

**SURBITON HIGH SCHOOL PARENTS' ASSOCIATION**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2023**

<b>INDEX</b>	<b>PAGE</b>
Annual Report	1
Independent Examiner's Report	2
Statement of Receipts and Payments	3
Statement of Assets and Liabilities	4
Notes to the Accounts	5

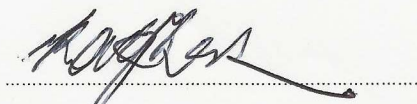
**Surbiton High School Parents' Association**  
**Trustees' Annual Report for the year ended 31 July 2023**

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
Objectives and activities	<p>The objectives of the Association (the objectives) 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 objectives by organising a number of events and other fundraising activities. Details of the events and the funds raised are explained in detail in the Chair's and the Treasurer's Reports, which are presented separately to members at the AGM and in Executive meetings. These activities raised £26,516 before general expenses of £6,833 mainly relating to membership of Classlist. In addition the SHSPA received subscriptions of £11,740, other income of £2,827 and spent £769 on equipment. These funds are available for distribution within the three schools as needs arise.</p> <p>During the year, the Association also facilitated two meetings between parents as well as seven meetings between the Association and staff. £9,009 was contributed to wish list items over the three parts of the school. In addition the Association agreed to pay £5,170 to additional identified wish list items and to make payments towards various other identified but as yet unquantified items.</p>

**TRUSTEES**

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

Chair	Karl Fisher
Co-Treasurers	Richard Burge Alan Waterman (appointed 28 September 2022)
Secretary	Netty Williams
Trustees	Dave Tresidder (resigned 28 September 2022) Devvya Sharama (resigned 28 September 2022) Fauzia Tobias Kellie Williams Sara Bramah (resigned 28 September 2022) Sophie Day Sowmya Venkataraman (resigned 28 September 2022) Bianca Lorenzo-Perez (appointed 28 September 2022) Nishat Bharwani (appointed 28 September 2022) Anna Harris (appointed 28 September 2022)

  
 Karl Fisher

Signed on behalf of the trustees on



**Surbiton High School Parents' Association  
Independent Examiner's Report to the Trustees**

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 2023

**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.

*S. Merchant*

**Samantha Merchant**

2 Blackheath Grove  
Wonersh  
Guilford  
Surrey  
GU5 0PU

**Surbiton High School Parents' Association**  
**Receipts and payments for the year ended 31 July 2023**

All amounts relate to unrestricted funds

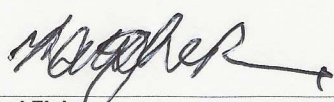
		<b>2022/23</b>			<b>2021/22</b>		
	<b>Note</b>	<b>Receipts</b>	<b>Payments</b>	<b>Net</b>	<b>Receipts</b>	<b>Payments</b>	<b>Net</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Events and Fundraising</b>							
Christmas Event	2	10,015	3,099	6,916	5,994	1,481	4,513
Parents' Camping		11,970	8,212	3,758	11,499	5,527	5,972
Nearly New Uniform		6,823		6,823	2,888	29	2,859
New Parents' Evening	2	2,612	999	1,613	5,651	1,316	4,335
Parents' Quiz Night		5,896	2,019	3,877	4,752	2,016	2,736
Prep Summer Disco		2,866	1,279	1,587	4,050	1,037	3,013
Halloween Disco		2,939	1,126	1,813			
Pumpkin Carving		116		116	106		106
80's Disco	2	3,055	2,292	763	1,010		1,010
Fireworks Night	2		750	(750)			
<b>Total Events and Fundraising</b>		<b>46,292</b>	<b>19,776</b>	<b>26,516</b>	<b>35,950</b>	<b>11,406</b>	<b>24,544</b>
Subscriptions		11,740		11,740	12,215		12,215
Gift Aid claim		1,570		1,570	1,510		1,510
Bank Interest		272		272	6		6
Other income/expenditure	5		5,848	(5,848)		395	(395)
<b>Subtotal</b>		<b>59,874</b>	<b>25,624</b>	<b>34,250</b>	<b>49,681</b>	<b>11,801</b>	<b>37,880</b>
Wish List Purchases	3		9,009	(9,009)		34,614	(34,614)
PA equipment	4		769	(769)		43	(43)
<b>Total receipts and payments</b>		<b>59,874</b>	<b>35,402</b>	<b>24,472</b>	<b>49,681</b>	<b>46,458</b>	<b>3,223</b>
Opening Cash Funds				55,683			52,460
<b>Cash Funds at Year End</b>				<b>80,155</b>			<b>55,683</b>

