

**CHARITY NUMBER 273132**

**MONTPELIER PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION**

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

**FOR THE YEAR ENDED 30 SEPTEMBER 2014**

**MONTPELIER PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION**

**CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2014**

	Page
Legal and administrative information	1
Trustees' Annual Report	2 - 3
Independent Examiner's Report to the Trustees	4
Receipts and Payments Account	5
Statement of Assets and Liabilities (and Notes to the Accounts)	6

**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)
Emma Gladwell	(Chair, resigned 17/09/2014)
Jane Hillmen	(Chair, resigned 17/09/2014)
Candace Brookes	(Chair, appointed 17/09/2014)
Lorraine Phillips	(Chair, appointed 17/09/2014)
Tobias Morris	(Treasurer)
Louise Beitverda	(Social Co-ordinator, appointed 17/09/2014)
Mark Phillips	(Publicity officer)
Anna Wood	(Secretary)
Carlene Bender	(Publicity officer resigned 16/10/13)

**Other Committee Members:**

Milena Bazelkova	(Co-Treasurer)
Jacueline Shakespeare	(Secretary appointed 16/10/13))
Aasiif Ebrahim	(Secretary, appointed 17/09/2014)
Meys Wasan Ibrahim	(Co-Secretary, resigned 16/10/2013)
Zubuya Ali	(Co-Secretary resigned 17/09/2014)
Dina Polydorou	(Co-Secretary, appointed 17/09/2014)
Shreya Parekh	(Social Co-ordinator, resigned 16/10/2013)
Rashmi Patel	(Social Co-ordinator, appointed 16/10/2013)
Finola Kendall	(Social Co-ordinator, resigned 16/10/2013)
Amanda Fergasun	(Social Co-ordinator, appointed 17/09/2014)
Alan Outten	(Publicity officer, appointed 16/10/13)
Japreet Puri	(Publicity officer, appointed 17/09/2014)
Nisha Lahiri	(Co-Publicity officer, appointed 16/10/2013)
Rawnaq Faisal	(Co-Publicity officer, appointed 17/09/2014)
Nada Chowdhury	(Class Rep. Co-ordinator, resigned 16/10/2013)
Tasneem Outten	(Class Rep. Co-ordinator, resigned 16/10/2013)

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

**Independent Examiner:** Mr Ketan Patel  
Merchant & Co.  
Chartered Certified Accountants  
84 Uxbridge Road  
LONDON W13 8RA

**MONTPELIER PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION**

**TRUSTEES' ANNUAL REPORT  
YEAR ENDED 30 SEPTEMBER 2014**

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 2014.

**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 2013/14 the charity generated £36,503 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 2014 (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 deficit of £9,991** for the year (2013: Surplus £25,709) which, after adding the balance brought forward from the previous year of £60,122, shows a **balance carried forward of £50,131**.

The main source of income of the charity is from 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 Charities accumulated reserves are going to be used on a number of school projects including the provision of a colour printer, wooden playground equipment for the junior playground, and ongoing events and trips.

**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)

**Tobias Morris**  
(Treasurer)

Date: 19 June 2015

## **INDEPENDENT EXAMINER'S REPORT**

### **to the Trustees of Montpelier Primary School Parent Teacher Association**

I report on the accounts of the Montpelier Primary School Parent Teacher Association for the year ended 30 September 2014, 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 accounts (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 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 required in an audit, and consequently I do not express an audit opinion on the view given by the accounts 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 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 financial statements to be reached.

**Ketan Patel FCCA**

**Independent Examiner**

Merchant & Co.

Chartered Certified Accountants

84 Uxbridge Road

West Ealing

London W13 8RA

Date: 22 June 2015

**MONTPELIER PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 30 SEPTEMBER 2014**

	2014		2013	
	£	£	£	£
<b>Receipts</b>				
<i><b>Fundraising Events:</b></i>				
Summer fete		22,202		20,566
Christmas disco		6,909		7,766
School calendars		2,144		1,049
November food fayre		2,393		2,180
Non-uniform day		1,610		2,058
Inter school quiz		-		2,339
Concert/Music night		510		314
March cake sale		735		603
Year 6 leavers' show		-		88
<b>Total Receipts</b>		<b>36,503</b>		<b>36,963</b>
<b>Payments</b>				
<i><b>Fundraising Events:</b></i>				
Summer fete		9,615		6,839
Christmas disco		3,252		2,643
November food fayre		789		196
Inter school quiz		-		1,255
Concert/Music night		493		69
March cake sale		350		58
		14,499		11,060
<i><b>Donations to the School:</b></i>				
Train and climbing frame repair in playground	8,095		-	
Playground equipment	4,758		-	
Projector	2,908		-	
Calendars	1,694		-	
ParentPay subscription 3 years	3,837		-	
Mathletics	2,520		-	
Living eggs	275		-	
Science workshop	2,321		-	
Trip contributions	2,560		-	
Balloon release year 6	98		-	
Football team pitches	150		-	
Christmas presents for pupils	581		-	
		29,797		-
<i><b>Other Payments:</b></i>				
Independent examination 2 years	2,057		-	
National Confederation of Parent Teacher Associations (NCPTA) subscription and sundry expenses	141		194	
		2,198		194
<b>Total Payments</b>		<b>46,494</b>		<b>11,254</b>
<b>(Deficit)/Surplus of the year</b>		<b>(9,991)</b>		<b>25,709</b>
<b>Cash balance brought forward from Previous Year</b>		<b>60,122</b>		<b>34,413</b>
<b>Cash balance carried forward to Next Year</b>		<b>50,131</b>		<b>60,122</b>

**MONTPELIER PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION**

**STATEMENT OF ASSETS AND LIABILITIES  
AS AT 30 SEPTEMBER 2014**

	2014	2013
	£	£
<b>Cash Funds</b>		
Cash at bank and in hand	<u>50,131</u>	<u>60,122</u>
 <b>Other Monetary Assets</b>	 <u>-</u>	 <u>-</u>
 <b>Liabilities</b>		
Owed to Montpelier Primary School	17,471	17,386
Accrual - Independent Examination (2013: 2 years)	<u>600</u>	<u>2,057</u>
	<u>18,071</u>	<u>19,443</u>

These accounts were approved on 19 June 2015 and signed on behalf of the Board of Trustees by

**Candace Brookes**  
(Chair)

**Tobias Morris**  
(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.