

REGISTERED CHARITY NUMBER 273132

**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**REPORT OF THE BOARD OF TRUSTEES
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 30 SEPTEMBER 2016

**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

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**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

LEGAL AND ADMINISTRATIVE INFORMATION

Montpelier Primary School Parent Teacher Association is a registered charity which operates on behalf of Parents and Guardians of pupils enrolled at the Community School known as Montpelier Primary School, together with its teachers.

Governing Document: Constitution (revised December 2007)

Charity Registration No.: 273132

Administration Address: c/o Montpelier Primary School
Helena Road, Ealing
LONDON W5 2RA

| | | |
|--|------------------------|-----------------------------|
| Trustees (and Committee Members): | Amardeep Rai | (Headteacher) (Ex- officio) |
| | Candace Brookes | (Co-Chair) |
| | Lorraine Phillips | (Co-Chair) |
| | Jacqueline Shakespeare | (Co-Secretary) |
| | Dina Polydorou | (Co-Secretary) |
| | Aasif Ebrahim | (Co-Treasurer) |
| | Milena Bazelkova | (Co-Treasurer) |
| | Elisa Oliver | (Co-Treasurer) |
| | Louise Beitverda | (Social Co-ordinator) |
| Amanda Ferguson | (Social Co-ordinator) | |

Bankers: Lloyds TSB Bank
44/45 Ealing Road
Ealing
LONDON W5 5JU

Independent Examiner: Mr Ketan Ramesh Patel
Merchant & Co.
Chartered Certified Accountants
20 Exhibition House
LONDON W14 8XP

MONTPELIER PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

TRUSTEES' ANNUAL REPORT YEAR ENDED 30 SEPTEMBER 2016

The Trustees of the Montpelier Parent Teacher Association (PTA) present their report together with the Independently Examined financial statements of the Charity for the year ended 30 September 2016.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity's activities are governed by a Constitution document approved by the Annual General Meeting of 21 October 1993 as modified by the Special General Meeting of 16 March 1994 and at the Annual General Meeting of 16 October 2007.

Recruitment and appointment of new trustees

All parents and guardians of pupils of the school are automatically members of the PTA. A welcome evening is held each autumn for new intake parents; each class has an elected Class Representative that communicates PTA issues to the parents in that class. PTA membership is also promoted at all fund raising events, and the school helps to promote the PTA via newsletters and the school website which includes a PTA section. Elected trustees (and committee) posts are filled annually at the Annual General Meeting and new parent/teachers are actively encouraged to stand for election.

Induction and training of new trustees

New trustees are inducted into the workings of the charity and its relationship to the school.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees continue to review the principal areas of the charity's operations in order to identify risks that could affect the day to day operations of the charity. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level, in its day to day operations.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objective of the Charity is to advance the education of the pupils of the school.

In furtherance of this objective, the charity may:

- Develop more extended relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the committee shall from time to time decide.

The principal activity for achieving the objective is to hold fundraising events within the premises of the school.

Statement on Public Benefit

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In 2015/16 the charity generated £48,776 from fund raising activities, including the annual summer fete, Christmas disco, sales of the school calendar and various other events such as quiz nights, food fayre and Christmas cards.

**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

TRUSTEES' ANNUAL REPORT

YEAR ENDED 30 SEPTEMBER 2016 (CONTINUED)

ACHIEVEMENT AND PERFORMANCE (CONTINUED)

Charitable activities (continued)

Aside from the purely financial benefits, the various activities of the charity helped to build closer relationships between the parents, teachers and children.

The money raised was used to enhance the school environment and the educational experience of the children in a number of ways, including supporting school events such as Arts Week, Science Week and International Week.

FINANCIAL REVIEW

Financial Results

The results for the year are set out on page 5. The Association has a **net surplus** of **£12,815** for the year (2015: deficit £7,637) which, after adding the balance brought forward from the previous year of £42,494 shows a **balance carried forward** of **£55,309**.

The main source of income of the charity is from informal fundraising activities.

Reserves policy

The trustees target a minimum level of free reserves of about £17,000 which is approximately one year's net fund raising income. The charity's accumulated reserves are going to be used on a number of school projects.

Trustees' Responsibilities

Charity regulations require the Trustees to prepare accounts for each financial year which show the incoming resources and application of the resources of the Charity in the year.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Board of Trustees

Candace Brookes
(Chair)

Aasif Ebrahim
(Treasurer)

Date: 12/07/2017

INDEPENDENT EXAMINER'S REPORT

to the Trustees of Montpelier Primary School Parent Teacher Association

I report on the financial statements of the Montpelier Primary School Parent Teacher Association for the year ended 30 September 2016, which are set out on pages 5 and 6.

