped down April 2019

Caroline McNamara - Secretary

Pablo Orvananos – Co-treasurer from Oct 2018

Stephanie Reitzel Gray – Co-treasurer from Oct 2018

*Other members of the trustee committee:*

*Existing trustees:*

Christine Glauerdt, stepped down February 2019

Giancarlo Cavaliere, stepped down August 2019

Lucy Hughes, stepped down August 2019

Lilly Julien, stepped down August 2019

*New trustees:*

Amelia Davidson

Benoit Laflamme

Celine De Cosnac

Julien Basch

Katarina Green

Mikaela Bancroft

Raquel Oliviera

Rosie Ogle

Taikwan Chin Wright

Paloma Belaunde remained Chair for the year 2018/2019 after co-chair Christine Glauerdt stepped down in August 2018 to become a trustee. Paloma was joined by co-chair Alan David in October 2018.

Pablo Orvananos and Stephanie Reitzel Gray joined as co-treasurers in October 2018 replacing Claire Howells and Tom Quinn, who stepped down in September 2018.

### *Trustee Departures:*

After many years of invaluable contribution and support to the PTA and the school, Paloma Belaunde stepped down as chair at the end of the 2018/2019 school year. We want to thank Paoloma for her long standing and immense contribution to the PTA over these years.

Alan Davies stepped down as co-chair and left the committee in April 2019 due to conflicting work commitments. We would like to thank him for his contribution throughout his tenure as co-chair.

Christine Glauerdt stepped down as trustee in February 2019 due to family commitments. We thank her for her contribution and proactive liaison with the parents at Meteor site.

We also thank the contribution of three long serving members of the committee who stepped down at the end of the year 2018/2019: Giancarlo Cavaliere, Lilly Julien and Lucy Hughes.

### **Activities and Achievements**

The year ended 31 August 2019 has been a successful year during which we raised a total profit of **£61,838** from PTA events, donations received and activities compared to a profit of £43,962 in the prior year.

Our fund raising events included the ever popular Christmas and Summer fairs, multiple Christmas activities including the sale of calendars, trees and Christmas cards, wreath-making workshop, a Summer party for the parents, a quiz night, discounted theatre trips, disco party and film nights for the children and a fun run for parents and children.

In addition to fundraising activities, the PTA also organised welcome events for the new reception children and their parents and a PTA coffee morning / Annual General meeting in September.

The year 2018/19 has been a successful fundraising year enabling significant support to the school amounting to **£68,515** (at 31 August 2018: £16,336). This year the PTA funds have been utilised to purchase much needed equipment to the school such as a set of one hundred new iPads for ICT (£29,606), new guided reading books (£15,000) for Year 1 to Year 6 and new playground and PE equipment. We continued our support of the music programme (ongoing funding of £11,000 required), as well as to the Year 6 leavers initiatives (first aid course, drama production, leavers hoodies and disco) and the Year 6 running club.

The Trustees would also like to thank the Belleville PTA class reps and all the parents for their support in running various events during the year.

As of 31 August 2019 we carried forward **£77,306** (at 31 August 2018 £98,211) of which £nil (at 31 August 2018 £13,492) is restricted cash for the benefit of the Belleville Honeypot team which provides support and activities for more disadvantaged pupils at the school. On 1 October 2018, the Belleville Honeypot cash balance was transferred to a separate bank account and has been managed separately from the PTA bank account since that date.

A significant proportion of the 2017/18 carried forward balance was provided to the school in accordance with our previous promises and the Trustees have continued to raise money in order to be able to support the school with future projects.

In December 2019, the PTA initiated a school refurbishment plan (focusing on improving the playground at Webb's) with the senior leadership team. This was expanded to include a redevelopment of the nursery after meeting with LGB governor Tino Davatzis and trust governor Brian Ledbetter. In light of the need to increase capacity at the Webb's site, the school asked the PTA for assistance in funding a feasibility study (approx. £15,000). This was agreed by all trustees. Ross Hutchinson, from architectural practice Hutchinson and partners, agreed to carry out the feasibility study for free, provided the PTA covered the topographic survey costs. This survey was commissioned on 2 July 2019 with Laser Surveys at a cost of £5,995 + vat. It took place between 24 and 29 July 2019 and the results were delivered to Hutchinson and partners on 16 September 2019 to use as part of the feasibility study presentation.

Parallel to the feasibility study taking place, during the spring of 2019, the PTA started the organisation of the first auction of promises in 8 years to raise significant funds to refurbish the Webb's Road playground. This event would take place in the autumn term 2019.

During the year, the PTA registered for Gift Aid in order to maximise the donations received and to be able to claim an extra 25p for every £1 donated to the PTA at no extra costs. The registration was completed in June 2019 and the PTA was able to support the creation of the Belleville School Development Fund, set up to finance future large investment projects. Donations amounting to **£11,589** were received during the year, for which gift aid was claimed and collected during the financial year 2019/2020.

The Trustees recognise that they must always have regard to the guidance on public benefit issued by the Charity Commission and, as such, are always looking for new and interesting ways to raise money to support the school community. They encourage all parents across the Webb's and Meteor school sites to support them in their aims and look forward to working more closely with the PTA at the latest Belleville school, Belleville Wix.

