

# **Trustee Annual Report**

## **Financial period 1<sup>st</sup> Sept '15 to 31<sup>st</sup> Aug '16**

### **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<sup>th</sup> November 2005

### **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.

Fergal Spencer – Co-chair

Christine Glauerdt – Co-chair

Claire Howells – Co-treasurer

Tom Quinn – Co-treasurer

Hilary Clarke – trustee/governor

Patrizia Gnoato

Katherine Bailey

Paloma Belaunde

Sally Wallwork

The following Trustees stepped down at the start of 2015/16: Tim Stoney (co-chair), Fiona O'Hanlon (co-chair), Nathalie Hankey, Julie Rampton.

Trustees appointed at the start of 2015/16 and continuing to serve during the current year are: Fergal Spencer, Christine Glauerdt, Claire Howells, Tom Quinn, Katherine Bailey, Paloma Belaunde

### **Activities and Achievements**

In the year ended 31 August 2016 we raised a total profit of £39,183 from our events and activities vs £44,104 in the prior year.

We funded a number of significant Belleville School activities during the period. These included £45,000 on a music programme for KS2 (2014/15 and 2015/16 costs) and

£30,000 on refurbishment of the playgrounds and creation of a new outside teaching area at the Meteor site. The playground equipment in particular has proved very popular with the children. The Webbs site playground was also resurfaced during the Summer break and we have subsequently provided £10,000 to fund the cost of that. Those costs will be reflected in our 2016/17 return. Other ongoing funding includes supporting various sporting initiatives, the cost of performances for World Book Day and paying for the year 6 leaving activities. Total funding provided to the school during 2015/16 was £85,876.

As of 31<sup>st</sup> August 2016 we carried forward £48,304 (of which £8,505 is restricted cash as it is for the benefit of the Belleville Honeypot team which provides support and activities for more disadvantaged pupils at the school). As noted above, a significant proportion of the 2014/15 carried forward balance has now been provided to the school in accordance with our previous promises and the Trustees agreed during 2015/16 that they would designate part of the funds raised in the current year for the improvements to the Webbs Road site playground. We have also agreed to continue to part fund the music programme, the current sporting initiatives and sixth form activities.

Our fund raising events included Christmas and Summer fairs, the sale of organic fruit and vegetables, multiple Christmas activities including the sale of calendars, trees and Christmas cards and an evening shopping event, a quiz night, discounted theatre trips, film nights for the children, and a fun run for parents and children. Unfortunately, one of our most profitable fundraising activities was the sale of organic fruit and vegetables and the company providing that opportunity has stopped doing so during the year. We have advertised alternative fundraising schemes using other online suppliers (fresh meat, name labels, online shopping app) which we hope parents find useful while raising money for the PTA at the same time. This has offset some but not all of the fall in income during 2016/17.

We also organise welcome events for the new reception children and their parents and other 'school community' events including a year 6 leavers' disco and first aid courses and, from time to time, courses for parents such as online safety or first aid.

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 two school sites to support them in their aims.

### **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<sup>st</sup> August 2016 were £48,304 as shown in the accounts (of which £8,505 is allocated to Belleville Honeypot and not available for use by the PTA). Approximately £30,000 of the Belleville PTA funds has been earmarked for projects as

noted above at the end of the year; but this still leaves available reserves of approximately £10,000.

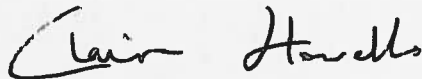
We recognise and are very grateful for contributions from the school parents and local businesses and with their continued support for our activities aim to rebuild our reserves so we can continue to support the school at a time when all public financing is stretched.

**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    Claire Howells

Position     Co-treasurer

Date         26/6/17

**BELLEVILLE PTA (registered charity No 270097)**

Event	Income	Expense	Profit/Loss
Abel & Cole	2,144	-1,246	898
Calendars	5,152		5,152
Easter Bake	594		594
Film nights	1,891	-723	1,168
First aid courses	1,010		1,010
Flockfunds (online shopping)	991		911
Fun run	3,167	-1,124	2,043
Quiz	3,021	-911	2,110
Shopping event	1,991	-21	1,970
Summer fair	15,929	-1,665	14,264
Theatre funds	518		518
Xmas trees/wreaths	1,051	-449	602
Xmas cards	2,610	-1,909	701
Xmas fair	8,494	-1,252	7,242
<b>Total</b>	<b>48,482</b>	<b>-9,300</b>	<b>39,182</b>

PTA profits on events		39,182
LESS:		
Donations		-85,876
PTA expenses		-170
<b>PTA TOTAL FOR YEAR</b>		<b>-46,864</b>

Belleville Honeypot fundraising events (talent show plus £200 gift)	3,925
Less donations (swimming courses)	-420
<b>Belleville Honeypot total for year</b>	<b>3,505</b>

ADD BANK BALANCES CARRIED FORWARD AT 31st AUGUST 2015	91,663
BALANCES CARRIED FORWARD AT 31st AUGUST 2016	48,304
Of which:	
Unrestricted funds	39,799
Restricted funds (Belleville Honeypot balance*)	8,505

The PTA has no assets or liabilities other than its cash funds (bank accounts).

<b>Donations</b>		
Bike shed		-3,594
Book events		-2,028
Music programme		-45,000
Playground improvements		-30,500
Sports activities		-1,678
Y6 leavers		-3,076
<b>Total donations and PTA expenses</b>		<b>-85,876</b>

\* Belleville Honeypot's cash and activities are held and recorded separately as restricted funds. £5,000 was received into the Belleville PTA bank account in 2014; further money received from fundraising and donations made during the year are disclosed in the table above.

## **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 2016.

### **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:

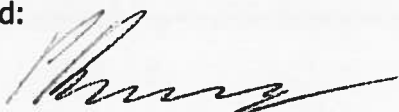
- 1) Which gives me reasonable cause to believe that in any material respects the requirements
  - a) To keep accounting records in accordance with section 41 of the 1993 Act; and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Name: Paul Burrows

Professional Qualification: Chartered accountant

Address: 81 Bennerley Road, London, SW11 6DS

Signed:



Date:

26/6/17

Florida Department of Education, Division of Quality Improvement  
1905 North West 17th Avenue, Tallahassee, Florida 32304-3000

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