

PARENT COMMUNITY ASSOCIATION OF THE AMERICAN SCHOOL IN LONDON

England & Wales · Charity number 1056386

Details

Other names	AMERICAN SCHOOL IN LONDON PARENT TEACHER ORGANIZATION
Status	Registered
Legal form	Other
Registered	1996-06-25
Register	View on the Charity Commission register

Contact

Address The American School in London
1 Waverley Place
London
NW8 0NP

Phone 02074491200

Email pca@asl.org

Website <http://www.asl.org/>

Activities

Objects: TO ADVANCE EDUCATION OF THE STUDENTS AT AMERICAN SCHOOL IN LONDON IN PARTICULAR BY MAINTAINING CLOSE CO-OPERATION BETWEEN PARENTS AND SCHOOL ON ALL MATTERS PERTAINING TO THE EDUCATION, GROWTH AND WELFARE OF AMERICAN SCHOOL IN LONDON.

Activities: The object of the Parent Community Association of the American School in London (PCA) is to advance the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People, Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** GREATER LONDON
- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£72,529	£95,635	-	-
2024-06-30	£86,640	£149,689	-	-
2023-06-30	£220,387	£120,915	-	-
2022-06-30	£37,474	£88,569	-	-
2021-06-30	£20,599	£43,309	-	-

Trustees

Name	Role	Appointed
Scott Dinwiddie	Chair	2021-08-31
Alya El Wakil		2025-06-11
Bernardine Huang		2025-06-11
Bijal Shah		2025-07-01
Indre Serpytyte - Roberts		2025-06-11
Jodi Johnston		2025-06-11
Larissa Kuhnley		2025-06-11
Laura Guerrieri		2025-06-11
Lindsey Kosinski		2025-06-11
Marianne Soohoo		2025-06-11
Mariette Schretter		2025-06-11
Shalomit Natalie Brawley		2025-06-11
Tracy Ferrara		2025-06-11

PARENT COMMUNITY ASSOCIATION OF THE AMERICAN SCHOOL IN LONDON

England & Wales - Charity number 1056386

Accounts

Charity No. 1056386

**PARENT COMMUNITY ASSOCIATION OF THE
AMERICAN SCHOOL IN LONDON**

REPORT & FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2025

Parent Community Association of the American School in London

Contents

For the year ended 30 June 2025

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Parent Community Association of the American School in London

Legal & administrative details

For the year ended 30 June 2025

Status	Established as an unincorporated association by constitutional bylaws and registered as a charity on 25 June 1996.	
Governing document	The charity is constituted under a trust deed dated 23 May 1996.	
Charity number	1056386	
Registered office and operational address	One Waverley Place London NW8 0NP	
Board Members (Executive Committee)	Scott Dinwiddie	Chair
	Anupama Vege	Treasurer (resigned 10 June 2025)
	Bijal Shah	Treasurer (appointed 1 July 2025)
	Mary Carson	Secretary (resigned 10 June 2025)
	Mariette Schretter	Secretary (appointed 11 June 2025)
	Scott Dinwiddie	VP - FOTL (resigned 10 June 2025)
	Emily Duffy	VP - Booster Club (resigned 10 June 2025)
	Amelia Qaragholi	VP - Communications (resigned 10 June 2025)
	Nadia Anderson	VP - FOTA (resigned 10 June 2025)
	Erin Stenson	VP - PSL (resigned 10 June 2025)
	Ayesha Mustafa	VP - FIND (resigned 10 June 2025)
	Jodi Johnston	VP - Community Events (reappointed 10 June 2025)
	Laura Guerrieri	VP - Community Engagement (reappointed 10 June 2025)
	Lindsey Kosinski	VP - FOTL (appointed 11 June 2025)
	Marianne Soohoo	VP - Booster Club (appointed 11 June 2025)
	Larissa Kuhnley	VP - FOTL (appointed 11 June 2025)
	Bernardine Huang	VP - PSL (appointed 11 June 2025)
	Shalomit Brawley	VP - FOTA (appointed 11 June 2025)
	Tracy Ferrara	VP - Communications (appointed 11 June 2025)
	Indre Serpytyte-Roberts	VP - Culture Connect (appointed 11 June 2025)
	Alya El Wakil	VP - Culture Connect (appointed 11 June 2025)

Parent Community Association of the American School in London

Legal & administrative details (continued)

For the year ended 30 June 2025

Bankers	Barclays Bank Plc St John's Wood 40 Wellington Road London NW8 9TJ
Independent examiner	Heather Wheelhouse BDO LLP 55 Baker Street London W1U 7EU

Parent Community Association of the American School in London

Report of the Board

For the year ended 30 June 2025

The executive committee presents its report and the financial statements for the year ended 30 June 2025.

Legal and administrative information set out on pages 1 and 2 form part of this report. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019.

Objects and Public Benefit

The object of the Parent Community Association of the American School in London (PCA) is to advance the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students. The PCA also seeks to foster good relationships amongst parents of current students, especially as a way to help families new to ASL and/or London integrate in their new environment. For example, through the FIND book club or various international societies. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. These activities include staffing the booster club, running culture and country clubs, fundraising for various school projects, and community building activities like FallFest. The PCA also aims to support the wider community through outreach programs and community grants.

In furtherance of this object, the PCA, as charity board members have complied with the duty in s.4 of the Charities Act 2011 to have due regard to the guidance contained in the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the public benefit requirement under the Act.

Structure, Governance, Management, and Achievements

Organisational

All parents of currently enrolled students at ASL are members of the PCA and may participate in and vote at general meetings. The PCA elects board members at the spring general meeting and approves the annual budget at the fall general meeting. Any non-budgeted expenditures in excess of £1,500 are also approved at a general meeting.

The general management of the PCA is vested in the executive board, which consists of the board members: The President, Treasurer, Secretary, Vice President of the Booster Club, Vice President of Communications, Vice President of Community Service, Vice President of Friends of the Arts (FOTA), Vice President of Family Integration Diversity (FIND), Vice President for Parent/School Liaison, Vice President of Community Events and Vice President of Friends of the Libraries (FOTL). Members of the executive board serve as trustees of the organisation in accordance with the Charities Act 2011.

The executive board, consisting of the board members, meets once a month during the school year to discuss and approve activities and policies of the organisation. The executive board must approve all non-budgeted expenditures.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2025

Chair

The Chair sets the dates and agendas and presides over all meetings of the PCA and Board, coordinates the work of the other members of the Board, serves as a member of all PCA standing committees, acts as a liaison with ASL's Board of Trustees, meets with the Head of School as required, and performs these and all other duties to promote the PCA objectives.

Treasurer

The Treasurer is responsible for receiving all funds of the PCA and for their safekeeping and accounting, collecting dues as determined by the Board, paying out PCA funds as authorized by the Board, presenting an updated financial statement at each Board meeting and at other times as requested, presenting an annual budget at the first general meeting in the fall and presenting an annual financial report at the last general meeting of the year, both to be approved by a majority vote of the members present, and for preparing and filing annual accounts, reports, and returns as required by the Charities Act 2011.

Secretary

A continuing Secretary will form part of the Nominating Committee to elect new board members. The committee's role is to advertise any open positions in the PCA Executive Board, generate a list of candidates, narrow down the list and present the list to both the Executive Board and PCA for approval.

Members of the executive committee

Members of the executive committee (i.e., board members) are shown on page 1.

Members of the executive committee have no beneficial interest in the charity.

Booster Club

The Booster Club provides volunteer and financial support for the Middle and High School athletics programs, which include more than 95 ASL teams. The Booster Club provides volunteer support to the Robotics club as well. All parents of students involved in any ASL athletics program are Booster Club members. There are no dues.

The Booster Club raises funds through its regular activities, mainly concessions and ASL-branded sportswear, to provide additional support to the athletics program. This support includes additional equipment and special projects, supporting visiting students, providing food and drink concessions in the Farmer Family Gym and Canons Park playing fields for home sporting events, including the ISST and LSSA championships, purchasing and distributing coaches gifts as well as yearly thank you gifts for facilities, catering, security, and housekeeping, and, finally, coordinating team parent programs and providing travel information for home and visiting fans.

Robotics: This year, the PCA also instituted a position to support the robotics program that is offered by the school. The PCA robotics representative coordinates communication between parents of students participating in the robotics program and the school. The representative also helps support the overall robotics program by liaising with the parents and the school.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2025

Communications

The Communications committee enhances communication among parents, faculty, staff, administration, and trustees of the school primarily through the school's website. The communications committee maintains the PCA portion of the website on a regular basis and updates information regarding PCA activities, special events and all other school related information deemed important for the community. The Family Support Group (FSG) was born out of a desire to provide discreet support to families encountering difficult times and is contained within the Communications program area. The PCA has instituted a new committee to support the school's ASL robotics program. This committee is part of the PCA Communications team. The objective of this newly formed committee is (i) to streamline communications between the robotics program and the families of the students in the program and (ii) provide general support to the students and faculty/staff that participate in this program by providing meals, etc.

Community Events

The Community Events committee organises a series of annual events to promote a sense of community throughout the year, such as Bingo and Quiz Nights, alongside decorating the Lower School for Halloween each fall. Most importantly, the committee also organises SCOOP and the Welcome Family Program, which provide new ASL families with orientation information on living in London and the UK, information on the school's operation method, and support families making the transition to London and to ASL.

Community Events also oversees the organisation of the Auction every two years. The Auction Chairs report directly to the Board each month from September until May in an Auction year.

The PCA Grants Committee is under the direction of Community Events. This committee receives, evaluates, and grants funding requests for various school-related projects for the enrichment and betterment of the ASL community.

In the 2023–2024 school year the PCA Grants Committee awarded more £12,004 (2023; £9,948) to projects benefiting all three sections of the school. High school student groups and grades were awarded funding for three separate field trips for cultural events. Funds were also provided to create a section in the library for poetry books, and to support the creation of a new Science Magazine by and for students. In the middle and lower schools, money was granted for the betterment of community-focused after school programs as well as a new net system for PE classes.

Community Engagement

We believe that being actively involved in service to others leads to a more fulfilled life. Working by example, the PCA Community Engagement Committee aims to support students of all ages, in a continuing exploration of what matters in finding their passion and purpose in giving. We are dedicated to helping provide Service-Learning opportunities, and hope to foster the entire ASL community in being productive and effective citizens, together. The board position reflects this conviction.

We facilitate and coordinate volunteer opportunities with the schools' ever-growing list of local community partner charities. Some of these opportunities include direct experience working with elders, underserved children, refugee families, local farm animals, and more. We support these charity agencies by becoming involved in their sports, homework, arts, and socializing programs. Additionally we focus on environmental reuse, for example, we host clothing swaps and winter coat drives, book drives, and more. We also coordinate, twice yearly, Community Service Days, when we help to maintain the gardens and buildings of our partners. These days typically attract over 400 ASL volunteers to over 15 sites. This gives our high school students opportunities to become leaders by coordinating the services and families volunteering at each site.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2025

Friends of the Arts (FOTA)

This committee works with ASL's performing arts faculty to support and promote the school's music, drama, dance, and visual arts. FOTA volunteer opportunities are varied and involve assisting with the various music and drama productions as well as visual art exhibitions and special projects. FOTA invites local old age pensioners to various events throughout the year, including matinee drama performances, and a holiday music concert at which the local community old age pensioners enjoy a tea and dinner. FOTA also assists visiting students and faculty whenever ASL hosts international middle school and high school music and drama festivals.

Friends of the Libraries (FOTL)

Friends of the Libraries (FOTL) supports the two ASL libraries: the Mellon Library, which serves Middle and High School students, and the Lower School Library, which serves Lower School students. FOTL's primary activities include coordinating the Lower School Library volunteer program to assist with shelving books in the Lower School Library, and sponsoring events to promote reading and the use of the libraries, such as a twice-yearly community book swap and a library board games night. FOTL also provides assistance with author events, seeks book sponsorships to add to the Libraries' collections, and directly sponsors bookplates to recognize departing ASL faculty and staff.

Friends of the Math Corner (FOMC) and Techwise are two additional groups under the FOTL umbrella. FOMC organizes Lower School Family Math Game Nights, and provides a display in Lower School reception of math games and activities that changes monthly. Techwise is a parent led group that aims to share ever evolving technology information, support, advice, and ideas between parents, while also planning in person events on kids using technology intentionally, mindfully, and in an age-appropriate way.

