

# **HAMPTON SCHOOL PARENTS' ASSOCIATION**

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## **ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2023**

Registered Charity no: 1044756

## **HAMPTON SCHOOL PARENTS' ASSOCIATION**

### **Annual Report of the Trustees for the year ended 31 August 2023**

The following people acted as charity trustees during the year ended 31 August 2023, and to the date of this Report:

#### **To year end 31.08.23**

<b>President:</b>	Kevin Knibbs (ex officio)
<b>Elected members of the Committee:</b>	
<b>Chair:</b>	Susy Broekhuizen
<b>Secretary:</b>	Mary Puczyniec (resigned 15/09/2022) Jo Love (appointed 15/09/2022)
<b>Treasurer:</b>	Andy Nendick
<b>Publicity Officer:</b>	Jane Hamilton
<b>Parent/School Liaison Officer:</b>	Susannah Reilly (resigned 23/11/2022) Sophie Ashdown-Coady (appointed 23/11/2022)
<b>Events Co-Ordinator:</b>	Helen Tarragano (resigned 21/06/2023)

#### **Honorary representative members of the Committee:**

<b>Old Hamptonians</b>	Anthony Hewitt (Director – Fitzwygram Foundation)
<b>Staff</b>	Polly Holmes (Assistant Head)
	Pippa Message (Deputy Head)
	Rupert Scarratt (Assistant Head)
	Jack Griffin (Events Manager)

Honorary representative members of the Committee are not Trustees of the Association.

## **HAMPTON SCHOOL PARENTS' ASSOCIATION**

### **Annual Report of the Trustees for the year ended 31 August 2023 (continued)**

<b>Address:</b>	Hampton School Hanworth Road Hampton Middlesex TW12 3HD
<b>Bankers:</b>	Barclays Bank Hampton Branch Kingston upon Thames Business Centre 6 Clarence Street Kingston upon Thames, Surrey
<b>Independent examiner:</b>	Kirstie Wood 19 Saxonbury Gardens Long Ditton Surbiton KT6 5HF

#### **Structure, governance and management**

The governing document of the Hampton School Parents' Association (HSPA) is its Trust Deed or Constitution, originally adopted by the members in October 1993, and amended in October 2002, October 2008, October 2012, October 2016 and again in May 2021. The Association is a registered charity, constituted as an unincorporated association. Its charity number is 1044756.

The Association is managed by a Committee, which meets at least once per school term. In addition, there are occasional Sub-Committee meetings prior to events, comprising of those Committee members most directly involved in the social and fundraising activity.

The members of the Committee are elected at the Annual General Meeting. Committee members may serve a maximum of two terms, of four years each in any one office.

#### **Objectives and activities**

The object of the Association is to advance the education of the pupils at Hampton School. In furtherance of this object the Association may:

1. Develop more extended relationships between the staff, parents and others associated with the school.
2. Engage in activities which support the school and advance the education of the pupils attending it.
3. Provide and assist in the provision of facilities for education at the school (not normally provided by the school).
4. Provide a forum for discussion on topics of general interest to parents.

# HAMPTON SCHOOL PARENTS' ASSOCIATION

## Annual Report of the Trustees for the year ended 31 August 2023 (continued)

The policies adopted in order to achieve these aims include arranging social and fundraising events, holding receptions specifically for new parents, arranging second hand uniform sales and facilitating a class representative network. In planning our activities for the year the trustees have considered the Charity Commission's guidance on public benefit. They will continue to support Hampton School in its efforts to provide a wide range of public benefit locally, nationally and internationally.

Funds raised are used either to provide the School's pupils with extras that do not fall within departmental budgets, or to support other worthwhile causes in which the pupils are involved at School. Items of equipment or funds are also donated to activities which either have no budgets, or those with very small budgets, such as some of the sports and other extra-curricular clubs. The HSPA aims to make sure its funds benefit the largest number of boys possible. A full list of the items purchased and proposed is set out on **page 8** of the accounts.

