

**SURBITON HIGH SCHOOL PARENTS' ASSOCIATION**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2021**

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Surbiton High School Parents' Association  
**Trustees Annual Report for the year ended 31 July 2021**

Name	Surbiton High School Parents' Association ("SHSPA")
Charity registration no.	1058888
Principal office	c/o Surbiton High School 13-15 Surbiton Crescent Kingston upon Thames Surrey KT1 2JT
Governing document	The Association is governed by its Constitution which was adopted at an Extraordinary General Meeting of members held on 4th June 2015.
Constitution	Unincorporated association.
Trustees	The Trustees are the members of the SHSPA Committee, who are appointed by election of the members of the Association at the Annual General Meeting ("AGM"), or otherwise co-opted to the Committee and subsequently elected by members at the subsequent AGM.
Policy on reserves	There is no formal policy on reserves.
Public benefit statement	The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.
Objectives and activities	<p>The object of the Association (the objects) is to advance the education of the pupils in the school, in particular by:</p> <ol style="list-style-type: none"><li>1. Developing effective relationships between the staff, parents and others associated with the school;</li><li>2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ol> <p>These objectives are achieved by meetings and discussions between parents and school staff, social events and other activities that are open to the school and, in some cases (e.g. school fairs) to the wider community.</p>
Achievements and performance	<p>During the year the Association fulfilled its objects by organising a number of events and other fundraising activities; the extent of which was again limited by the COVID-19 health crisis. Details of the events and the funds raised are explained in detail in the Chair's Report and the Treasurer's Report, which are presented separately to members in General and Executive meetings. These activities raised approximately £17,985 before general running costs (net) of £330 in addition to subscriptions £12,200 and these funds are available for distribution within the three schools as needs arise.</p> <p>During the year, the Association also facilitated 9 meetings between parents as well as 4 meetings between the Association and the staff. £38,000 was contributed to wish list items over the three parts of the school. In addition during the period the Association has agreed to contribute a further £7,800 of funds to additional identified wish list items.</p>

## TRUSTEES

The trustees who held office during the period, and up to the date of this report, are as follows:

Acting Chair	David Tresidder
Treasurer	Richard Burge
Secretary	Netty Williams Fauzia Tobias Juliet Jones Linda Marsh Shanthini Shanamaguru Sophie Day Sowmya Venkataraman Sharon Betts (Resigned 22nd September 2020)

.....  
**David Tresidder**

Signed on behalf of the trustees on

Surbiton High School Parents' Association  
**Independent Examiners Report to the Members**

I report to the trustees on my examination of the accounts of Surbiton High School Parents Association, Charity Number 1058888, for the year ended 31 July 2021.

**Respective responsibilities of the trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act;have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Samantha Merchant**

2 Blackheath Grove  
Wonersh  
Guilford  
Surrey  
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Surbiton High School Parents' Association  
**Receipts and payments for the year ended 31 July 2021**