During the summer term 2019, the PTA started the organisation of an auction of promises which was held on 8 November 2019 at the school. The auction of promises was highly successful and raised circa £40,000 additional cash for the school. The funding from the auction will be reported in the annual report for the financial year 2019/2020 and the funds will be mainly dedicated to financing an improvement and refreshment of the playground at Webb's road site.

### **Reserves Policy**

Belleville PTA seeks to support Belleville School by providing financial and other assistance to those projects agreed by the Trustees (and in consultation with the Headmaster) as good causes, whilst maintaining at all times a positive level of reserves. Thus, the amount of reserves remaining at the end of any given financial year will be determined solely by the Trustees.

The reserves as at 31 August 2019 were **£77,306** (at 31 August 2018: £98,211) as shown in the accounts of which £nil (at 31 August 2018: £13,492) is allocated to Belleville Honeypot and is not available for use by the PTA.

The level of reserves leaves significant available reserves to support Belleville School before the next year fundraising. The trustees are satisfied that the PTA has adequate financial resources to continue to operate for the foreseeable future and to continue to support Belleville school.

The impact of COVID 19 had no impact on the financial year 2018/2019. It affected the following financial year with the impact of cancellation of fundraising activities from March 2020 until the end of the school year in July 2020. Thanks to the cash raised for the auction of promises in November 2019, the reserves of the PTA are robust and sufficient at the date of this report to be able to continue the supporting activities to Belleville School in the near future.

We recognise and are very grateful for contributions from the school parents and local businesses and with their continued support for our activities aim to continue to rebuild our reserves so we can continue to support the school at a time when all public financing is stretched.

**Signature and Declaration**

I declare that in my capacity of charity trustee:

1. The trustees have approved the report above; and
2. Have authorised me to sign it on their behalf.

Signature: 

Full Name: Stephanie Reitzel Gray

Position: Co-treasurer

Date: 28 June 2020

**BELLEVILLE PTA (registered charity No 270097)****Result for the financial year from 1 September 2018 until 31 August 2019**

<b>Events</b>	<b>Income</b>	<b>Expense</b>	<b>Sponsorship</b>	<b>Profit/(Loss)</b>
Summer Fair	18,983	(2,822)	1,051	17,212
Donations to PTA	11,589			11,589
Christmas fair	8,326	(1,411)	321	7,236
Calendars	6,325	(5,988)	5,000	5,337
Summer party	5,217	(2,811)	2,000	4,405
Quiz night	4,543	(651)		3,892
Film night	2,365	(506)	650	2,509
Christmas cards	2,188	(1,609)		578
Online shopping	2,099			2,099
Fun run	1,945	(1,353)	1,000	1,592
Christmas trees	5,148	(3,475)	1,000	2,673
Disco	1,200	(853)		347
Easter bake	835	(481)		354
Bake sale	405			405
Theatre club	376			376
Summer Fair 2018	200	(208)	1,100	1,092
Leavers party		(358)	500	142
<b>Total fundraising events</b>	<b>71,743</b>	<b>(22,527)</b>	<b>12,621</b>	<b>61,838</b>
<i>LESS:</i>				
Donations				(68,515)
PTA expenses				(735)
<b>NET FUNDS MOVEMENTS FOR YEAR</b>				<b>(7,413)</b>
Belleville Honey-pot transfer to separate bank account				(13,492)
Belleville Honey-pot fund movements for year				(13,492)
<b>Net cash movement for the year</b>				<b>(20,905)</b>

<b>OPENING CASH BALANCES AT 1st SEPTEMBER 2018</b>	<b>98,211</b>
Of which:	
Unrestricted funds	84,719
Restricted funds (Belleville Honeypot balance)	13,492

<b>CLOSING CASH BALANCES AT 31st AUGUST 2019</b>	<b>77,306</b>
Of which:	
Unrestricted funds	77,306
Restricted funds (Belleville Honeypot balance*)	-

<b>NET CASH MOVEMENT DURING THE PERIOD</b>	<b>(20,905)</b>
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The PTA has no assets or liabilities other than its cash funds (bank accounts).

\* Belleville Honeypot's cash and activities are held and recorded separately as restricted funds. The Belleville Honeypot's cash balance was transferred to a separate bank account during the year in order to maintain the two different activities separate.

**Donations (cash basis)**

IPADs	(29,606)
Books	(15,000)
Music program	(11,000)
Minivan repair	(3,708)
First aid	(1,780)
Netball posts	(1,440)
Running club	(1,380)
PE equipment	(1,275)
Year 6 hoodies	(1,150)
Playground equipment	(1,072)
Our Kids Charity	(426)
Music T-shirt	(416)
Sports day	(144)
Dance costume	(119)
<b>Total donations</b>	<b>(68,515)</b>

**Independent Examiner's Report to the Trustees of Belleville Parents and Teachers Association**

I report on the accounts for the Trust for the year ended 31<sup>st</sup> August 2019.

**Respective responsibilities of trustees and examiners**

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

**It is my responsibility to:**

1. Examine the accounts (under section 43(3)(a) of the 1993 Act)
2. To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act)
3. To state whether particular matters have come to my attention.

**Basis of the 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 disclosures 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 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 examiners' 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 respects the requirements
  - a. To keep accounting records in accordance with section 41 of the 1993 Act; and
  - b. To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Name: Natasha Moolman

Professional Qualification: Chartered Accountant

Address: 152 Leathwaite road, London SW11 6RP

Signed:



Date: 28 June 2020