Families Integration and Diversity (FIND)

FIND welcomes and supports international families as they integrate into the ASL community and it offers a variety of events that support the school's mission of a global education. In particular, FIND highlights the international aspect of the ASL community by hosting dozens of activities centred around cultural activities, which showcase ASL's diversity. FIND executes its mission through interest group and culture group events. Interest groups provide cross-cultural and cross-grade level opportunities to foster integration, build friendships, and enrich the school community as a whole. There are eight activity groups that put on events for the school. Examples of such interest groups are: book club, living well club, and global eats. FIND also has 13 culture groups that put-on community events and 30 country representatives who host activities for country group members. In addition, FIND puts on the Global Festival, an event that celebrates the cultural diversity of ASL. Biennially, it draws about 1,700 parents, students, and faculty. It was last held in March 2024.

Parent/School Liaison

Parent/School Liaison includes five committees: Grade Representative Program, Parent Education Resource Committee, Faculty & Staff Appreciation, Senior Events and WorkX. The Grade Rep Program fosters regular, responsive communication between the parents and caregivers, and school administrators, regarding students' collective academic and safety needs. This year, as in the past, the PCA grade representatives met regularly with the school principals and other faculty guest speakers to communicate concerns and initiatives and to serve as information conduits for the principals. Grade representatives solicit feedback from parents. This committee organised parent meetings (grade coffees) to connect grade level parents and carers and discuss topics of mutual interest or concern, as well as bringing everyone together at social events for parents and faculty.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2025

Parent/School Liaison (continued)

Through its meetings and speaker presentations, the Parent Education Resource Committee (PERC) supports parents of non-traditional learners, including children with diagnosed and un-diagnosed learning differences, and parents who are simply concerned about their child's ability to flourish in an academic environment.

Faculty and Staff Appreciation committee sponsors events throughout the year in which the PCA and parents show appreciation to ASL faculty and staff via a catered lunch or homemade treats.

The Senior Events committee works with the Senior class Dean to plan and execute events celebrating the final year of high school for graduating seniors. These events include a Baby Photo Contest, cap and gown distribution and a variety of celebratory gatherings throughout the year for students, parents, faculty and staff.

Lastly, Parent/School Liaison encompasses the WorkX team. WorkX works to develop work experience opportunities for high school students, creates an annual database of those opportunities, and guides students through the application process. The committee also helps organize CV and cover letter writing workshops for students.

Plans for the Future

The key objective continues to be the advancement of the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth, and welfare of ASL students.

The PCA will also continue to explore further ways of engaging with and providing benefit to the local community.

Financial statement review and results

Overall, incoming resources for the year were £72,529 (2024: £86,640). Total charitable expenditure has reduced to £95,635 (2024: £149,689). The charity reporting an overall deficit of £23,106 (2024: £63,049 deficit).

Reserves policy

It is the policy of the PCA to hold sufficient assets in the form of cash to fund any outstanding obligation. Decisions concerning grant expenditure to the school are made at year end and are limited to assets available after setting aside appropriate amounts for these obligations and to fund start-up costs and ongoing programmes that the PCA votes to continue for the following year. In an auction year, when PCA organizes the Auction on behalf of ASL, it usually receives a grant of £150,000 to cover two years of PCA operating expenses in addition to other PCA fundraising efforts. This grant was received after the year end.

The reserves held at 30 June 2025 were £294,274 (30 June 2024: £317,380), all of which are unrestricted. The PCA aims to maintain a minimum of £150,000 in reserves at all times.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2025

Going Concern

The board members consider the Charity to be a going concern on the basis that there is more than sufficient cash to meet the limited annual expenditure that is incurred running the charity. The board members confirm that at the time of approving the financial statements, there are no material uncertainties regarding the Charity's ability to continue in operational existence for the next 12 months.

Donations

Income from donations, other than parents' dues, is received by way of donations and gifts and is included in full in the statement of financial activities when probable and can be measured reliably. In accordance with the Charities SORP (FRS102), general volunteer time is not recognised. More information about our volunteer contribution is explained throughout the Report of the Board.

Risks

The risks facing the PCA are mainly related to people and finances, and in both cases are relatively small and easily mitigated. There is a risk that one of the key members of the PCA leaves their position at a critical time during the year. This risk is particularly related to Auction planning and execution. However, the PCA Bylaws outline the process of accessing volunteer replacements. Additionally, the group structure of events at ASL, and the depth and support from the parents at the school helps to alleviate this risk.

Financial risk primarily involves execution of the Auction which is managed by PCA volunteers with support from the school (ASL). Specifically, if Auction proceeds are insufficient to cover the costs of preparing the Auction event itself, the funding shortfall could potentially have to be bridged by funds earmarked for other PCA programs. While the auction history at ASL would indicate that this too is a relatively small risk, in today's uncertain global environment, it is possible that an outside event (e.g., a terrorist attack) could cause the Auction to be cancelled at the last minute. Should such an event occur, the PCA reserve policy would mitigate the immediate financial risk. Without the bi-annual grant to the PCA after the successful execution of the Auction, the PCA would be forced to curtail its programs in the following years. The next auction is scheduled to be held in March 2027.

Finally, there is a risk of financial mismanagement caused by inexperienced PCA volunteers. This risk is mitigated by the organisational structure of the PCA and its documented processes. The PCA executive board meets monthly, minutes are kept of all meetings, all funds dispersed must be authorised by a VP, any expense over £200 requires two VP signatures, and all reimbursements (on-line or bank cheques) must be signed by two authorised signatories.

Trustee's Indemnities

The Charity's insurers indemnify against claims in respect of any civil liability and which arises out of the conduct of the insured in their personal capacity as a Board Member. The board members are considered to be the key management personnel of the Charity.

During the year no board member received any remuneration in relation to services performed for the Charity.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2025

Recruitment of Trustees

Each year the Board appoints a nominating committee chair who shall form the nominating committee consisting of five to seven members, all of which are current members of the PCA. All nominees shall be the parent of a currently enrolled ASL student, have prior experience in a parent volunteer role, and be willing to serve if elected. The election of new Board members shall take place by majority vote of members present at the last general meeting in the spring.

All Board members shall serve for one term and may only serve for a maximum of two consecutive terms in the same position. The President and the Treasurer shall serve for a term which shall be defined as two fiscal years and may serve for a maximum of one consecutive term in the same position. In no event shall any Board member serve more than four consecutive terms on the Board. Exceptions to the Term Limit Policy can be made, in extraordinary circumstances, upon the recommendation of the President, Secretary, and Treasurer and a super-majority (defined as greater than two-thirds of the PCA Executive Board membership) vote of the Board.”

Responsibilities of the Trustees

The executive committee are responsible for preparing the executive committee's Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements 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.

Approved by the executive committee on 25 March 2026
and signed on its behalf by



Scott Dinwiddie, PCA Chair

Independent Examiner's Report to the Board Members of Parent Community Association of the American School in London

For the year ended 30 June 2025

I report to the trustees on my examination of the accounts of the Parent Community Association of the American School in London for the year ended 30 June 2025, which are set out on pages 11 to 16.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. 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 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's trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

DocuSigned by:

DA15AED75D45453...
Heather Wheelhouse ACA
BDO LLP
London

Date: 26 March 2026

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Parent Community Association of the American School in London

Statement of Financial Activities

For the year ended 30 June 2025

	Note	2025 £ Unrestricted	2024 £ Unrestricted
Income from:			
<i>Donations and legacies</i>			
Parent Dues		22,290	15,675
<i>Other trading activities</i>			
Booster club concessions		32,610	27,991
Income from fundraising events		14,643	40,370
<i>Investments</i>			
Interest income		2,986	2,604
Total		72,529	86,640
Expenditure			
<i>Raising funds</i>			
Booster Club		17,537	11,453
Fundraising expenditure		10,500	34,092
		28,037	45,545
<i>Charitable expenditure</i>			
<i>Activities to advance the education of the ASL students</i>			
Mini grants		6,338	8,444
Community service grants		9,188	12,044
Community service – other		5,973	27,392
Families Integration and Diversity		3,250	4,006
Communication		-	945
Parent/school liaison		15,668	17,571
Booster club		5,560	6,709
Friends of the Arts		3,893	5,436
Friends of the Maths Teachers		1,133	226
Friends of the Libraries		206	896
Robotics		118	-
<i>Structure, governance, and management expenditure</i>			
Management and administration		5,750	10,011
Governance costs		10,521	10,464
Total		95,635	149,689
Net (expenditure)	2	(23,106)	(63,049)
Net movement in funds		(23,106)	(63,049)
Reconciliation of funds			
Funds at 1 July		317,380	380,429
Funds at 30 June	6	294,274	317,380

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. All income and expenditure is unrestricted.

Parent Community Association of the American School in London

Balance Sheet

At 30 June 2025

	Note	2025 £	2025 £	2024 £	2024 £
Current assets					
Cash at bank and in hand		302,903		350,465	
		<hr/>		<hr/>	
		302,903		350,465	
Creditors: amounts falling due within one year	5	(8,629)		(33,085)	
		<hr/>		<hr/>	
Net current assets			294,274		317,380
			<hr/>		<hr/>
Total assets less current liabilities			294,274		317,380
			<hr/>		<hr/>
Net assets			294,274		317,380
			<hr/>		<hr/>
Funds					
Unrestricted funds	6		294,274		317,380
			<hr/>		<hr/>
Total unrestricted funds			294,274		317,380
			<hr/>		<hr/>

Approved by the executive committee on 25 March 2026..... and signed on its behalf by



Scott Dinwiddie
PCA Chair

Parent Community Association of the American School in London

Notes to the financial statements

For the year ended 30 June 2025

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation:

Parent Community Association of the American School in London is a registered charity with registration number 1056386 registered in England and Wales. The address of its registered office is One Waverley Place, London, NW8 0NP. The financial statements have been prepared in £ Sterling and are rounded to the nearest pound.

The financial statements have been prepared on a going concern basis under the historical cost convention. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland" (The Charities SORP 2nd Edition) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The board members have prepared these accounts on the going concern basis. They believe there are no material uncertainties about the entity's ability to continue as a going concern. The members, having reviewed current performance and forecasts, have a reasonable expectation that the Charity has adequate resources to meet liabilities as they fall due for at least the next 12 months following the sign off date.

The charity is a Public Benefit Entity as defined by FRS 102.

b) Income:

Donations and legacies, other than parents' dues, are included in full in the statement of financial activities when there is evidence of entitlement, receipt is probable and the amount can be measured reliably. Volunteer time is not included in the financial statements. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. This support includes volunteering their time for activities such as staffing the booster club, community building activities like FallFest, running culture and country clubs, and fundraising for various school projects.

Voluntary parents' dues are accounted for when received by the American School in London.

Income arising from an event are accounted for in the year the event took place.

Income from external grants is recognised in the statement of financial activities as soon as it is receivable.

Gifts in Kind are valued on the basis of Executive Committee estimates within the appropriate heading in the statement of financial activities.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2025

1. Accounting Policies (Continued)

b) **Income (continued):**
Interest income is recognised in the statement of financial activities when the amount receivable can be measured reliably.

c) **Expenditure:**
Expenditure is recognised on an accruals basis, inclusive of any VAT which cannot be recovered. They are recognised when there is a legal or constructive obligation to pay for expenditure. Expenditure on raising funds relates specifically to auction costs, costs of other fundraising events, and meeting and events costs.

Management and administration costs include the management of the charity's assets, organisation management, and compliance with constitutional and statutory requirements.

Gifts payable to ASL and grants are accounted for when the liability is created.

d) **Foreign currencies:**
Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.

e) **Reserves:**
Unrestricted funds are donations, grants, and other income received or guaranteed to be used for the charitable purposes as the trustees think fit.

f) **Financial instruments:**
Financial instruments are recognised in the Statement of Financial Position when the charity becomes party to the contractual provisions of the instrument. The charity only enters into basic financial instruments, which are initially measured at transaction price.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire. Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation, or expiry.

g) **Accounting estimates and judgements:**
In the application of the charity's accounting policies, the board members are required to make judgements, estimates, and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. On the date of approval of the financial statements, there are no indications to imply that material changes to fundamental assumptions and estimates are necessary. No judgements, estimates, or assumptions have been made about the carrying amounts of assets and liabilities in the financial statements.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2025

2. Net Expenditure for the year

This is stated after charging:

	2025	2024
	£	£
Amounts payable to independent examiner:		
Accountancy fee	5,985	3,276
Independent examiner's fees	4,536	4,284

3. Staff costs

The trustees are considered to be key management. They received no remuneration for their work (2024: £nil).