### Achievements and performance

The HSPA year started on a sombre note, with the passing of Queen Elizabeth II and the subsequent cancellation of the annual HSPA summer social, planned for Saturday 12<sup>th</sup> September.

The autumn term quiz night was a sell-out again, with 190 people in attendance. £2,112 was raised for the HSPA as well as £820 for the Fitzwygram Foundation, via the ever popular 'heads and tails'. A raffle was also run culminating at the quiz night raising £1,249 for the Fitzwygram Foundation.

In March, the HSPA held the annual comedy night featuring star names from the Bearcat comedy club. This event raised £2,159 for the HSPA and another 'heads and tails' raised £689 for the Fitzwygram Foundation. The HSPA were also able to run another text raffle, again with hampers as prizes. The raffle raised £1,046 which was split equally between the Fitzwygram Foundation and West London Turkish Volunteers (WLTV), a local charity for the victims of the Turkish earthquake.

The school celebrated the coronation of King Charles III with a penalty shootout for which the HSPA donated £1,584 of funds raised to the Fitzwygram Foundation.

The HSPA was again able to run two second-hand uniform sales which proved phenomenally popular, raising a total of £8,778, and the HSPA made donations to the school in line with its charitable purpose, these donations totalling £3,543.

### Financial review

Net funds increased by £14,862 this year, primarily due to the return of fundraising events and the usual annual subscriptions.

Total funds carried forward amount to £44,582 which includes an agreed £5,000 working capital buffer and £5,000 representing the estimated cost budget of the 2023 HSPA summer social (deferred to 2024).

Approved by the Committee on 25<sup>h</sup> November 2023, and signed on its behalf by:

Chair of the Trustees  
Susy Broekhuizen



# **HAMPTON SCHOOL PARENTS' ASSOCIATION**

## **Accounts for the year ended 31 August 2023**

### **Independent Examiner's Report to the Trustees**

I report on the accounts of the Hampton School Parents' Association for the year ended 31 August 2023 which are set out on pages 5 to 9.

### **Respective responsibilities of Trustees and Examiner**

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 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 next statement.

### **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 accounts 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 accounts to be reached.



Mrs. Kirstie Wood  
19 Saxonbury Gardens  
Long Ditton  
Surbiton KT6 5HF  
25<sup>h</sup> November 2023

# HAMPTON SCHOOL PARENTS' ASSOCIATION

## Statement of Financial Activities for the year ended 31 August 2023

	NOTES	2023	2022
		£	£
<b>Incoming resources</b>			
Subscription and donations	2	7,420	7,262
Functions	3	8,484	13,531
Second hand uniform sales income		8,930	9,114
Raffles and other activities		3,831	3,654
Bank interest		347	13
<b>Total incoming resources</b>		<b><u>29,012</u></b>	<b><u>33,574</u></b>
<b>Resources expended</b>			
Functions	3	(4,355)	(9,028)
Raffles and other activities		(322)	(203)
<b>Total incoming resources less resources expended on generating funds</b>		<b><u>24,335</u></b>	<b><u>24,343</u></b>
<b>Charitable expenditure</b>			
Grants of equipment and funds to Hampton School	4	(9,123)	(8,558)
Sundry expenses		(451)	(687)
<b>Total charitable expenditure</b>		<b><u>(9,574)</u></b>	<b><u>(9,245)</u></b>
<b>Net (outgoing)/incoming resources</b>		<b><u>14,761</u></b>	<b><u>15,098</u></b>
Total funds at 1 September 2022		<b>29,720</b>	<b>14,622</b>
<b>Total funds at 31 August 2023</b>		<b><u>44,481</u></b>	<b><u>29,720</u></b>

The notes on pages 7 to 9 form part of these accounts.