All amounts relate to unrestricted funds

		2020/21			2019/20		
	Note	Receipts	Payments	Net	Receipts	Payments	Net
		£	£	£	£	£	£
<b>Events and Fundraising</b>							
Christmas Event		9,139	4,050	<b>5,089</b>	9,884	1,449	<b>8,435</b>
Dads' Camping	2	3,947	4,102	<b>(155)</b>	-	217	<b>(217)</b>
Nearly New Uniform		8,102	637	<b>7,465</b>	2,629	1,416	<b>1,213</b>
New Parents Evening	2	4,212	20	<b>4,192</b>	3,093	898	<b>2,195</b>
Parents Quiz Night				-	5,308	2,319	<b>2,989</b>
Prep Autum Disco				-	3,839	1,256	<b>2,583</b>
Pumpkin Carving		174		<b>174</b>	-		-
Summer Event				-	-	120	<b>(120)</b>
Virtual Wine Tasting		3,141	1,921	<b>1,220</b>			
<b>Total Events and Fundraising</b>		<b>28,715</b>	<b>10,730</b>	<b>17,985</b>	<b>24,753</b>	<b>7,675</b>	<b>17,078</b>
Subscriptions		12,200		<b>12,200</b>	13,006	-	<b>13,006</b>
Gift Aid claim		1,271		<b>1,271</b>	988		<b>988</b>
Bank Interest		7		<b>7</b>	39	-	<b>39</b>
Other income/expenditure			330	<b>(330)</b>	200	896	<b>(696)</b>
<b>Subtotal</b>		<b>42,193</b>	<b>11,060</b>	<b>31,133</b>	<b>38,986</b>	<b>8,571</b>	<b>30,415</b>
Wish List Purchases	3		37,886	<b>(37,886)</b>	-	43,206	<b>(43,206)</b>
PA equipment			263	<b>(263)</b>	-	-	-
<b>Total receipts and payments</b>		<b>42,193</b>	<b>49,209</b>	<b>(7,016)</b>	<b>38,986</b>	<b>51,777</b>	<b>(12,791)</b>
Opening Cash Funds				59,476			72,267
<b>Cash Funds at Year End</b>				<b>52,460</b>			<b>59,476</b>

Surbiton High School Parents' Association  
**Statement of Assets and Liabilities at 31 July 2021**

All amounts relate to unrestricted funds

	<b>Note</b>	<b>2020/21</b>	<b>2019/20</b>
		<u>£</u>	<u>£</u>
Cash Funds			
- Bank of Scotland		48,247	58,761
- Payment processing company		4,212	-
- Uniform Account		-	665
- Cash in hand		-	50
<b>Total Cash Funds</b>		<u>52,459</u>	<u>59,476</u>
Current Liabilities			
- Wish list items not yet paid for	3	-	16,250
- Nearly new uniform proceeds due to parents		-	665
<b>Total Net Assets</b>		<u>52,459</u>	<u>42,561</u>

These financial statements were approved by the trustees on

**David Tresidder**  
 Acting Chair

**Richard Burge**  
 Treasurer

Surbiton High School Parents' Association  
**Notes to the Accounts**

All amounts relate to unrestricted funds

**1 Receipts and Payments Accounting**

As the Association's gross income is less than £250,000, accounts are prepared on the receipts and payments basis. This form of accounting purely reports the actual cash receipts and payments made in the reporting period.

**2 Event Results**

Due to the timing of payments and receipts, the accounting policy (Note 1) can provide a distorted picture of an event result.

Some events either have income received or expenses paid in a prior year or expenses that have not been paid. The impact of this on the reported result for certain events is as follows:

**New Parents Evening**

	2020/21	2019/20	2018/19	Actual event surplus
	£	£	£	£
September 2021 events	4,212			<u>4,212</u>
September 2020 events		<i>Event cancelled</i>	-	
September 2019 events	(20)	3,461	1,568	<u>5,009</u>
<b>Net cash surplus reported</b>	<b><u>4,192</u></b>	<b><u>3,461</u></b>	<b><u>1,568</u></b>	

**Dad's camping**

	2019/20	2019/20	Actual event surplus
	£	£	£
June 2021 event	(155)	-	<u>(155)</u>
June 2020 event		(73)	<u>(73)</u>
<b>Net cash deficit reported</b>	<b><u>(155)</u></b>	<b><u>(73)</u></b>	

Surbiton High School Parents' Association  
**Notes to the Accounts**

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**3 Wishlist Purchases**

	Current year spend	Purchases not yet paid for	Financial commitment approved for wishlist items
	£	£	£
<u>Purchases agreed in earlier years</u>			
6th form garden	15,994		
<u>Purchases agreed in current year</u>			
Camera and green screen	1,142		3,872
Cricket bowling machine	686		
Musical instrument hire	20,064		3,936
	<u>37,886</u>	<u>-</u>	<u>7,808</u>