Payments of £6,312 (2024: £22,196) were made to reimburse 7 (2024: 11) trustees for out-of-pocket expenses incurred on behalf of the charity.

The charity had no employees who received employee benefits of more than £60,000 (2024: nil).

4. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

5. Creditors: amounts falling due within one year

	2025	2024
	£	£
Accruals	8,629	7,558
Amounts due to related parties	-	25,527

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2025

6. Movement in funds

	At 1 July 2024 £	Income £	Expenditure £	Transfers £	At 30 June 2025 £
Unrestricted funds	317,380	72,529	(95,635)	-	294,274
Total	317,380	72,529	(95,635)	-	294,274
	At 1 July 2023 £	Income £	Expenditure £	Transfers £	At 30 June 2024 £
Unrestricted funds	380,429	86,840	(149,689)	-	317,380
Total	380,429	86,840	(149,689)	-	317,380

7. Related party transactions

The American School in London (which is run by the charity The American School in London Educational Trust Limited, Charity Number: 312738) is closely connected to the Parent Community Association of the American School in London as the charitable objectives of this charity are to advance the education of all students at the American School in London. During the year the American School In London made purchases on behalf of PCA of £17,506l (2024: £30,022) and collected income on behalf of the charity of £4,863 (2024: £4,495) all of which have been fully recharged to the charity. At the year end The American School in London was owed £nil (2024: £25,527).

The American School in London Foundation (UK) (Charity Number: 1086037) is a registered charity and raises funds for the support of the American School in London, as well as being part of the same Group as The American School in London Educational Trust Limited.

PCA incurred expenditure of £9,780 (2024: £nil) during the year in relation to the auction held by The American School in London Foundation (UK), of which £9,780 was reimbursed by the Foundation (2024: £ nil).

PARENT COMMUNITY ASSOCIATION OF THE AMERICAN SCHOOL IN LONDON

England & Wales - Charity number 1056386

Accounts

Charity No. 1056386

**PARENT COMMUNITY ASSOCIATION OF THE
AMERICAN SCHOOL IN LONDON**

REPORT & FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2024

Parent Community Association of the American School in London

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For the year ended 30 June 2024

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Parent Community Association of the American School in London

Legal & administrative details

For the year ended 30 June 2024

Status	Established as an unincorporated association by constitutional bylaws and registered as a charity on 25 June 1996.	
Governing document	The charity is constituted under a trust deed dated 23 May 1996.	
Charity number	1056386	
Registered office and operational address	One Waverley Place London NW8 0NP	
Board Members (Executive Committee)	Abby Khatiblou	Chair (term commenced 31 August 2022)
	Anupama Vege	Treasurer (term commenced 16 June 2023)
	Mary Carson	Secretary (term commenced 16 June 2023)
	Scott Dinwiddie	VP – Friends of the Libraries (FOTL) (term commenced 31 August 2021)
	Emily Duffy	VP - Booster Club (term commenced 16 June 2023)
	Amelia Qaragholi	VP - Communications (term commenced 16 June 2023)
	Nadia Anderson	VP - Friends of the Arts (FOTA) (term commenced 16 June 2023)
	Erin Stenson	VP - Parent/School Liaison (term commenced 16 June 2023)
	Ayesha Mustafa	VP - Families Integration and Diversity (FIND) (term commenced 5 October 2023)
	Jodi Johnston	VP - Community Events (term commenced 1 July 2024)
	Laura Guerrieri	VP - Community Engagement (term commenced 1 July 2024)
	Stefanie Lawrence	VP - Community Events (term commenced 31 August 2022, resigned 30 June 2024)
	Judy Kasper	VP - Community Engagement (term commenced 31 August 2022, resigned 30 June 2024)
	Ifigenia Dalgish	Resigned 1 July 2023
	Darshana Madhvani	Resigned 1 July 2023
	Stephanie Gladis	Resigned 1 July 2023
	Sara Shahidi	Resigned 1 July 2023

Parent Community Association of the American School in London

Legal & administrative details (continued)

For the year ended 30 June 2024

Bankers	Barclays Bank Plc St John's Wood 40 Wellington Road London NW8 9TJ
Independent examiner	Heather Wheelhouse BDO LLP 55 Baker Street London W1U 7EU

Parent Community Association of the American School in London

Report of the Board

For the year ended 30 June 2024

The executive committee presents its report and the financial statements for the year ended 30 June 2024.

Legal and administrative information set out on pages 1 and 2 form part of this report.

Objects and Public Benefit

The object of the Parent Community Association of the American School in London (PCA) is to advance the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students. The PCA also seeks to foster good relationships amongst parents of current students, especially as a way to help families new to ASL and/or London integrate in their new environment. For example, through the FIND book club or various international societies. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. These activities include staffing the booster club, running culture and country clubs, fundraising for various school projects, and community building activities like Fall Fest.

The PCA also aims to support the wider community through outreach programs and community grants.

In furtherance of this object, the charity board members have complied with the duty in s.4 of the Charities Act 2011 to have due regard to the guidance contained in the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the public benefit requirement under the Act.

Structure, Governance, Management, and Achievements

Organisational

All parents of currently enrolled students at ASL are members of the PCA and may participate in and vote at general meetings. The PCA elects board members at the spring general meeting and approves the annual budget at the fall general meeting. Any non-budgeted expenditures in excess of £1,500 are also approved at a general meeting.

The general management of the PCA is vested in the executive board, which consists of the board members: The President, Treasurer, Secretary, Vice President of the Booster Club, Vice President of Communications, Vice President of Community Service, Vice President of Friends of the Arts (FOTA), Vice President of Family Integration Diversity (FIND), Vice President for Parent/School Liaison, Vice President of Community Events and Vice President of Friends of the Libraries (FOTL). Members of the executive board serve as trustees of the organisation in accordance with the Charities Act 2011.

The executive board, consisting of the board members, meets once a month during the school year to discuss and approve activities and policies of the organisation. The executive board must approve all non-budgeted expenditures.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Chair

The Chair sets the dates and agendas and presides over all meetings of the PCA and Board, coordinates the work of the other members of the Board, serves as a member of all PCA standing committees, acts as a liaison with ASL's Board of Trustees, meets with the Head of School as required, and performs these and all other duties to promote the PCA objectives.

Treasurer

The Treasurer is responsible for receiving all funds of the PCA and for their safekeeping and accounting, collecting dues as determined by the Board, paying out PCA funds as authorized by the Board, presenting an updated financial statement at each Board meeting and at other times as requested, presenting an annual budget at the first general meeting in the fall and presenting an annual financial report at the last general meeting of the year, both to be approved by a majority vote of the members present, and for preparing and filing annual accounts, reports, and returns as required by the Charities Act 2011.

Secretary

The Secretary gives notice of each PCA meeting, records and prepares minutes of each meeting, posts minutes for review and seeks approval of such minutes, and is responsible for the safe-keeping of the minutes. The Secretary also keeps the PCA's constitution and bylaws.

Booster Club

The Booster Club provides volunteer and financial support for the Middle and High School athletics programs, which include more than 95 ASL teams. The Booster Club provides volunteer support to the Robotics club as well. All parents of students involved in any ASL athletics program are Booster Club members. There are no dues.

The Booster Club raises funds through its regular activities, mainly concessions and ASL-branded sportswear, to provide additional support to the athletics program. This support includes additional equipment and special projects, supporting visiting students, providing food and drink concessions in the Farmer Family Gym and Canons Park playing fields for home sporting events, including the ISST and LSSA championships, purchasing and distributing coaches gifts as well as yearly thank you gifts for facilities, catering, security, and housekeeping, and, finally, coordinating team parent programs and providing travel information for home and visiting fans.

Robotics: This year, the PCA also instituted a position to support the robotics program that is offered by the school. The PCA robotics representative coordinates communication between parents of students participating in the robotics program and the school. The representative also helps support the overall robotics program by liaising with the parents and the school.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Communications

The Communications committee enhances communication among parents, faculty, staff, administration, and trustees of the school primarily through the school's website. The communications committee maintains the PCA portion of the website on a regular basis and updates information regarding PCA activities, special events and all other school related information deemed important for the community. The Family Support Group (FSG) was born out of a desire to provide discreet support to families encountering difficult times and is contained within the Communications program area. The PCA has instituted a new committee to support the school's ASL robotics program. This committee is part of the PCA Communications team. The objective of this newly formed committee is (i) to streamline communications between the robotics program and the families of the students in the program and (ii) provide general support to the students and faculty/staff that participate in this program by providing meals, etc.

Community Events

The Community Events committee organises a series of annual events to promote a sense of community throughout the year, such as Bingo and Quiz Nights, alongside decorating the Lower School for Halloween each fall. Most importantly, the committee also organises SCOOP and the Welcome Family Program, which provide new ASL families with orientation information on living in London and the UK, information on the school's operation method, and support families making the transition to London and to ASL.

Community Events also oversees the organisation of the Auction every two years. The Auction Chairs report directly to the Board each month from September until May in an Auction year.

The PCA Grants Committee is under the direction of Community Events. This committee receives, evaluates, and grants funding requests for various school-related projects for the enrichment and betterment of the ASL community.

In the 2023–2024 school year the PCA Grants Committee awarded £12,044 (2023; £9,948) to projects benefiting all three sections of the school. High school student groups and grades were awarded funding for three separate field trips for cultural events. Funds were also provided to create a section in the library for poetry books, and to support the creation of a new Science Magazine by and for students. In the middle and lower schools, money was granted for the betterment of community-focused after school programs as well as a new net system for PE classes.

Community Engagement

We believe that being actively involved in service to others leads to a more fulfilled life. Working by example, the PCA Community Engagement Committee aims to support students of all ages, in a continuing exploration of what matters in finding their passion and purpose in giving. We are dedicated to helping provide Service-Learning opportunities, and hope to foster the entire ASL community in being productive and effective citizens, together. The board position reflects this conviction.

We facilitate and coordinate volunteer opportunities with the schools' ever-growing list of local community partner charities. Some of these opportunities include direct experience working with elders, underserved children, refugee families, local farm animals, and more. We support these charity agencies by becoming involved in their sports, homework, arts, and socializing programs. Additionally we focus on environmental reuse, for example, we host clothing swaps and winter coat drives, book drives, and more. We also coordinate, twice yearly, Community Service Days, when we help to maintain the gardens and buildings of our partners. These days typically attract over 400 ASL volunteers to over 15 sites. This gives our high school students opportunities to become leaders by coordinating the services and families volunteering at each site.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Friends of the Arts (FOTA)

This committee works with ASL's performing arts faculty to support and promote the school's music, drama, dance, and visual arts. FOTA volunteer opportunities are varied and involve assisting with the various music and drama productions as well as visual art exhibitions and special projects. FOTA invites local old age pensioners to various events throughout the year, including matinee drama performances, and a holiday music concert at which the local community old age pensioners enjoy a tea and dinner. FOTA also assists visiting students and faculty whenever ASL hosts international middle school and high school music and drama festivals.

Friends of the Libraries (FOTL)

Friends of the Libraries (FOTL) supports the two ASL libraries: the Mellon Library, which serves Middle and High School students, and the Lower School Library, which serves Lower School students. FOTL's primary activities include coordinating the Lower School Library volunteer program to assist with shelving books in the Lower School Library, and sponsoring events to promote reading and the use of the libraries, such as a twice-yearly community book swap and a library board games night. FOTL also provides assistance with author events, seeks book sponsorships to add to the Libraries' collections, and directly sponsors bookplates to recognize departing ASL faculty and staff.

Families Integration and Diversity (FIND)

FIND welcomes and supports international families as they integrate into the ASL community and it offers a variety of events that support the school's mission of a global education. In particular, FIND highlights the international aspect of the ASL community by hosting dozens of activities centred around cultural activities, which showcase ASL's diversity. FIND executes its mission through interest group and culture group events. Interest groups provide cross-cultural and cross-grade level opportunities to foster integration, build friendships, and enrich the school community as a whole. There are eight activity groups that put on events for the school. Examples of such interest groups are: book club, living well club, and global eats. FIND also has 13 culture groups that put-on community events and 30 country representatives who host activities for country group members. In addition, FIND puts on the Global Festival, an event that celebrates the cultural diversity of ASL. Biennially, it draws about 1,700 parents, students, and faculty. It was last held in March 2024.