**Surbiton High School Parents' Association**  
**Statement of Assets and Liabilities at 31 July 2023**

All amounts relate to unrestricted funds

	<b>Note</b>	<b>2022/23</b>	<b>2021/22</b>
		<u>£</u>	<u>£</u>
Cash Funds			
- Bank of Scotland		78,790	51,962
- Payment processing company		1,365	3,721
<b>Total Cash Funds</b>		<u>80,155</u>	<u>55,683</u>
Current Liabilities			
- Wish list items not yet paid for	3	5,170	3,517
<b>Total Net Assets</b>		<u>74,985</u>	<u>52,166</u>

These financial statements were approved by the trustees on

  
 Karl Fisher  
 Chair

  
 Alan Waterman  
 Co-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 by the year end. The impact of this on the reported result for certain events is as follows:

	<b>Christmas Event 2022/23</b>	<b>New Parents' Evening 2022/23</b>	<b>2021/22</b>	<b>80's Disco 2022/23</b>	<b>2021/22</b>	<b>Fireworks Night 2022/23</b>
		£	£	£	£	£
Surplus/(deficit) on cash basis as reported in Statement of Receipts and Payments on page 3	6,916	1,613	4,335	763	1,010	(750)
Add Cash received in previous year		2,711	4,212	1,010		
Expenses incurred for following year	240					750
	<u>7,156</u>	<u>4,324</u>	<u>8,547</u>	<u>1,773</u>	<u>1,010</u>	<u>0</u>
Less Cash received for following year	395	1,365	2,711		1,010	
	<u>6,761</u>	<u>2,959</u>	<u>5,836</u>	<u>1,773</u>	<u>0</u>	<u>0</u>

An 80s Disco was not held in 2021/22 nor a Fireworks event in 2022/23  
The 2021/22 Christmas Event was not affected by this timing issue.

**3 Wish List Purchases**

	<b>Current year spend</b>	<b>Financial commitment approved but not yet paid</b>
	£	£
<u>Purchases agreed in earlier years</u>		
Yoga equipment	520	
<u>Purchases agreed in current year</u>		
Royal Institute	2,880	
Ice creams for Sports Day (Prep) and Year End (Senior School)	2,491	
Books	1,478	
Portable basketball system	1,016	
Vivarium	624	
Training for therapeutic dog		2,940
Tilt-top mobile tables for library		2,230
	<u>9,009</u>	<u>5,170</u>

In addition, at 31st July, 2023 the following Wish List purchases had been approved in principle but not yet quantified:

CRY screening	Up to	£5,000
Forest School equipment, landscaping etc	Up to	£10,000
Tennis rackets for older Prep girls	Up to	£1,000
Backdrop for SHS Years 11 & 13 prom photos	Up to	£1,000

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

All amounts relate to unrestricted funds

<b>4 PA Equipment</b>	<b>2022/23</b>	<b>2021/22</b>
	£	£
Hand held radios	339	
Popcorn machine	350	
Sumup card readers	80	
PayPal card readers		43
	<b>769</b>	<b>43</b>
<b>5 Other income/expenditure</b>	<b>2022/23</b>	<b>2021/22</b>
	£	£
Expenses:		
Classlist subscription for 2023/24	6,390	
Parentkind subscription for 2023/2022	140	128
AGM costs	130	129
Printing costs	77	
Storage boxes	75	
Web host fee		101
Sundry	21	37
	<b>6,833</b>	<b>395</b>
Less Income	985	
Net expenditure	<b>5,848</b>	<b>395</b>