

**Montpelier Primary School
Parent Teacher Association**

**c/o Montpelier Primary School
Helena Road
Ealing
LONDON
W5 62RA**

Ketan Ramesh Patel F.C.C.A.
Merchant & Co.
Chartered Certified Accountants
20 Exhibition House
Addison Bridge Place
London
W14 8XP

28 June 2018


Dear Sirs

We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation, sufficient to satisfy ourselves that we can properly make each of the following representations to you, in connection with your examination of the charity's receipts and payments account (the 'account') and a statement of assets and liabilities (the 'statement') as its annual statement of account for the year ended 30 September 2017.

- 1 We acknowledge, as trustees our collective responsibility under the Charities Act 2011 for presenting the account and statement and confirm that we have approved the account and statement for the year ended 30 September 2017. We also acknowledge our responsibility for making accurate representations to you. All the accounting records have been made available to you for the purpose of your assignment and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all trustee and management meetings, have been made available to you.
- 2 We confirm that the charity is entitled to prepare receipts and payments accounts and is eligible for an independent examination of its account and statement, and that there are no circumstances which we should draw to your attention which would invalidate this eligibility. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK).

- 4 All grants, donations and other incoming resources, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions during the period in the application of such incoming resources. There were no individual endowments and restricted income grants and donations received during the period.
- 5 The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets except as disclosed to you.
- 6 We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect errors or fraud, and have disclosed to you the results of our assessment of the risk that the account and statement may be materially misstated as a result of fraud. We are unaware of any irregularities, including fraud and suspected fraud, involving management, employees or others who have significant roles in internal control, or those employed by the charity where the fraud could have a material effect on the financial statements. No allegations of such irregularities or breaches have come to our notice.
- 7 We are unaware of any breaches or possible breaches of statute, regulations, contracts, agreements or the charity's constitution which might result in the charity suffering significant penalties or other loss. No allegations of such irregularities or breaches have come to our notice. We confirm that the charity has had no non-routine communication with Charity Commission during or since the period of which you are unaware.
- 8 We have reviewed the affairs of the charity and confirm that no income is subject to income or capital gains tax. We have also reviewed the VAT treatment in relation to contractual services provided by the charity and confirm that VAT has been correctly accounted for
- 9 The account and statement have been prepared on the going concern basis as we believe that adequate cash resources will be available to cover the charity's requirements for working capital and capital expenditure for at least the next twelve months. We are not aware of any other factors which could put into jeopardy the charity's going concern status during or beyond this period.

Yours faithfully


.....
Signed on behalf of the board of trustees

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 2017

**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)
	Nada Chowdhury	(Co-Chair)
	Sabrina Gross	(Co-Chair)
	Catherine Dickie	(Co-Secretary)
	Racheal Azimi	(Co-Secretary)
	Aasif Ebrahim	(Co-Treasurer)
	Adele Golding	(Co-Treasurer)
	Mark Phillips	(Social Co-ordinator)

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

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

MONTPELIER PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

TRUSTEES' ANNUAL REPORT YEAR ENDED 30 SEPTEMBER 2017

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 2017.

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 2016/17 the charity generated £39,214 from fund raising activities, including the annual summer fete, Christmas disco, sales of the school calendar and various other events such as quiz nights and food fayre.

**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**TRUSTEES' ANNUAL REPORT
YEAR ENDED 30 SEPTEMBER 2017 (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 deficit of **£2,129** for the year (2016: net surplus of £12,815) which, after adding the balance brought forward from the previous year of £55,309 shows a **balance carried forward of £53,180**.

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


Nada Chowdhury
(Chair)

Date: 6/07/2018.


Aasif Ebrahim
(Treasurer)

07/07/2018

Independent Examiner's Report to the Trustees of Montpelier Primary School Parent Teacher Association

I report to the trustees on my examination of the accounts of Montpelier Primary School Parent Teacher Association ('the charity') for the year ended 30 September 2017 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this 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 work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Ketan Ramesh Patel FCCA
Merchant & Co.
Chartered Certified Accountants
20 Exhibition House
Addison Bridge Place
London
W14 8XP

Date:

8/12/2017

**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2017**

	Notes	2017		2016	
		£	£	£	£
Receipts					
Fundraising Events:					
Summer fete			21,112		26,533
Christmas disco			7,043		6,898
School calendars			1,769		1,768
Food fayre			2,025		2,683
Non-uniform day			1,690		1,647
Inter school quiz			4,412		3,321
Concert/Music night			-		376
Easter cake sale			563		773
Christmas cards			-		4,414
Uniform sales			-		180
Lego land			600		183
Total Receipts			39,214		48,776
Payments	3				
Fundraising Events:					
Summer fete			3,902		8,051
Christmas disco			2,185		3,142
Food fayre			602		654
Inter school quiz			1,750		1,147
Concert/Music night			-		298
General			-		394
March cake sale			-		350
Christmas cards			-		3,147
			8,439		17,183
Donations to the School:					
Pirate ship	4, 5	9,764		-	
School comms (subscription and text)		1,324		1,369	
Free School Meals (FSM) discount		892		419	
Calendars		4,013		1,984	
Everyday Magic Storytelling		6,000		3,700	
Mathletics		3,150		3,150	
Living eggs		125		285	
Science workshop		2,645		2,730	
Trip contributions		1,237		594	
Football team pitches		-		125	
Drumming Workshop		550		550	
Dance Workshop		1,285		1,665	
Year Books		1,380		1,380	
Fans	4, 5	300		-	
			32,665		17,951
Other Payments:	3				
Independent examination		-		720	
National Confederation of Parent Teacher Associations		113		107	
Sundry expenses		126		-	
			239		827
Total Payments	3		41,343		35,961
(Deficit)/Surplus of the year			(2,129)		12,815
Cash balance brought forward from Previous Year			55,309		42,494
Cash balance carried forward to Next Year			53,180		55,309


**MONTPELIER PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 SEPTEMBER 2017**

	Notes	2017		2016
		£	£	£
Assets				
Cash at bank			<u>53,180</u>	<u>55,309</u>
Liabilities				
Owed to Montpelier Primary School	4, 5	18,000		20,587
less payment pirate ship		(9,764)		
less payment fans		<u>(300)</u>	7,936	
Accrual - Independent Examination			<u>750</u>	<u>750</u>
			<u>8,686</u>	<u>21,337</u>

These accounts were approved on

and signed on behalf of the Board of Trustees by


Nada Chowdhury
(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 in September 2017 a pledge £18,000 contribution which after spend on the pirate ship and fans is to go towards the cost of a climbing wall in the upper hall, upgrading of IT equipment and the Enable Enterprise scheme.