Parent/School Liaison

Parent/School Liaison includes five committees: Grade Representative Program, Parent Education Resource Committee, Faculty & Staff Appreciation, Senior Events and WorkX. The Grade Rep Program fosters regular, responsive communication between the parents and caregivers, and school administrators, regarding students' collective academic and safety needs. This year, as in the past, the PCA grade representatives met regularly with the school principals and other faculty guest speakers to communicate concerns and initiatives and to serve as information conduits for the principals. Grade representatives solicit feedback from parents. This committee organised parent meetings (grade coffees) to connect grade level parents and carers and discuss topics of mutual interest or concern, as well as bringing everyone together at social events for parents and faculty.

Through its meetings and speaker presentations, the Parent Education Resource Committee (PERC) supports parents of non-traditional learners, including children with diagnosed and un-diagnosed learning differences, and parents who are simply concerned about their child's ability to flourish in an academic environment.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Parent/School Liaison (continued)

Faculty and Staff Appreciation committee sponsors events throughout the year in which the PCA and parents show appreciation to ASL faculty and staff via a catered lunch or homemade treats.

Lastly, Parent/School Liaison encompasses the WorkX team. WorkX works to develop work experience opportunities for high school students, creates an annual database of those opportunities, and guides students through the application process. The committee also helps organize CV and cover letter writing workshops for students.

Plans for the Future

The key objective continues to be the advancement of the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth, and welfare of ASL students.

The PCA will also continue to explore further ways of engaging with and providing benefit to the local community.

Financial statement review and Results

Overall, incoming resources for the year were £86,640 (2023: £220,387). Every two years The ASL Foundation (UK) make a grant to the charity, in the prior year ASL granted £150,000 funding for two years up until June 2025.

Total charitable expenditure has increased to £149,689 (2023: £120,915).

Due to the timing of the funding received from ASL this impacted the results for the year, with the charity reporting an overall deficit of £63,049 (2023: £99,472 surplus).

Reserves policy

It is the policy of the PCA to hold sufficient assets in the form of cash to fund any outstanding obligation. Decisions concerning grant expenditure to the school are made at year end and are limited to assets available after setting aside appropriate amounts for these obligations and to fund start-up costs and ongoing programmes that the PCA votes to continue for the following year. In an auction year, when PCA organizes the Auction on behalf of ASL, it usually receives a grant of £150,000 to cover two years of PCA operating expenses in addition to other PCA fundraising efforts.

The reserves held at 30 June 2024 were £317,380 (30 June 2023: £380,429). The PCA aims to maintain a minimum of £150,000 in reserves at all times.

Going concern

The board members consider the Charity to be a going concern on the basis that there is more than sufficient available cash to meet the limited annual expenditure that is incurred running the charity. The board members confirm that at the time of approving the financial statements, there are no material uncertainties regarding the Charity's ability to continue in operational existence for the next 12 months.

Donations

Income from donations, other than parents' dues, is received by way of donations and gifts and is included in full in the statement of financial activities when probable and can be measured reliably. In accordance with the Charities SORP (FRS102), general volunteer time is not recognised. More information about our volunteer contribution is explained throughout the Report of the Board.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Risks

The risks facing the PCA are mainly related to people and finances, and in both cases are relatively small and easily mitigated. There is a risk that one of the key members of the PCA leaves their position at a critical time during the year. This risk is particularly related to Auction planning and execution. However, the PCA Bylaws outline the process of accessing volunteer replacements. Additionally, the group structure of events at ASL, and the depth and support from the parents at the school helps to alleviate this risk.

Financial risk primarily involves execution of the Auction which is managed by PCA volunteers with support from the school (ASL). Specifically, if Auction proceeds are insufficient to cover the costs of preparing the Auction event itself, the funding shortfall could potentially have to be bridged by funds earmarked for other PCA programs. While the auction history at ASL would indicate that this too is a relatively small risk, in today's uncertain global environment, it is possible that an outside event (e.g., a terrorist attack) could cause the Auction to be cancelled at the last minute. Should such an event occur, the PCA reserve policy would mitigate the immediate financial risk. Without the bi-annual grant to the PCA after the successful execution of the Auction, the PCA would be forced to curtail its programs in the following years. The next auction is scheduled to be held in March 2025.

Finally, there is a risk of financial mismanagement caused by inexperienced PCA volunteers. This risk is mitigated by the organisational structure of the PCA and its documented processes. The PCA executive board meets monthly, minutes are kept of all meetings, all funds dispersed must be authorised by a VP, any expense over £200 requires two VP signatures, and all reimbursements (on-line or bank cheques) must be signed by two authorised signatories.

Recruitment of Trustees

Each year the Board appoints a nominating committee chair who shall form the nominating committee consisting of five to seven members, all of which are current members of the PCA. All nominees shall be the parent of a currently enrolled ASL student, have prior experience in a parent volunteer role, and be willing to serve if elected. The election of new Board members shall take place by majority vote of members present at the last general meeting in the spring.

All Board members shall serve for one term (being one year) and may only serve for a maximum of two consecutive terms in the same position. The President and the Treasurer shall serve for a term which shall be defined as two fiscal years and may serve for a maximum of one consecutive term in the same position. In no event shall any Board member serve more than four consecutive terms on the Board. Exceptions to the Term Limit Policy can be made, in extraordinary circumstances, upon the recommendation of the President, Secretary, and Treasurer and a super-majority (defined as greater than two-thirds of the PCA Executive Board membership) vote of the Board."

Trustee's Indemnities

The Charity's insurers indemnify against claims in respect of any civil liability and which arises out of the conduct of the insured in their personal capacity as a Board Member. The board members are considered to be the key management personnel of the Charity.

During the year no board member received any remuneration in relation to services performed for the Charity.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Responsibilities of the Trustees

The executive committee are responsible for preparing the executive committee's Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements 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.

Members of the executive committee

Members of the executive committee (i.e., board members) are shown on page 1.

Members of the executive committee have no beneficial interest in the charity.

Approved by the executive committee on
and signed on its behalf by

Monday, April 28, 2025



Abby Khatiblou, PCA Chair

Independent Examiner's Report to the Board Members of Parent Community Association of the American School in London

For the year ended 30 June 2024

I report to the trustees on my examination of the accounts of the Parent Community Association of the American School in London for the year ended 30 June 2024, which are set out on pages 11 to 16.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. 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 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's trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Heather Wheelhouse ACA
BDO LLP
London

DocuSigned by:
Heather Wheelhouse
DA15AED75D45453...

Date: 29 April 2025

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Parent Community Association of the American School in London

Statement of Financial Activities

For the year ended 30 June 2024

	Note	2024 £ Unrestricted	2023 £ Unrestricted
Income from:			
<i>Donations and legacies</i>			
Parent Dues		15,675	17,508
ASL Grant		-	150,000
<i>Other trading activities</i>			
Booster club concessions		27,991	14,255
Income from fundraising events		40,370	4,477
Auction income		-	33,082
<i>Investments</i>			
Interest income		2,604	1,065
Total		86,640	220,387
Expenditure			
<i>Raising funds</i>			
Booster Club		11,453	2,045
Fundraising expenditure		34,092	33,365
		45,545	35,410
<i>Charitable expenditure</i>			
<i>Activities to advance the education of the ASL students</i>			
Mini grants		8,444	7,941
Community service grants		12,044	9,948
Community service – other		27,392	12,719
Families Integration and Diversity		4,006	4,402
Communication		945	2,369
Parent/school liaison		17,571	17,808
Booster club		6,709	7,895
Friends of the Arts		5,436	3,379
Friends of the Maths Teachers		226	-
Friends of the Libraries		896	-
<i>Structure, governance, and management expenditure</i>			
Management and administration		10,011	8,802
Governance costs		10,464	10,242
Total		149,689	120,915
Net (expenditure)/ income	2	(63,049)	99,472
Net movement in funds		(63,049)	99,472
Reconciliation of funds			
Funds at 1 July		380,429	280,957
Funds at 30 June	6	317,380	380,429

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. All income and expenditure is unrestricted.

The notes on pages 13 to 16 form part of these financial statements.

Parent Community Association of the American School in London

Balance Sheet

At 30 June 2024

	Note	2024 £	2024 £	2023 £	2023 £
Current assets					
Cash at bank and in hand		350,465		387,905	
		<u>350,465</u>		<u>387,905</u>	
Creditors: amounts falling due within one year	5	(33,085)		(7,476)	
		<u> </u>	317,380	<u> </u>	380,429
Net current assets			<u>317,380</u>		<u>380,429</u>
Total assets less current liabilities			<u>317,380</u>		<u>380,429</u>
Net assets			<u>317,380</u>		<u>380,429</u>
Funds					
Unrestricted funds	6		317,380		380,429
Total unrestricted funds			<u>317,380</u>		<u>380,429</u>

Approved by the executive committee on Monday, April 28, 2025 and signed on its behalf by



Abby Khatiblou
PCA Chair

The notes on pages 13 to 16 form part of these financial statements.

Parent Community Association of the American School in London

Notes to the financial statements

For the year ended 30 June 2024

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation:

Parent Community Association of the American School in London is a registered charity with registration number 1056386 registered in England and Wales. The address of its registered office is One Waverley Place, London, NW8 0NP. The financial statements have been prepared in £ Sterling and are rounded to the nearest pound.

The financial statements have been prepared on a going concern basis under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The board members have prepared these accounts on the going concern basis. They believe there are no material uncertainties about the entity's ability to continue as a going concern. The members, having reviewed current performance and forecasts, have a reasonable expectation that the Charity has adequate resources to meet liabilities as they fall due for at least the next 12 months following the sign off date.

The charity is a Public Benefit Entity as defined by FRS 102.

b) Income:

Donations and legacies, other than parents' dues, are included in full in the statement of financial activities when there is evidence of entitlement, receipt is probable and the amount can be measured reliably. Volunteer time is not included in the financial statements. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. This support includes volunteering their time for activities such as staffing the booster club, community building activities like Fall Fest, running culture and country clubs, and fundraising for various school projects.

Voluntary parents' dues are accounted for when received by the American School in London.

Income arising from an event are accounted for in the year the event took place.

Income from external grants is recognised in the statement of financial activities as soon as it is receivable.

Gifts in kind are valued on the basis of Executive Committee estimates within the appropriate heading in the statement of financial activities.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2024

1. Accounting Policies (Continued)

- b) **Income (continued):**
Interest income is recognised in the statement of financial activities when the amount receivable can be measured reliably.
- c) **Expenditure:**
Expenditure is recognised on an accruals basis, inclusive of any VAT which cannot be recovered. They are recognised when there is a legal or constructive obligation to pay for expenditure. Expenditure on raising funds relates specifically to auction costs, costs of other fundraising events, and meeting and events costs.

Management and administration costs include the management of the charity's assets, organisation management, and compliance with constitutional and statutory requirements.

Gifts payable to ASL and grants are accounted for when the liability is created.

- d) **Foreign currencies:**
Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.
- e) **Reserves:**
Unrestricted funds are donations, grants, and other income received or guaranteed to be used for the charitable purposes as the trustees think fit.
- f) **Financial instruments:**
Financial instruments are recognised in the Statement of Financial Position when the charity becomes party to the contractual provisions of the instrument. The charity only enters into basic financial instruments, which are initially measured at transaction price.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire. Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation, or expiry.

- g) **Accounting estimates and judgements:**
In the application of the charity's accounting policies, the board members are required to make judgements, estimates, and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. On the date of approval of the financial statements, there are no indications to imply that material changes to fundamental assumptions and estimates are necessary. No judgements, estimates, or assumptions have been made about the carrying amounts of assets and liabilities in the financial statements.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2024

2. Net (Expenditure) / Income for the year

This is stated after charging:

	2024	2023
	£	£
Amounts payable to independent examiner:		
Accountancy fee	3,276	2,457
Independent examiner's fees	4,284	3,591
	<u> </u>	<u> </u>

3. Staff costs

The trustees are considered to be key management. They received no remuneration for their work (2023: £nil).

Payments of £22,196 (2023: £8,559) were made to reimburse 11 (2023: 7) trustees for out-of-pocket expenses incurred on behalf of the charity.

The charity had no employees who received employee benefits of more than £60,000 (2023: nil).

4. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

5. Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals	7,558	6,048
Other creditors	-	1,428
Amounts due to related parties	25,527	-
	<u> </u>	<u> </u>
	<u>33,085</u>	<u>7,476</u>

Grant commitments

As at 30 June 2024 the charity had open grants amounting to £nil (2023: £nil) carried forward to the school year 2024/2025 as a result of applicants having one year from the date of the grant to use the funds granted.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2024

6. Movement in funds

	At 1 July 2023 £	Income £	Expenditure £	Transfers £	At 30 June 2024 £
Unrestricted funds	380,429	86,640	(149,689)	-	317,380
Total	380,429	86,640	(149,689)	-	317,380
	At 1 July 2022 £	Income £	Expenditure £	Transfers £	At 30 June 2023 £
Unrestricted funds	280,957	220,387	(120,915)	-	380,429
Total	280,957	220,387	(120,915)	-	380,429

7. Related party transactions

The American School in London (which is run by the charity The American School in London Educational Trust Limited, Charity Number: 312738) is closely connected to the Parent Community Association of the American School in London as the charitable objectives of this charity are to advance the education of all students at the American School in London. During the year the American School in London made purchases on behalf of PCA of £30,022 (2023: £nil) and collected income on behalf of the charity of £4,495, (2023: £nil) all of which have been fully settled to the charity. At the year end The American School in London was owed £25,527 (2023: £nil).

The American School in London Foundation (UK) (Charity Number: 1086037) is a registered charity and raises funds for the support of the American School in London, as well as being part of the same Group as The American School in London Educational Trust Limited.

The American School in London Foundation (UK) granted £nil in June 2024 (2023: £150,000) to the PCA from the proceeds of the Auction to fund PCA for two years up until June 2025. In addition, PCA incurred expenditure of £nil (2023: £33,365) during the year in relation to the auction, of which £nil was reimbursed by the ASL (2023: £33,081).

PARENT COMMUNITY ASSOCIATION OF THE AMERICAN SCHOOL IN LONDON

England & Wales - Charity number 1056386

Accounts

Charity No. 1056386

**PARENT COMMUNITY ASSOCIATION OF THE
AMERICAN SCHOOL IN LONDON**

REPORT & FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2023

Parent Community Association of the American School in London

Contents

For the year ended 30 June 2023

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Parent Community Association of the American School in London

Legal & administrative details

For the year ended 30 June 2023

Status	Established as an unincorporated association by constitutional bylaws and registered as a charity on 25 June 1996.	
Governing document	The charity is constituted under a trust deed dated 23 May 1996.	
Charity number	1056386	
Registered office and operational address	One Waverley Place London NW8 0NP	
Trustees (Executive Committee)	Abby Khatiblou	President (term commenced 1 July 2023)
	Anupama Vege	Treasurer (term commenced 16 June 2023)
	Mary Carson	Secretary (term commenced 16 June 2023)
	Scott Dinwiddie	VP – FOTL (term commenced 31 August 2021)
	Stefanie Lawrence	VP - Community Events (term commenced 31 August 2022)
	Judy Kasper	VP - Community Engagment (term commenced 31 August 2022)
	Emily Duffy	VP - Booster Club (term commenced 16 June 2023)
	Amelia Qaragholi	VP -, Communications (term commenced 16 June 2023)
	Nadia Anderson	VP - FOTA (term commenced 16 June 2023)
	Erin Stenson	(term commenced 16 June 2023)
	Ayesha Mustafa	VP - FIND (term commenced 5 October 2023)
	Nancy Pace	Resigned 30 June 2023
	Emily Turner	Resigned 30 June 2023
	Shannon Ashton	Resigned 30 June 2023
	Ifigenia Dalgish	Resigned 1 July 2023
	Darshana Madhvani	Resigned 1 July 2023
	Stephanie Gladis	Resigned 1 July 2023
	Sara Shahidi	Resigned 1 July 2023

Parent Community Association of the American School in London

Legal & administrative details (continued)

For the year ended 30 June 2023

Bankers Barclays Bank Plc
St John's Wood
40 Wellington Road
London
NW8 9TJ

Independent examiner Heather Wheelhouse
BDO LLP
55 Baker Street
London
W1U 7E

Parent Community Association of the American School in London

Report of the Board

For the year ended 30 June 2023

The executive committee presents its report and the financial statements for the year ended 30 June 2023.

Legal and administrative information set out on pages 1 and 2 form part of this report. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019.

Objects and Public Benefit

The object of the Parent Community Association of the American School in London (PCA) is to advance the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students. The PCA also seeks to foster good relationships amongst parents of current students, especially as a way to help families new to ASL and/or London integrate in their new environment. For example, through the FIND book club or various international societies. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. This includes staffing the booster club, running culture & country clubs, fundraising for various school projects & community building activities like fallfest.

The PCA also aims to support the wider community through outreach programs and community grants.

In furtherance of this object, the PCA, as charity trustees have complied with the duty in s.4 of the Charities Act 2011 to have due regard to the guidance contained in the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the public benefit requirement under the Act.

Structure, Governance, Management and Achievements

Organisational

All parents of currently enrolled students at ASL are members of the PCA and may participate in and vote at general meetings. The PCA elects trustees at the spring general meeting and approves the annual budget at the fall general meeting. Any non-budgeted expenditures in excess of £1,500 are also approved at a general meeting.

The general management of the PCA is vested in the executive board, which consists of the trustees: The President, Treasurer, Secretary, Vice President of the Booster Club, Vice President of Communications, Vice President of Community Service, Vice President of Friends of the Arts (FOTA), Vice President of Family Integration Diversity (FIND), Vice President for Parent/School Liaison, Vice President of Community Events and Vice President of Friends of the Libraries (FOTL). Members of the executive board serve as trustees of the organisation in accordance with the Charities Act 2011.

The executive board, consisting of the trustees meets once a month during the school year to discuss and approve activities and policies of the organisation. The executive board must approve all non-budgeted expenditures.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2023

President

The President sets the dates and agendas and presides over all meetings of the PCA and Board, coordinates the work of the other members of the Board, serves as a member of all PCA standing committees, acts as a liaison with ASL's Board of Trustees, meets with the Head of School as required and performs these and all other duties to promote the PCA objectives.

Treasurer

The Treasurer is responsible for receiving all funds of the PCA and for their safekeeping and accounting, collecting dues as determined by the Board, paying out PCA funds as authorized by the Board, presenting an updated financial statement at each Board meeting and at other times as requested, presenting an annual budget at the first general meeting in the fall and presenting an annual financial report at the last general meeting of the year, both to be approved by a majority vote of the members present, and for preparing and filing annual accounts, reports and returns as required by the Charities Act 2011.

Secretary

The Secretary gives notice of each PCA meeting, records and prepares minutes of each meeting, posts minutes for review and seeks approval of such minutes, and is responsible for the safe-keeping of the minutes. The Secretary also keeps the PCA's constitution and bylaws.

Booster Club

The Booster Club provides volunteer and financial support for the Middle and High School athletics programs, which include more than 95 ASL teams. The Booster Club provides volunteer support to Robotics club as well. All parents of students involved in any ASL athletics program are Booster Club members. There are no dues.

The Booster Club raises funds through its regular activities, mainly concessions and ASL-branded sportswear, to provide additional support to the athletics program. This support includes additional equipment and special projects, supporting visiting students, providing food and drink concessions in the Farmer Family Gym and Canons Park playing fields for home sporting events, including the ISST and LSSA championships, organizing and hosting informational meetings and seasonal awards nights, and finally coordinating team parent programs and providing travel information for home and visiting fans.

Communications

The Communications committee enhances communication among parents, faculty, staff, administration and trustees of the school primarily through the school's website. The communications committee maintains the PCA portion of the website on a regular basis and updates information regarding PCA activities, special events and all other school related information deemed important for the community. The Family Support Group (FSG) was born out of a desire to provide discreet support to families encountering difficult times and is contained within the Communications program area.

Community Events

The Community Events committee organises a series of annual events to promote a sense of community throughout the year such as Bingo and Quiz Nights, alongside decorating the Lower School for Halloween each fall. Most importantly, the committee also organises SCOOP and the Welcome Family Program, which provide new ASL families with orientation information on living in London and the UK, information on the school's operation method, and support families making the transition to London and to ASL.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2023

Community Events (continued)

Community Events also oversees the organisation of the Auction every two years. The Auction Chairs report directly to the Board each month from September until May in an Auction year.

The PCA Grants Committee is under the direction of Community Events. This committee receives, evaluates, and grants funding requests for various school-related projects for the enrichment and betterment of the ASL community.

In the 2022–2023 school year the PCA Grants Committee awarded more than £12,000 to projects benefiting all three sections of the school. High school student groups and grades were awarded funding for three separate field trips for cultural events. Funds were also provided to create a section in the library for poetry books, and support the creation of a new Science Magazine by and for students. In the middle and lower schools, money was granted for the betterment of community-focused after school programs as well as a new net system for PE classes.

Community Engagement

We believe that being actively involved in service to others leads to a more fulfilled life. Working by example, the PCA Community Engagement Committee aims to support students of all ages, in a continuing exploration of what matters in finding their passion and purpose in giving. We are dedicated to helping provide Service-Learning opportunities, and hope to foster the entire ASL community in being productive and effective citizens, together. The board position reflects this conviction.

We facilitate and coordinate volunteer opportunities with the schools' ever-growing list of local community partner charities. Some of these opportunities include direct experience working with elders, underserved children, refugee families, local farm animals, and more. We support these charity agencies by becoming involved in their sports, homework, arts and socializing programs. Additionally we focus on environmental reuse, for example, we host clothing swaps and winter coat drives, book drives, and more. We also coordinate, twice yearly, Community Service Days, when we help to maintain the gardens and buildings of our partners. These days typically attract over 400 ASL volunteers to over 15 sites. This gives our high school students opportunities to become leaders by coordinating the services and families volunteering, at each site.

Friends of the Arts (FOTA)

This committee works with ASL's performing arts faculty to support and promote the school's music, drama, dance and visual arts. FOTA volunteer opportunities are varied and involve assisting with the various music and drama productions as well as visual art exhibitions and special projects. FOTA invites local old age pensioners to various events throughout the year, including matinee drama performances, and a holiday music concert at which the pensioners enjoy a tea and dinner. FOTA also assists visiting students and faculty whenever ASL hosts international middle school and high school music and drama festivals.

Friends of the Libraries (FOTL)

Friends of the Libraries (FOTL) supports the two ASL libraries: the Mellon Library, which serves Middle and High School students, and the Lower School Library, which serves Lower School students. FOTL's primary activities include coordinating the Lower School Library volunteer program to assist with shelving books in the Lower School Library, sponsoring various fundraising programs, such as the Birthday Book Club, which raises funds to assist the Libraries in purchasing new books, and sponsoring events to promote reading and the use of the libraries, such as a twice-yearly community book swap and a library board games night. FOTL also provides assistance with author events.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2023

Families Integration and Diversity (FIND)

FIND welcomes and supports international families as they integrate into the ASL community and it offers a variety of events that support the school's mission of a global education. In particular, FIND highlights the international aspect of the ASL community by hosting dozens of activities centred around cultural activities, which showcase ASL's diversity. FIND executes its mission through interest group and culture group events. Interest groups provide cross-cultural and cross-grade level opportunities to foster integration, build friendships, and enrich the school community as a whole. There are 8 activity groups that put on events for the school. Examples of such interest groups are: book club, living well club, and global eats. FIND also has 13 culture groups that put on community events and 30 country representatives who host activities for country group members. In addition, FIND puts on the Global Festival, an event that celebrates the cultural diversity of ASL. Biennially, it draws about 1700 parents, students, and faculty. It was last held in March 2024.

Parent/School Liaison

Parent/School Liaison includes four committees: Grade Representative Program, Parent Education Resource Committee, Faculty & Staff Appreciation and WorkX. The Grade Rep Program fosters regular, responsive communication between the parents and caregivers, and school administrators, regarding students' collective academic and safety needs. This year, as in the past, the PCA grade representatives met regularly with the school principals and other faculty guest speakers to communicate concerns and initiatives and to serve as information conduits for the principals. Grade representatives solicit feedback from parents. This committee organised parent meetings (grade coffees) to connect grade level parents and carers and discuss topics of mutual interest or concern, as well as bringing everyone together at social events for parents and faculty.

Through its meetings and speaker presentations, the Parent Education Resource Committee (PERC) supports parents of non-traditional learners, including children with diagnosed and un-diagnosed learning differences, and parents who are simply concerned about their child's ability to flourish in an academic environment.

Faculty and Staff Appreciation committee sponsors events throughout the year in which the PCA and parents show appreciation to ASL faculty and staff via a catered lunch or homemade treats.

Lastly, Parent/School Liaison encompasses the WorkX team. WorkX works to develop work experience opportunities for high school students, creates an annual database of those opportunities, and guides students through the application process. The committee also helps organize CV and cover letter writing workshops for students.