# HAMPTON SCHOOL PARENTS' ASSOCIATION

## Balance Sheet at 31 August 2023

		NOTES	2023	2022
			£	£
<b>Current Assets</b>				
	Bank balances		43,644	32,215
	Cash in Hand		-	-
	Bar stock		123	327
	Debtors and Prepayments	5	2,663	2,388
			<b><u>46,430</u></b>	<b><u>34,930</u></b>
<b>Liabilities: amounts falling due within one year</b>				
	Creditors and accruals	6	1,949	5,210
<b>Net Current Assets</b>			<b><u>44,481</u></b>	<b><u>29,720</u></b>
<b>Funds</b>				
	General funds		<b><u>44,481</u></b>	<b><u>29,720</u></b>

The notes on pages 7 to 9 form part of these accounts.

Approved by the Trustees on 25<sup>th</sup> November 2023 and signed on their behalf by:



Susy Broekhuizen

Chair of the Trustees

Hampton School Parents' Association is a registered charity number 1044756.

# HAMPTON SCHOOL PARENTS' ASSOCIATION

## Notes to the accounts for the year ended 31 August 2023

### 1. Accounting policies

The accounts have been prepared under the historical cost convention, and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice Charities (SORP) 2005, and applicable accounting standards.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

All expenditure is accounted for on an accruals basis.

2. Subscriptions and donations		2023	2022
		£	£
	Subscriptions from new parents/members	6,120	5,880
	Tax recovered under Gift Aid	1,200	1,230
	Sundry income	100	152
		<b><u>7,420</u></b>	<b><u>7,262</u></b>

3. Surplus from functions					
		Quiz Night	Comedy Night	Summer Social	Total
		£	£	£	£
<b>2023</b>	Income	4,085	4,399	-	8,484
	Expenses	1,973	2,240	142	4,355
		<b><u>2,112</u></b>	<b><u>2,159</u></b>	<b><u>(142)</u></b>	<b><u>4,129</u></b>
<b>2022</b>	Income	4,292	5,435	3,804	13,531
	Expenses	1,997	2,386	4,645	9,028
		<b><u>2,295</u></b>	<b><u>3,049</u></b>	<b><u>(841)</u></b>	<b><u>4,503</u></b>



## HAMPTON SCHOOL PARENTS' ASSOCIATION

### Notes to the accounts for the year ended 31 August 2023 (continued)

4. Grants of equipment and Funds to Hampton School	2023	2022
	£	£
Project80Twenty*	291	-
Architecture Club (write back)	-	(383)
Plants for quiet room (write back)	-	(50)
Board Games Club*	-	375
Writers' Room*	-	3,700
Gardening Club	-	319
Coding Club	-	840
Adventure Society*	360	787
Buzzers for Quizzes	-	180
Beekeeping Club	192	-
Gym Timer	337	-
Book Club*	1,000	-
Lego Architecture Club	151	-
ESFA Final	945	-
Interform Trophy and Art prizes	267	-
Donation to Fitzwygram Foundation	5,037	1,844
Donation to Ukraine Appeal	-	946
Donation to Turkish Earthquake Appeal (WLTv)	543	-
	<b><u>9,123</u></b>	<b><u>8,558</u></b>

\*Of these amounts a total of £1,949 (2022: £5,210) had not been paid over to the School at the end of the financial year. See note 6

## HAMPTON SCHOOL PARENTS' ASSOCIATION

### Notes to the accounts for the year ended 31 August 2023 (continued)

5. Debtors and Prepayments		2023	2022
		£	£
Flexitent for Summer Social		2,220	2,220
Catering deposit		275	-
Games for Summer Social		168	168
		<b><u>2,663</u></b>	<b><u>2,388</u></b>

6. Creditors and accruals		2023	2022
		£	£
Provision for equipment and funds for Hampton School:			
	Granted 2015	-	159
	Granted 2016	-	-
	Granted 2017	-	-
	Granted 2018	-	-
	Granted 2019	-	1,725
	Granted 2020	279	1,085
	Granted 2021	-	-
	Granted 2022	670	2,241
	Granted 2023	1,000	-
		<b><u>1,949</u></b>	<b><u>5,210</u></b>