This report is made solely to the Charity's Trustees as a body, in accordance with section 145(1) Charities Act 2011 ('the Act'). My examination has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body for my examination, for this report or for the opinion I have formed.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the financial statements. The Charity's Trustees consider that an audit is not required for the year (under section 144(2) of the Act) and that an independent examination is required.

It is my responsibility to:

- examine the financial statements (under section 145(1) of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) 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 Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements 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 130 of the 2011 Act; and
 - to prepare financial statements 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 financial statements to be reached.

Ketan Ramesh Patel FCCA

Independent Examiner

Merchant & Co.
Chartered Certified Accountants
20 Exhibition House
London W14 8XP

Date: 02/08/2017

**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2016**

| | 2016 | | 2015 | |
|--|-------------|---------------|-------------|----------------|
| | £ | £ | £ | £ |
| Receipts | | | | |
| <i>Fundraising Events:</i> | | | | |
| Summer fete | | 26,533 | | 21,511 |
| Christmas disco | | 6,898 | | 8,043 |
| School calendars | | 1,768 | | 929 |
| Food fayre | | 2,683 | | 2,503 |
| Non-uniform day | | 1,647 | | 1,149 |
| Inter school quiz | | 3,321 | | 2,598 |
| Concert/Music night | | 376 | | 494 |
| March cake sale | | 773 | | 744 |
| Ice Cream Sale | | - | | 1,461 |
| Christmas cards | | 4,414 | | - |
| Uniform sales | | 180 | | - |
| Lego land | | 183 | | - |
| Total Receipts | | 48,776 | | 39,432 |
| Payments | | | | |
| <i>Fundraising Events:</i> | | | | |
| Summer fete | | 8,051 | | 9,034 |
| Christmas disco | | 3,142 | | 3,557 |
| Food fayre | | 654 | | 623 |
| Inter school quiz | | 1,147 | | 1,394 |
| Concert/Music night | | 298 | | 209 |
| General | | 394 | | 555 |
| March cake sale | | 350 | | 209 |
| Christmas cards | | 3,147 | | - |
| | | 17,183 | | 15,581 |
| <i>Donations to the School:</i> | | | | |
| Train and climbing frame repair in playground | - | | 13,250 | |
| School comms (subscription and text) | 1,369 | | - | |
| FSM discount [2015: Projector, Microphones etc.] | 419 | | 58 | |
| Calendars | 1,984 | | 1,854 | |
| Everyday Magic Storytelling | 3,700 | | - | |
| Mathletics | 3,150 | | 2,520 | |
| Living eggs | 285 | | 275 | |
| Science workshop | 2,730 | | 2,321 | |
| Trip contributions | 594 | | 5,533 | |
| Balloon release year 6 | - | | 100 | |
| Football team pitches | 125 | | 125 | |
| Drumming Workshop | 550 | | 500 | |
| Dance Workshop | 1,665 | | 2,699 | |
| Year Books | 1,380 | | 1,380 | |
| Christmas presents for pupils | - | | 106 | |
| | | 17,951 | | 30,721 |
| <i>Other Payments:</i> | | | | |
| Independent examination | 720 | | 660 | |
| National Confederation of Parent Teacher Associations | 107 | | 107 | |
| | | 827 | | 767 |
| Total Payments | | 35,961 | | 47,069 |
| Surplus /(Deficit)of the year | | 12,815 | | (7,637) |
| Cash balance brought forward from Previous Year | | 42,494 | | 50,131 |
| Cash balance carried forward to Next Year | | 55,309 | | 42,494 |

**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 SEPTEMBER 2016**

| | 2016 £ | 2015 £ |
|---|---------------|---------------|
| Assets | | |
| Cash at bank | <u>55,309</u> | <u>42,494</u> |
| Liabilities | | |
| Owed to Montpelier Primary School - (Point 5) | 20,587 | 18,000 |
| Accrual - Independent Examination | <u>750</u> | <u>720</u> |
| | <u>21,337</u> | <u>18,720</u> |

These accounts were approved on 12/07/2017 and signed on behalf of the Board of Trustees by

Candace Brookes
(Chair)

Aasif Ebrahim
(Treasurer)

Notes:

1. No amounts were paid to Trustees in the year, other than bona fide reimbursements.
2. The cost of all equipment purchased is written off in the year of purchase.
3. VAT is not reclaimable on expenditure made from this Fund.
4. Related Party. The Fund is connected to the School and may have transactions with both the School's Public and Private Funds. This PTA generates most of its income from fundraising activities which take place mostly on school premises except for school trips. From time to time the school requests that certain items be considered for funding by the PTA.
5. The Trustees of this PTA agreed and paid in October 2016 a pledge £20,587 contribution towards the cost of poly-tunnels, sound panelling, paint track in junior playground, housing chickens at school and fencing around the pirate ship.