Plan for the Future

The key objective continues to be the advancement of the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students.

The PCA will also continue to explore further ways of engaging with and providing benefit to the local community.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2023

Financial statement review and Results

The ASL Foundation (UK) granted £150,000 in June 2023 to the PCA from the proceeds of the Auction to fund the PCA for two years up until June 2025. The PCA funding cycle was impacted by COVID but has now returned to its regular funding cycle after the auction which was held in the 2022-23 school year. The year of the Auction event means PCA incurs more expenditure in relation to the event, as well as an increase in income from raffle tickets.

The Management Committee has reviewed their performance against the Charity Governance Code and are pleased to report that overall the governance is assessed to be adequate to strong.

Reserves policy

It is the policy of the PCA to hold sufficient assets in the form of cash, to fund any outstanding obligation. Decisions concerning grant expenditure to the school are made at year end and are limited to assets available after setting aside appropriate amounts for these obligations and to fund start-up costs and on going programmes that the PCA votes to continue for the following year. In an auction year, when PCA organizes the Auction on behalf of ASL, it usually receives a grant of £150,000 to cover two years of PCA operating expenses in addition to other PCA fundraising efforts.

The reserves held at 30 June 2023 were £380,429 (30 June 2022: £280,957). The PCA aims to maintain a minimum of 150,000 in reserves at all times.

Donations

Income from donations, other than parents' dues is received by way of donations and gifts and is included in full in the statement of financial activities when probable and can be measured reliably. In accordance with the Charities SORP (FRS102), general volunteer time is not recognised. More information about our volunteer contribution is explained throughout the Report of the Board.

Risks

The risks facing the PCA are mainly related to people and finances, and in both cases are relatively small and easily mitigated. There is a risk that one of the key members of the PCA leaves their position at a critical time during the year. This risk is particularly related to Auction planning and execution. However, the PCA Bylaws outlines the process of accessing volunteer replacements. Additionally, the group structure of events at ASL, and the depth and support from the parents at the school helps to alleviate this risk.

Financial risk primarily involves execution of the Auction which is managed by PCA volunteers with support from the school (ASL). Specifically, if Auction proceeds are insufficient to cover the costs of preparing the Auction event itself, the funding shortfall could potentially have to be bridged by funds earmarked for other PCA programs. While the auction history at ASL would indicate that this too is a relatively small risk, in today's uncertain global environment, it is possible that an outside event (i.e. a terrorist attack) could cause the Auction to be cancelled at the last minute. Should such an event occur, the PCA reserve policy would mitigate the immediate financial risk. Without the bi-annual grant to the PCA after the successful execution of the Auction, the PCA would be forced to curtail its programs in the following years.

Finally, there is a risk of financial mismanagement caused by inexperienced PCA volunteers. This risk is mitigated by the organisational structure of the PCA and its documented processes. The PCA executive board meets monthly, minutes are kept of all meetings, all funds dispersed must be authorized by a VP,

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2023

Risks (continued)

any expense over £200 requires two VP signatures, and all reimbursements (on-line or bank cheques) must be signed by two authorized signatories.

Recruitment of Trustees

Each year the Board appoints a nominating committee chair who shall form the nominating committee consisting of five to seven members, all of which are current members of the PCA. All nominees shall be the parent of a currently enrolled ASL student, have prior experience in a parent volunteer role and be willing to serve if elected. The election of new Trustees shall take place by majority vote of members present at the last general meeting in the spring.

All Trustees shall serve for one term and may only serve for a maximum of two consecutive terms in the same position. The President and the Treasurer shall serve for a term which shall be defined as two fiscal years and may serve for a maximum of one consecutive term in the same position. In no event shall any Trustee serve more than four consecutive terms on the Board. Exceptions to the Term Limit Policy can be made, in extraordinary circumstances, upon the recommendation of the President, Secretary, and Treasurer and a super-majority (defined as greater than two-thirds of the PCA Executive Board membership) vote of the Board.”

Trustee’s Indemnities

The Charity’s insurers indemnify against claims in respect of any civil liability and which arises out of the conduct of the insured in their personal capacity as a Trustee. The trustees are considered to be the key management personnel of the Charity.

During the year no trustee received any remuneration in relation to services performed for the Charity.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2023

Responsibilities of the Trustees

The executive committee are responsible for preparing the executive committee's Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

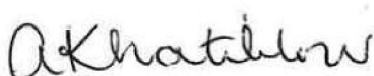
The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities 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.

Members of the executive committee

Members of the executive committee ie. trustees are shown on page 1.

Members of the executive committee have no beneficial interest in the charity.

Approved by the executive committee on 21st May 2024
and signed on its behalf by



Abby Khatiblou, PCA President

Independent Examiner's Report to the Trustees of Parent Community Association of the American School in London

For the year ended 30 June 2023

I report to the trustees on my examination of the accounts of the Parent Community Association of the American School in London for the year ended 30 June 2023, which are set out on pages 11 to 16.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. 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 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's trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Heather Wheelhouse ACA
BDO LLP
London

Date:

DocuSigned by:
Heather Wheelhouse 21 May 2024
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BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Parent Community Association of the American School in London

Statement of Financial Activities

For the year ended 30 June 2023

	Note	2023 £ Unrestricted	2022 £ Unrestricted
Income from:			
<i>Donations and legacies</i>			
Parent Dues		17,508	17,389
ASL Grant		150,000	-
<i>Other trading activities</i>			
Booster club concessions		14,255	9,815
Income from fundraising events		4,477	9,832
Auction income		33,082	-
<i>Investments</i>			
Interest income		1,065	438
Total		220,387	37,474
Expenditure			
<i>Raising funds</i>			
Booster Club		2,045	4,532
Families integration and diversity		-	5,801
Auction expense		33,365	-
		35,410	10,333
<i>Charitable expenditure</i>			
<i>Activities to advance the education of the ASL students</i>			
Mini grants		7,941	6,317
Community service grants		9,948	8,433
Community service – other		12,719	26,522
Families Integration and Diversity		4,402	3,217
Communication		2,369	997
Parent/school liaison		17,808	16,474
Booster club		7,895	2,363
The Friends of the Libraries		-	1,872
Friends of the Arts		3,379	1,944
<i>Structure, governance and management expenditure</i>			
Management and administration		8,802	4,805
Governance costs		10,242	5,292
Total		120,915	88,569
Net income/(expenditure)	2	99,472	(51,095)
Net movement in funds		99,472	(51,095)
Reconciliation of funds			
Funds at 1 July 2022		280,957	332,052
Funds at 30 June 2023	7	380,429	280,957

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. All income and expenditure is unrestricted.

Parent Community Association of the American School in London

Balance Sheet

At 30 June 2023

	Note	2023		2022	
		£	£	£	£
Current assets					
Debtors	5	-		1,766	
Cash at bank and in hand		387,905		288,536	
		<u>387,905</u>		<u>290,302</u>	
Creditors: amounts falling due within one year	6	(7,476)		(9,345)	
			<u>380,429</u>		<u>280,957</u>
Net current assets			<u>380,429</u>		<u>280,957</u>
Total assets less current Liabilities			<u>380,429</u>		<u>280,957</u>
Net assets			<u>380,429</u>		<u>280,957</u>
Funds					
Unrestricted funds:					
General funds	7		380,429		280,957
Total unrestricted funds			<u>380,429</u>		<u>280,957</u>
Total charity funds			<u>380,429</u>		<u>280,957</u>

Approved by the executive committee on 21st May 2024 and signed on its behalf by



Abby Khatiblou
PCA President

Parent Community Association of the American School in London

Notes to the financial statements

For the year ended 30 June 2023

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation:

Parent Community Association of the American School in London is a registered charity with registration number 1056386 registered in England and Wales. The address of its registered office is One Waverley Place, London, NW8 0NP. The financial statements have been prepared in £ Sterling and are rounded to the nearest pound.

The financial statements have been prepared on a going concern basis under the historical cost convention. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland" (The Charities SORP 2nd Edition) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The trustees have prepared these accounts on the going concern basis. They believe that whilst there is uncertainty relating to the potential effects of cost of living crisis, there are no material uncertainties about the entity's ability to continue as a going concern. The members, having reviewed current performance and forecasts, and the factors listed above, have a reasonable expectation that the Charity has adequate resources to meet liabilities as they fall due for at least the next 12 months following the sign off date.

The charity is a Public Benefit Entity as defined by FRS 102.

b) Income:

Donations and legacies, other than parents' dues, are included in full in the statement of financial activities when there is evidence of entitlement, receipt is probable and the amount can be measured reliably. Volunteer time is not included in the financial statements. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. This includes volunteering their time for activities such as staffing the booster club, community building activities like fallfest, running culture and country clubs and fundraising for various school projects.

Voluntary parents' dues are accounted for when received by the American School in London.

Income arising from an event are accounted for in the year the event took place.

Income from external grants is recognised in the statement of financial activities as soon as it is receivable.

Gifts in Kind are valued on the basis of Executive Committee estimates within the appropriate heading in the statement of financial activities.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2023

1. Accounting Policies (Continued)

b) Income (continued):

Interest income is recognised in the statement of financial activities when the amount receivable can be measured reliably.

c) Expenditure:

Expenditure is recognised on an accruals basis, inclusive of any VAT which cannot be recovered. They are recognised when there is a legal or constructive obligation to pay for expenditure. Expenditure on raising funds relates specifically to auction costs, costs of other fundraising events and meeting and events costs.

Management and administration costs include the management of the charity's assets, organisation management and compliance with constitutional and statutory requirements.

Gifts payable to ASL and grants are accounted for when the liability is created.

d) Foreign currencies:

Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.

e) Reserves:

Unrestricted funds are donations, grants and other income received or guaranteed to be used for the charitable purposes as the trustees think fit.

f) Financial instruments:

Financial instruments are recognised in the Statement of Financial Position when the charity becomes party to the contractual provisions of the instrument. The charity only enters in to basic financial instruments which are initially measured at transaction price.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire. Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation or expiry.

g) Accounting estimates and judgements:

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. On the date of approval of the financial statements, there are no indications to imply that material changes to fundamental assumptions and estimates are necessary. No judgements, estimates or assumptions have been made about the carrying amounts of assets and liabilities in the financial statements.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2023

2. Net Income/(expenditure) for the year

This is stated after charging:

	2023	2022
	£	£
Amounts payable to advisors:		
Accountancy fee	2,457	2,268
Independent examiner's fees	<u>3,591</u>	<u>3,024</u>

3. Staff costs

The trustees are considered to be key management. They received no remuneration for their work (2022: £nil.)

Payments of £8,559 (2022: £6,007) were made to reimburse 7 (2022: 7) trustees for out-of-pocket expenses incurred on behalf of the charity.

The charity had no employees who received employee benefits of more than £60,000 (2022: nil).

4. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

5. Debtors: amounts falling due within one year

	2023	2022
	£	£
Other debtors	<u>-</u>	<u>1,766</u>

6. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals	6,048	8,415
Other creditors	<u>1,428</u>	<u>930</u>
	<u>7,476</u>	<u>9,345</u>

Grant commitments

As at 30 June 2023 the charity had open grants amounting to £nil (2022: £nil) carried forward to the school year 2023/2024 as a result of applicants having one year from the date of the grant to use the funds granted.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2023

7. Movement in Funds

	At 1 July 2022	Income	Expenditure	Transfers	At 30 June 2023
	£	£	£	£	£
Unrestricted funds					
General funds	280,957		220,387	(120,915)	-
380,429					
Total	280,957		220,387	(120,915)	-
	380,429				

		At 1 July 2021	Income	Expenditure	Transfers	At 30 June 2022
		£	£	£	£	£
Unrestricted funds						
General funds	332,052	37,474	(88,569)	-	280,957	
Total		332,052	37,474	(88,569)	-	
		280,957				

8. Related party transactions

The American School in London (which is run by the charity The American School in London Educational Trust Limited, Charity Number: 312738) is closely connected to the Parent Community Association of the American School in London as the charitable objectives of this charity are to advance the education of all students at the American School in London.

The American School in London Foundation (UK) (Charity Number: 1086037) is a registered charity and raises funds for the support of the American School in London, as well as being part of the same Group as The American School in London Educational Trust Limited.

The American School in London Foundation (UK) granted £150,000 in June 2023 (2022: £nil) to the PCA from the proceeds of the Auction to fund PCA for two years up until June 2025. In addition, PCA incurred expenditure of £33,365 (2022: £nil) during the year in relation to the auction, of which £33,081 was reimbursed by the ASL (2022: £nil).

