

# **SURBITON HIGH SCHOOL PARENTS' ASSOCIATION**

## **ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024**

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**Surbiton High School Parents' Association**  
**Trustees' Annual Report for the year ended 31 July 2024**

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 objectives of the Association (the objectives) are 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 £31,296 before general expenses of £7,882 mainly relating to membership of Classlist. In addition the SHSPA received subscriptions of £13,819, other income of £4,754 and spent £989 on equipment. These funds are available for distribution within the three schools as needs arise.</p> <p>During the year, the Association also facilitated three meetings between parents as well as seven meetings between the Association and staff. £46,526 was contributed to wish list items over the three parts of the school. In addition the Association agreed to pay £8,791 to additional identified wish list items and to make payments towards various other identified but as yet unpaid 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
Treasurer	Alan Waterman
Secretary	Elizabeth Williams
Trustees	Fauzia Tobias (resigned 25th September, 2023) Kelly Powell Sophie Day (resigned 25th September, 2023) Bianca Lorenzo-Perez Nishat Bharwani Anna Harris Louise Enderby (appointed 25th September, 2023) Claire-Louise Smith (appointed 25th September, 2023)



**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 2024

**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 FCCA, DChA**

2 Blackheath Grove  
Wonersh  
Guildford  
Surrey  
GU5 0PU

*18 September 2024*



**Surbiton High School Parents' Association**  
**Receipts and payments for the year ended 31 July 2024**

All amounts relate to unrestricted funds

2023/24

2022/23

	<i>Note</i>	Receipts	Payments	Net	Receipts	Payments	Net
		£	£	£	£	£	£
<b>Events and Fundraising</b>							
Christmas Event	2	10,275	3,117	7,158	10,015	3,099	6,916
Parents' Camping		12,471	8,842	3,629	11,970	8,212	3,758
Nearly New Uniform		11,108	66	11,042	6,823		6,823
New Parents' Evening	2	2,392	663	1,729	2,612	999	1,613
Parents' Quiz Night		5,969	2,000	3,969	5,896	2,019	3,877
Prep Summer Disco					2,866	1,279	1,587
Halloween Disco					2,939	1,126	1,813
Pumpkin Carving		103	22	81	116		116
80's Disco					3,055	2,292	763
Fireworks Night	2	8,827	7,225	1,602		750	(750)
Valentine's Disco		3,013	927	2,086			
<b>Total Events and Fundraising</b>		<b>54,158</b>	<b>22,862</b>	<b>31,296</b>	<b>46,292</b>	<b>19,776</b>	<b>26,516</b>
Subscriptions		13,819		13,819	11,740		11,740
Gift Aid recovery		2,432		2,432	1,570		1,570
Bank Interest		874		874	272		272
Other income/expenditure	5		6,434	(6,434)		5,848	(5,848)
<b>Subtotal</b>		<b>71,283</b>	<b>29,296</b>	<b>41,987</b>	<b>59,874</b>	<b>25,624</b>	<b>34,250</b>
Wish List Purchases	3		46,526	(46,526)		9,009	(9,009)
PA equipment	4		989	(989)		769	(769)
<b>Total receipts and payments</b>		<b>71,283</b>	<b>76,811</b>	<b>(5,528)</b>	<b>59,874</b>	<b>35,402</b>	<b>24,472</b>
Opening Cash Funds				80,155	55,683		
<b>Cash Funds at Year End</b>				<b>74,627</b>	<b>80,155</b>		

**Surbiton High School Parents' Association**  
**Statement of Assets and Liabilities at 31 July 2024**

All amounts relate to unrestricted funds

	<b>Note</b>	<b>2023/24</b>	<b>2022/23</b>
		<u>£</u>	<u>£</u>
Cash Funds			
- Bank of Scotland		49,517	78,790
- The Charity Bank Ltd.	6	25,000	
- Payment processing company		110	1,365
<b>Total Cash Funds</b>		<u>74,627</u>	<u>80,155</u>
Current Liabilities			
- Wish List items not yet paid for	3	8,791	5,170
<b>Total Net Assets</b>		<u>65,836</u>	<u>74,985</u>

These financial statements were approved by the trustees on

*18<sup>th</sup> September, 2024*

  
**Karl Fisher**  
 Chair

  
**Alan Waterman**  
 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</b>		<b>New Parents' Evening</b>		<b>Fireworks Night</b>	
	<b>2023/24</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2022/23</b>
	£	£	£	£	£	£
Surplus/(deficit) on cash basis as reported in Statement of Receipts and Payments on page 3	7,158	6,916	1,729	1,613	1,602	(750)
Add Cash received in previous year	395		1,365	2,711		
Expenses incurred for following year		240			795	750
	<u>7,553</u>	<u>7,156</u>	<u>3,094</u>	<u>4,324</u>	<u>2,397</u>	<u>0</u>
Less Cash received for following year	895	395	110	1,365		
Expenses incurred in previous year	240				750	
	<u>6,418</u>	<u>6,761</u>	<u>2,984</u>	<u>2,959</u>	<u>1,647</u>	<u>0</u>

**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>		
Training for therapeutic dog	2,940	
Tilt-top mobile tables for library	2,229	
<u>Purchases agreed in current year</u>		
CRY screening	8,500	
Defibrillators	6,227	
Forest School equipment	5,475	4,525
Community outreach storage boxes	3,929	
Bushcraft equipment	3,469	
Ice creams for Sports Days (Prep) and Year End (Senior School)	3,297	
Welcome drinks at school's 140th Birthday Ball	3,026	
Royal Institute lectures	2,880	2,880
High jump mat	1,910	
Read-Up books	1,007	
Trampoline	888	
Quiet Room equipment	614	1,386
Replacement books	135	
	<u>46,526</u>	<u>8,791</u>

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

All amounts relate to unrestricted funds

<b>4 PA Equipment</b>	<b>2023/24</b>	<b>2022/23</b>
	£	£
Microsoft Essentials renewal cost	315	
Collapsible plastic boxes	466	
Banners	147	
Hand held radios		339
Popcorn machine		350
Sumup card readers		80
Miscellaneous	61	
	<b>989</b>	<b>769</b>
<b>5 Other income/expenditure</b>	<b>2023/24</b>	<b>2022/23</b>
	£	£
Expenses:		
Classlist subscription for 2024/25	7,451	6,390
Parentkind subscription for 2024	153	140
AGM costs	55	130
Printing costs	2	77
Storage boxes	65	75
Sundry	156	21
	<b>7,882</b>	<b>6,833</b>
Less Income	1,448	985
Net expenditure	<b>6,434</b>	<b>5,848</b>

**6 Charity Bank**

On 7th November 2023 the Association paid £25,000 into a deposit account with The Charity Bank Ltd. This account has a fixed term of one year and is due to mature on 6th November, 2024. The deposit will attract an interest rate of 5.11% gross for the fixed term.