

**MONTPELIER PRIMARY SCHOOL
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

REPORT OF THE BOARD OF TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2018

For more information, contact:

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BUREAU OF THE ARMY

**MONTPELIER PRIMARY SCHOOL
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

(formerly: MONTPELIER PRIMARY SCHOOL PARENT TEACHER ASSOCIATION)

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**MONTPELIER PRIMARY SCHOOL
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

(formerly: MONTPELIER PRIMARY SCHOOL PARENT TEACHER ASSOCIATION)

LEGAL AND ADMINISTRATIVE INFORMATION

Montpelier Primary School Parents Teachers and Friends Association is a registered charity which operates on behalf of all parents and guardians of pupils enrolled at the community school known as Montpelier Primary School, together with all members of staff, and other supporters (e.g. friends and relatives such as siblings no longer at the school).

Governing Document: Rules of 24 September 1975 became Constitution of 21 October 1993, amended 16 March 1994 and 16 October 2007, now further amended 20 September 2018.

Charity Registration No.: 273132

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

Trustees (and Committee Members):	Nada Chowdhury	(Co-Chair)
	Sabrina Gross	(Co-Chair)
	Catherine Dickie	(Co-Secretary)
	Aasif Ebrahim	(Co-Treasurer)
	Adele Golding	(Co-Treasurer)

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
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**TRUSTEES' ANNUAL REPORT
YEAR ENDED 30 SEPTEMBER 2018**

The Trustees of Montpelier Primary School Parents Teachers and Friends Association present their report together with the Independently Examined financial statements of the Charity for the year ended 30 September 2018.

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, and further amended on 20 September 2018.

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 2017/18 the charity generated £46,474 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. Not included in this amount is £5,849 received after the year end from the Ealing Half Marathon.

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 30 SEPTEMBER 2018 (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 surplus of **£20,530** for the year (2017: deficit of £2,129) which, after adding the balance brought forward from the previous year of £53,180 shows a **balance carried forward of £73,710**.

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.

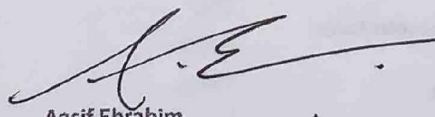
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the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

10/10/19.


Aasif Ebrahim
(Treasurer)

10/10/19

INDEPENDENT EXAMINER'S REPORT

to the Trustees of Montpelier Primary School Parents Teachers and Friends Association

I report to the Trustees on my examination of the accounts of the Montpelier Primary School Parents Teachers and Friends Association ('the charity') for the year ended 30 September 2018, which comprises 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 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 opinion 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 consider 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:

**MONTPELIER PRIMARY SCHOOL
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

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**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

	Notes	2018		2017	
		£	£	£	£
Receipts					
Fundraising Events:					
Summer fete			24,492		21,112
Christmas disco			7,008		7,043
School calendars			1,789		1,769
Food fayre			2,082		2,025
Non-uniform day			856		1,690
Inter school quiz			3,294		4,412
Easter cake sale			1,015		563
Ealing Half Marathon			1,009		-
Donations			3,439		-
Uniform sales			168		-
Lego land			1,322		600
Total Receipts			46,474		39,214
Payments	3				
Fundraising Events:					
Summer fete			6,222		3,902
Christmas disco			1,659		2,185
Food fayre			295		602
Inter school quiz			1,473		1,750
General expenses			593		-
			10,242		8,439
Donations to the School:					
Pirate ship	4, 5	-		9,764	
School comms (subscription and text)		1,380		1,324	
Free School Meals (FSM) discount		-		892	
Calendars		2,005		4,013	
Everyday Magic Storytelling		-		6,000	
Mathletics		3,175		3,150	
Living eggs		285		125	
Mother Nature workshop [2017: Science]		1,170		2,645	
Trip contributions		1,694		1,237	
Drumming Workshop		375		550	
Dance Workshop		3,060		1,285	
Year Books		1,587		1,380	
Fans	4, 5	-		300	
			14,731		32,665
Other Payments:	3				
Independent examination		750		-	
National Confederation of Parent Teacher Associations		117		113	
Sundry expenses		104		126	
			971		239
Total Payments	3		25,944		41,343
Surplus / (Deficit) of the year			20,530		(2,129)
Cash balance brought forward from Previous Year			53,180		55,309
Cash balance carried forward to Next Year			73,710		53,180

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**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 SEPTEMBER 2018**

	Notes	2018		2017	
		£	£	£	£
Assets					
Debtor: Ealing Half Marathon	6		5,849		-
Cash at bank			<u>73,710</u>		<u>53,180</u>
			<u>79,559</u>		<u>53,180</u>
Liabilities					
Owed to Montpelier Primary School	4, 5	18,000		18,000	
less payment made		<u>(12,726)</u>		<u>(10,064)</u>	
			5,274		7,936
Accrual - Independent Examination			<u>750</u>		<u>750</u>
			<u>6,024</u>		<u>8,686</u>

These accounts were approved on

and signed on behalf of the Board of Trustees by

Nada Chowdhury
Nada Chowdhury
(Chair) 10/10/19

Aasif Ebrahim
Aasif Ebrahim
(Treasurer) 10/10/19

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 charity 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 for 2017/18 a pledge £18,000 contribution towards various projects of which £12,726 have already been paid.
6. Money received from the Ealing Half Marathon after year end are not included in the receipts on page 5.