At the year end The American School in London owed the charity £nil (2022: £1,766).

PARENT COMMUNITY ASSOCIATION OF THE AMERICAN SCHOOL IN LONDON

England & Wales - Charity number 1056386

Accounts

Charity No. 1056386

**PARENT COMMUNITY ASSOCIATION OF THE
AMERICAN SCHOOL IN LONDON**

REPORT & FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2024

Parent Community Association of the American School in London

Contents

For the year ended 30 June 2024

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Parent Community Association of the American School in London

Legal & administrative details

For the year ended 30 June 2024

Status	Established as an unincorporated association by constitutional bylaws and registered as a charity on 25 June 1996.	
Governing document	The charity is constituted under a trust deed dated 23 May 1996.	
Charity number	1056386	
Registered office and operational address	One Waverley Place London NW8 0NP	
Board Members (Executive Committee)	Abby Khatiblou	Chair (term commenced 31 August 2022)
	Anupama Vege	Treasurer (term commenced 16 June 2023)
	Mary Carson	Secretary (term commenced 16 June 2023)
	Scott Dinwiddie	VP – Friends of the Libraries (FOTL) (term commenced 31 August 2021)
	Emily Duffy	VP - Booster Club (term commenced 16 June 2023)
	Amelia Qaragholi	VP - Communications (term commenced 16 June 2023)
	Nadia Anderson	VP - Friends of the Arts (FOTA) (term commenced 16 June 2023)
	Erin Stenson	VP - Parent/School Liaison (term commenced 16 June 2023)
	Ayesha Mustafa	VP - Families Integration and Diversity (FIND) (term commenced 5 October 2023)
	Jodi Johnston	VP - Community Events (term commenced 1 July 2024)
	Laura Guerrieri	VP - Community Engagement (term commenced 1 July 2024)
	Stefanie Lawrence	VP - Community Events (term commenced 31 August 2022, resigned 30 June 2024)
	Judy Kasper	VP - Community Engagement (term commenced 31 August 2022, resigned 30 June 2024)
	Ifigenia Dalgish	Resigned 1 July 2023
	Darshana Madhvani	Resigned 1 July 2023
	Stephanie Gladis	Resigned 1 July 2023
	Sara Shahidi	Resigned 1 July 2023

Parent Community Association of the American School in London

Legal & administrative details (continued)

For the year ended 30 June 2024

Bankers	Barclays Bank Plc St John's Wood 40 Wellington Road London NW8 9TJ
Independent examiner	Heather Wheelhouse BDO LLP 55 Baker Street London W1U 7EU

Parent Community Association of the American School in London

Report of the Board

For the year ended 30 June 2024

The executive committee presents its report and the financial statements for the year ended 30 June 2024.

Legal and administrative information set out on pages 1 and 2 form part of this report.

Objects and Public Benefit

The object of the Parent Community Association of the American School in London (PCA) is to advance the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students. The PCA also seeks to foster good relationships amongst parents of current students, especially as a way to help families new to ASL and/or London integrate in their new environment. For example, through the FIND book club or various international societies. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. These activities include staffing the booster club, running culture and country clubs, fundraising for various school projects, and community building activities like Fall Fest.

The PCA also aims to support the wider community through outreach programs and community grants.

In furtherance of this object, the charity board members have complied with the duty in s.4 of the Charities Act 2011 to have due regard to the guidance contained in the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the public benefit requirement under the Act.

Structure, Governance, Management, and Achievements

Organisational

All parents of currently enrolled students at ASL are members of the PCA and may participate in and vote at general meetings. The PCA elects board members at the spring general meeting and approves the annual budget at the fall general meeting. Any non-budgeted expenditures in excess of £1,500 are also approved at a general meeting.

The general management of the PCA is vested in the executive board, which consists of the board members: The President, Treasurer, Secretary, Vice President of the Booster Club, Vice President of Communications, Vice President of Community Service, Vice President of Friends of the Arts (FOTA), Vice President of Family Integration Diversity (FIND), Vice President for Parent/School Liaison, Vice President of Community Events and Vice President of Friends of the Libraries (FOTL). Members of the executive board serve as trustees of the organisation in accordance with the Charities Act 2011.

The executive board, consisting of the board members, meets once a month during the school year to discuss and approve activities and policies of the organisation. The executive board must approve all non-budgeted expenditures.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Chair

The Chair sets the dates and agendas and presides over all meetings of the PCA and Board, coordinates the work of the other members of the Board, serves as a member of all PCA standing committees, acts as a liaison with ASL's Board of Trustees, meets with the Head of School as required, and performs these and all other duties to promote the PCA objectives.

Treasurer

The Treasurer is responsible for receiving all funds of the PCA and for their safekeeping and accounting, collecting dues as determined by the Board, paying out PCA funds as authorized by the Board, presenting an updated financial statement at each Board meeting and at other times as requested, presenting an annual budget at the first general meeting in the fall and presenting an annual financial report at the last general meeting of the year, both to be approved by a majority vote of the members present, and for preparing and filing annual accounts, reports, and returns as required by the Charities Act 2011.

Secretary

The Secretary gives notice of each PCA meeting, records and prepares minutes of each meeting, posts minutes for review and seeks approval of such minutes, and is responsible for the safe-keeping of the minutes. The Secretary also keeps the PCA's constitution and bylaws.

Booster Club

The Booster Club provides volunteer and financial support for the Middle and High School athletics programs, which include more than 95 ASL teams. The Booster Club provides volunteer support to the Robotics club as well. All parents of students involved in any ASL athletics program are Booster Club members. There are no dues.

The Booster Club raises funds through its regular activities, mainly concessions and ASL-branded sportswear, to provide additional support to the athletics program. This support includes additional equipment and special projects, supporting visiting students, providing food and drink concessions in the Farmer Family Gym and Canons Park playing fields for home sporting events, including the ISST and LSSA championships, purchasing and distributing coaches gifts as well as yearly thank you gifts for facilities, catering, security, and housekeeping, and, finally, coordinating team parent programs and providing travel information for home and visiting fans.

Robotics: This year, the PCA also instituted a position to support the robotics program that is offered by the school. The PCA robotics representative coordinates communication between parents of students participating in the robotics program and the school. The representative also helps support the overall robotics program by liaising with the parents and the school.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Communications

The Communications committee enhances communication among parents, faculty, staff, administration, and trustees of the school primarily through the school's website. The communications committee maintains the PCA portion of the website on a regular basis and updates information regarding PCA activities, special events and all other school related information deemed important for the community. The Family Support Group (FSG) was born out of a desire to provide discreet support to families encountering difficult times and is contained within the Communications program area. The PCA has instituted a new committee to support the school's ASL robotics program. This committee is part of the PCA Communications team. The objective of this newly formed committee is (i) to streamline communications between the robotics program and the families of the students in the program and (ii) provide general support to the students and faculty/staff that participate in this program by providing meals, etc.

Community Events

The Community Events committee organises a series of annual events to promote a sense of community throughout the year, such as Bingo and Quiz Nights, alongside decorating the Lower School for Halloween each fall. Most importantly, the committee also organises SCOOP and the Welcome Family Program, which provide new ASL families with orientation information on living in London and the UK, information on the school's operation method, and support families making the transition to London and to ASL.

Community Events also oversees the organisation of the Auction every two years. The Auction Chairs report directly to the Board each month from September until May in an Auction year.

The PCA Grants Committee is under the direction of Community Events. This committee receives, evaluates, and grants funding requests for various school-related projects for the enrichment and betterment of the ASL community.

In the 2023–2024 school year the PCA Grants Committee awarded £12,044 (2023; £9,948) to projects benefiting all three sections of the school. High school student groups and grades were awarded funding for three separate field trips for cultural events. Funds were also provided to create a section in the library for poetry books, and to support the creation of a new Science Magazine by and for students. In the middle and lower schools, money was granted for the betterment of community-focused after school programs as well as a new net system for PE classes.

Community Engagement

We believe that being actively involved in service to others leads to a more fulfilled life. Working by example, the PCA Community Engagement Committee aims to support students of all ages, in a continuing exploration of what matters in finding their passion and purpose in giving. We are dedicated to helping provide Service-Learning opportunities, and hope to foster the entire ASL community in being productive and effective citizens, together. The board position reflects this conviction.

We facilitate and coordinate volunteer opportunities with the schools' ever-growing list of local community partner charities. Some of these opportunities include direct experience working with elders, underserved children, refugee families, local farm animals, and more. We support these charity agencies by becoming involved in their sports, homework, arts, and socializing programs. Additionally we focus on environmental reuse, for example, we host clothing swaps and winter coat drives, book drives, and more. We also coordinate, twice yearly, Community Service Days, when we help to maintain the gardens and buildings of our partners. These days typically attract over 400 ASL volunteers to over 15 sites. This gives our high school students opportunities to become leaders by coordinating the services and families volunteering at each site.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Friends of the Arts (FOTA)

This committee works with ASL's performing arts faculty to support and promote the school's music, drama, dance, and visual arts. FOTA volunteer opportunities are varied and involve assisting with the various music and drama productions as well as visual art exhibitions and special projects. FOTA invites local old age pensioners to various events throughout the year, including matinee drama performances, and a holiday music concert at which the local community old age pensioners enjoy a tea and dinner. FOTA also assists visiting students and faculty whenever ASL hosts international middle school and high school music and drama festivals.

Friends of the Libraries (FOTL)

Friends of the Libraries (FOTL) supports the two ASL libraries: the Mellon Library, which serves Middle and High School students, and the Lower School Library, which serves Lower School students. FOTL's primary activities include coordinating the Lower School Library volunteer program to assist with shelving books in the Lower School Library, and sponsoring events to promote reading and the use of the libraries, such as a twice-yearly community book swap and a library board games night. FOTL also provides assistance with author events, seeks book sponsorships to add to the Libraries' collections, and directly sponsors bookplates to recognize departing ASL faculty and staff.

Families Integration and Diversity (FIND)

FIND welcomes and supports international families as they integrate into the ASL community and it offers a variety of events that support the school's mission of a global education. In particular, FIND highlights the international aspect of the ASL community by hosting dozens of activities centred around cultural activities, which showcase ASL's diversity. FIND executes its mission through interest group and culture group events. Interest groups provide cross-cultural and cross-grade level opportunities to foster integration, build friendships, and enrich the school community as a whole. There are eight activity groups that put on events for the school. Examples of such interest groups are: book club, living well club, and global eats. FIND also has 13 culture groups that put-on community events and 30 country representatives who host activities for country group members. In addition, FIND puts on the Global Festival, an event that celebrates the cultural diversity of ASL. Biennially, it draws about 1,700 parents, students, and faculty. It was last held in March 2024.

Parent/School Liaison

Parent/School Liaison includes five committees: Grade Representative Program, Parent Education Resource Committee, Faculty & Staff Appreciation, Senior Events and WorkX. The Grade Rep Program fosters regular, responsive communication between the parents and caregivers, and school administrators, regarding students' collective academic and safety needs. This year, as in the past, the PCA grade representatives met regularly with the school principals and other faculty guest speakers to communicate concerns and initiatives and to serve as information conduits for the principals. Grade representatives solicit feedback from parents. This committee organised parent meetings (grade coffees) to connect grade level parents and carers and discuss topics of mutual interest or concern, as well as bringing everyone together at social events for parents and faculty.

Through its meetings and speaker presentations, the Parent Education Resource Committee (PERC) supports parents of non-traditional learners, including children with diagnosed and un-diagnosed learning differences, and parents who are simply concerned about their child's ability to flourish in an academic environment.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Parent/School Liaison (continued)

Faculty and Staff Appreciation committee sponsors events throughout the year in which the PCA and parents show appreciation to ASL faculty and staff via a catered lunch or homemade treats.

Lastly, Parent/School Liaison encompasses the WorkX team. WorkX works to develop work experience opportunities for high school students, creates an annual database of those opportunities, and guides students through the application process. The committee also helps organize CV and cover letter writing workshops for students.

Plans for the Future

The key objective continues to be the advancement of the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth, and welfare of ASL students.

The PCA will also continue to explore further ways of engaging with and providing benefit to the local community.

Financial statement review and Results

Overall, incoming resources for the year were £86,640 (2023: £220,387). Every two years The ASL Foundation (UK) make a grant to the charity, in the prior year ASL granted £150,000 funding for two years up until June 2025.

Total charitable expenditure has increased to £149,689 (2023: £120,915).

Due to the timing of the funding received from ASL this impacted the results for the year, with the charity reporting an overall deficit of £63,049 (2023: £99,472 surplus).

Reserves policy

It is the policy of the PCA to hold sufficient assets in the form of cash to fund any outstanding obligation. Decisions concerning grant expenditure to the school are made at year end and are limited to assets available after setting aside appropriate amounts for these obligations and to fund start-up costs and ongoing programmes that the PCA votes to continue for the following year. In an auction year, when PCA organizes the Auction on behalf of ASL, it usually receives a grant of £150,000 to cover two years of PCA operating expenses in addition to other PCA fundraising efforts.

The reserves held at 30 June 2024 were £317,380 (30 June 2023: £380,429). The PCA aims to maintain a minimum of £150,000 in reserves at all times.

Going concern

The board members consider the Charity to be a going concern on the basis that there is more than sufficient available cash to meet the limited annual expenditure that is incurred running the charity. The board members confirm that at the time of approving the financial statements, there are no material uncertainties regarding the Charity's ability to continue in operational existence for the next 12 months.

Donations

Income from donations, other than parents' dues, is received by way of donations and gifts and is included in full in the statement of financial activities when probable and can be measured reliably. In accordance with the Charities SORP (FRS102), general volunteer time is not recognised. More information about our volunteer contribution is explained throughout the Report of the Board.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Risks

The risks facing the PCA are mainly related to people and finances, and in both cases are relatively small and easily mitigated. There is a risk that one of the key members of the PCA leaves their position at a critical time during the year. This risk is particularly related to Auction planning and execution. However, the PCA Bylaws outline the process of accessing volunteer replacements. Additionally, the group structure of events at ASL, and the depth and support from the parents at the school helps to alleviate this risk.

Financial risk primarily involves execution of the Auction which is managed by PCA volunteers with support from the school (ASL). Specifically, if Auction proceeds are insufficient to cover the costs of preparing the Auction event itself, the funding shortfall could potentially have to be bridged by funds earmarked for other PCA programs. While the auction history at ASL would indicate that this too is a relatively small risk, in today's uncertain global environment, it is possible that an outside event (e.g., a terrorist attack) could cause the Auction to be cancelled at the last minute. Should such an event occur, the PCA reserve policy would mitigate the immediate financial risk. Without the bi-annual grant to the PCA after the successful execution of the Auction, the PCA would be forced to curtail its programs in the following years. The next auction is scheduled to be held in March 2025.

Finally, there is a risk of financial mismanagement caused by inexperienced PCA volunteers. This risk is mitigated by the organisational structure of the PCA and its documented processes. The PCA executive board meets monthly, minutes are kept of all meetings, all funds dispersed must be authorised by a VP, any expense over £200 requires two VP signatures, and all reimbursements (on-line or bank cheques) must be signed by two authorised signatories.

Recruitment of Trustees

Each year the Board appoints a nominating committee chair who shall form the nominating committee consisting of five to seven members, all of which are current members of the PCA. All nominees shall be the parent of a currently enrolled ASL student, have prior experience in a parent volunteer role, and be willing to serve if elected. The election of new Board members shall take place by majority vote of members present at the last general meeting in the spring.

All Board members shall serve for one term (being one year) and may only serve for a maximum of two consecutive terms in the same position. The President and the Treasurer shall serve for a term which shall be defined as two fiscal years and may serve for a maximum of one consecutive term in the same position. In no event shall any Board member serve more than four consecutive terms on the Board. Exceptions to the Term Limit Policy can be made, in extraordinary circumstances, upon the recommendation of the President, Secretary, and Treasurer and a super-majority (defined as greater than two-thirds of the PCA Executive Board membership) vote of the Board."

Trustee's Indemnities

The Charity's insurers indemnify against claims in respect of any civil liability and which arises out of the conduct of the insured in their personal capacity as a Board Member. The board members are considered to be the key management personnel of the Charity.

During the year no board member received any remuneration in relation to services performed for the Charity.

Parent Community Association of the American School in London

Report of the Board (continued)

For the year ended 30 June 2024

Responsibilities of the Trustees

The executive committee are responsible for preparing the executive committee's Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements 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.

Members of the executive committee

Members of the executive committee (i.e., board members) are shown on page 1.

Members of the executive committee have no beneficial interest in the charity.

Approved by the executive committee on
and signed on its behalf by

Monday, April 28, 2025



Abby Khatiblou, PCA Chair

Independent Examiner's Report to the Board Members of Parent Community Association of the American School in London

For the year ended 30 June 2024

I report to the trustees on my examination of the accounts of the Parent Community Association of the American School in London for the year ended 30 June 2024, which are set out on pages 11 to 16.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. 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 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's trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Heather Wheelhouse ACA
BDO LLP
London

DocuSigned by:
Heather Wheelhouse
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Date: 29 April 2025

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Parent Community Association of the American School in London

Statement of Financial Activities

For the year ended 30 June 2024

	Note	2024 £ Unrestricted	2023 £ Unrestricted
Income from:			
<i>Donations and legacies</i>			
Parent Dues		15,675	17,508
ASL Grant		-	150,000
<i>Other trading activities</i>			
Booster club concessions		27,991	14,255
Income from fundraising events		40,370	4,477
Auction income		-	33,082
<i>Investments</i>			
Interest income		2,604	1,065
Total		86,640	220,387
Expenditure			
<i>Raising funds</i>			
Booster Club		11,453	2,045
Fundraising expenditure		34,092	33,365
		45,545	35,410
<i>Charitable expenditure</i>			
<i>Activities to advance the education of the ASL students</i>			
Mini grants		8,444	7,941
Community service grants		12,044	9,948
Community service – other		27,392	12,719
Families Integration and Diversity		4,006	4,402
Communication		945	2,369
Parent/school liaison		17,571	17,808
Booster club		6,709	7,895
Friends of the Arts		5,436	3,379
Friends of the Maths Teachers		226	-
Friends of the Libraries		896	-
<i>Structure, governance, and management expenditure</i>			
Management and administration		10,011	8,802
Governance costs		10,464	10,242
Total		149,689	120,915
Net (expenditure)/ income	2	(63,049)	99,472
Net movement in funds		(63,049)	99,472
Reconciliation of funds			
Funds at 1 July		380,429	280,957
Funds at 30 June	6	317,380	380,429

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. All income and expenditure is unrestricted.

The notes on pages 13 to 16 form part of these financial statements.

Parent Community Association of the American School in London

Balance Sheet

At 30 June 2024

	Note	2024 £	2024 £	2023 £	2023 £
Current assets					
Cash at bank and in hand		350,465		387,905	
		<u>350,465</u>		<u>387,905</u>	
Creditors: amounts falling due within one year	5	(33,085)		(7,476)	
Net current assets			<u>317,380</u>	<u>380,429</u>	
Total assets less current liabilities			<u>317,380</u>	<u>380,429</u>	
Net assets			<u>317,380</u>	<u>380,429</u>	
Funds					
Unrestricted funds	6		317,380		380,429
Total unrestricted funds			<u>317,380</u>		<u>380,429</u>

Approved by the executive committee on Monday, April 28, 2025 and signed on its behalf by



Abby Khatiblou
PCA Chair

The notes on pages 13 to 16 form part of these financial statements.

Parent Community Association of the American School in London

Notes to the financial statements

For the year ended 30 June 2024

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation:

Parent Community Association of the American School in London is a registered charity with registration number 1056386 registered in England and Wales. The address of its registered office is One Waverley Place, London, NW8 0NP. The financial statements have been prepared in £ Sterling and are rounded to the nearest pound.

The financial statements have been prepared on a going concern basis under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The board members have prepared these accounts on the going concern basis. They believe there are no material uncertainties about the entity's ability to continue as a going concern. The members, having reviewed current performance and forecasts, have a reasonable expectation that the Charity has adequate resources to meet liabilities as they fall due for at least the next 12 months following the sign off date.

The charity is a Public Benefit Entity as defined by FRS 102.

b) Income:

Donations and legacies, other than parents' dues, are included in full in the statement of financial activities when there is evidence of entitlement, receipt is probable and the amount can be measured reliably. Volunteer time is not included in the financial statements. PCA volunteers support activities and events carried out for the benefit of the overall ASL community. This support includes volunteering their time for activities such as staffing the booster club, community building activities like Fall Fest, running culture and country clubs, and fundraising for various school projects.

Voluntary parents' dues are accounted for when received by the American School in London.

Income arising from an event are accounted for in the year the event took place.

Income from external grants is recognised in the statement of financial activities as soon as it is receivable.

Gifts in kind are valued on the basis of Executive Committee estimates within the appropriate heading in the statement of financial activities.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2024

1. Accounting Policies (Continued)

- b) **Income (continued):**
Interest income is recognised in the statement of financial activities when the amount receivable can be measured reliably.
- c) **Expenditure:**
Expenditure is recognised on an accruals basis, inclusive of any VAT which cannot be recovered. They are recognised when there is a legal or constructive obligation to pay for expenditure. Expenditure on raising funds relates specifically to auction costs, costs of other fundraising events, and meeting and events costs.

Management and administration costs include the management of the charity's assets, organisation management, and compliance with constitutional and statutory requirements.

Gifts payable to ASL and grants are accounted for when the liability is created.

- d) **Foreign currencies:**
Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.
- e) **Reserves:**
Unrestricted funds are donations, grants, and other income received or guaranteed to be used for the charitable purposes as the trustees think fit.
- f) **Financial instruments:**
Financial instruments are recognised in the Statement of Financial Position when the charity becomes party to the contractual provisions of the instrument. The charity only enters into basic financial instruments, which are initially measured at transaction price.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire. Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation, or expiry.

- g) **Accounting estimates and judgements:**
In the application of the charity's accounting policies, the board members are required to make judgements, estimates, and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. On the date of approval of the financial statements, there are no indications to imply that material changes to fundamental assumptions and estimates are necessary. No judgements, estimates, or assumptions have been made about the carrying amounts of assets and liabilities in the financial statements.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2024

2. Net (Expenditure) / Income for the year

This is stated after charging:

	2024	2023
	£	£
Amounts payable to independent examiner:		
Accountancy fee	3,276	2,457
Independent examiner's fees	4,284	3,591
	<u> </u>	<u> </u>

3. Staff costs

The trustees are considered to be key management. They received no remuneration for their work (2023: £nil).

Payments of £22,196 (2023: £8,559) were made to reimburse 11 (2023: 7) trustees for out-of-pocket expenses incurred on behalf of the charity.

The charity had no employees who received employee benefits of more than £60,000 (2023: nil).

4. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

5. Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals	7,558	6,048
Other creditors	-	1,428
Amounts due to related parties	25,527	-
	<u> </u>	<u> </u>
	<u>33,085</u>	<u>7,476</u>

Grant commitments

As at 30 June 2024 the charity had open grants amounting to £nil (2023: £nil) carried forward to the school year 2024/2025 as a result of applicants having one year from the date of the grant to use the funds granted.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2024

6. Movement in funds

	At 1 July 2023 £	Income £	Expenditure £	Transfers £	At 30 June 2024 £
Unrestricted funds	380,429	86,640	(149,689)	-	317,380
Total	380,429	86,640	(149,689)	-	317,380
	At 1 July 2022 £	Income £	Expenditure £	Transfers £	At 30 June 2023 £
Unrestricted funds	280,957	220,387	(120,915)	-	380,429
Total	280,957	220,387	(120,915)	-	380,429

7. Related party transactions

The American School in London (which is run by the charity The American School in London Educational Trust Limited, Charity Number: 312738) is closely connected to the Parent Community Association of the American School in London as the charitable objectives of this charity are to advance the education of all students at the American School in London. During the year the American School in London made purchases on behalf of PCA of £30,022 (2023: £nil) and collected income on behalf of the charity of £4,495, (2023: £nil) all of which have been fully settled to the charity. At the year end The American School in London was owed £25,527 (2023: £nil).

The American School in London Foundation (UK) (Charity Number: 1086037) is a registered charity and raises funds for the support of the American School in London, as well as being part of the same Group as The American School in London Educational Trust Limited.

The American School in London Foundation (UK) granted £nil in June 2024 (2023: £150,000) to the PCA from the proceeds of the Auction to fund PCA for two years up until June 2025. In addition, PCA incurred expenditure of £nil (2023: £33,365) during the year in relation to the auction, of which £nil was reimbursed by the ASL (2023: £33,081).