



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2021 To 31<sup>st</sup> March 2022**

**Charity name: Reading School Parents' Association**

**Charity registration number: 1101822**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of pupils in the school through management of events and fundraising, in consultation with the school Governing Body, and by the provision of facilities or items that could not be provided from the school's statutory funds.</b> <b>To develop a more extended relationship between parents, staff and others associated with the school.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Although restricted by the pandemic in 2021-22 certain small events and fundraising activities still went ahead online. The uniform shop became our largest fundraiser. The Lottery continued to develop well, and fundraising was boosted by an historical Gift Aid review, as well as sales of Christmas cards, face masks and items donated by school.</b> <b>We continue to provide a GDPR compliant communications platform to parent members.</b> <b>Although asked by the Governing Body to investigate the cost of several large items, these purchases have been delayed into 2022-23. As such, donations to school for 2021-22 were of smaller items of sporting equipment, catering essentials, and from a teachers' wish-list of items for their classrooms.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The RSPA Trustees are mindful of the guidance published by and available from the Charities Commission website.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>We are a charitable organisation entirely run by volunteers in support of Reading School. The pandemic has encouraged us to develop our fundraising model and to adopt a cash-less collection system. As this perseverance has required additional effort from our volunteers, we would wish to thank them should they read this report.</b>
Other		

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>2021-22 was still impacted due to COVID challenges, and we are delighted to have received over £26,450 from our various activities and income streams despite reducing our membership subscription in a time of economic hardship for many families. We collected statements from teachers following our "wishlist" initiative, and their comments and their appreciation was beyond positive.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>We are in a strong position, with an increase in funds held by £14k overall. We look forward to 2022-23 when we can work with the Governing Body to financially support their ambitions for a major investment into sporting equipment, amongst other items. Due to the inability of the Governing Body to implement some of their projects due to pandemic restrictions it has been agreed by the Treasurer and Executive committee that a minimum of £50k will be transferred into an interest-bearing account in 2022-23, whilst we await request for funds from projects in review by the Governing Body.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The RSPA does not have an official policy for holding a reserve, but unofficially a balance of £10k is borne in mind.</b>
Amount of reserves held	Para 1.22	<b>£10k, which was exceeded and never at risk.</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>The association is governed by a constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>We are an unincorporated association consisting of parent volunteers.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p><b>This is on a democratic basis.</b></p> <p><b>There is a core group of elected volunteers on an executive committee, working closely with the Headmaster and the Chief Operating Officer. The committee meet regularly and openly, inviting involvement from both school and parental attendance. A process of invites, agenda and minutes are retained.</b></p> <p><b>The constitution requires that all executive members resign at the AGM where a new or evolved set of executives are elected before the full member on an open and transparent basis.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Reading School Parents' Association
Other name the charity uses	RSPA
Registered charity number	1101822
Charity's principal address	10 Fisher Close BASINGSTOKE Hampshire RG24 9TL

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	In accordance with the details held on the Charities Commission website			Trustees appointed at AGM. Next due date is 8 <sup>th</sup> November 2022.
2	Kirsty MacInnes	Chair	From 21/10/2021	
3	Swapna Thummala	Trustee	From 16/03/2022	
4	Julie Bellingham	Trustee	From 19/01/2022	
5	Lena Shehab	Trustee	From 21/10/2021	
6	Joanne Wyles	Trustee	From 21/10/2021	
7	Veena Baggley	Trustee	From 21/10/2021	
8	Terri Lorrimore	Treasurer	From 21/10/2021	
9	Kajal Mathur	Trustee	From 21/10/2021	
10	Jane Amole	Trustee	From 21/10/2021	
11	Subashree Krishnasamy	Trustee	From 21/10/2021	
12	Hiral Panchal	Trustee	From 21/10/2021	
13	Kirsta Rizzo	Trustee	From 21/10/2021	
14	Dina Chima	Trustee	From 21/10/2021	
15	Neha Doorwar	Trustee	From 21/10/2021	
16	Monika Maheshwari	Trustee	From 21/10/2021	

## Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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n/a		
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

#### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Terri Lorrimore	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	2 <sup>nd</sup> November 2022	

**Reading School Parents' Association**  
**Financial Summary for 2021-2022**

**Opening Balance** 1-Apr-21 **£68,545.58**

**Closing Balances** 31-Mar-22 **£83,068.32**

RSPA MEMBERSHIP ACCOUNT	04619919	£57,764.90
RSPA MAIN ACCOUNT	15309096	£19,741.22
RSPA RESERVE ACCOUNT	15846733	£3,566.46
PayPal Account		£1,995.74

**Net movement** **£14,522.74**

**2021/22 - Breakdown**

Activity	Receipts	Payments	Net	Code
Xmas Fayre Cancelled-Gift Tree)	£95.99	£190.07	-£94.08	XMAS
Spring Fair (Cancelled)	£0.00	£0.00	£0.00	SPF
Summer Fayre (Cancelled)	£0.00	£0.00	£0.00	SUF
Quiz (Festive - Cancelled )	£0.00	£0.00	£0.00	QUZC
Quiz Spring	£210.00	£321.44	-£111.44	QUZS
Wine & Welcome (Cancelled)	£0.00	£0.00	£0.00	WNW
Welcome Picnic/Choc Treats	£0.00	£115.00	-£115.00	WELC
Uniform Shop	£5,306.40	£19.46	£5,286.94	UNIF
Membership Subs	£4,011.00	£0.00	£4,011.00	MEMB
Online Shopping	£1,626.41	£0.00	£1,626.41	ONLI
Starters' Picnic (Cancelled)	£0.00	£0.00	£0.00	PICN
Leaver's Drinks (Cancelled)	£0.00	£0.00	£0.00	LD
Careers evening (Cancelled)	£0.00	£0.00	£0.00	CRE
Gift aid	£3,782.63	£0.00	£3,782.63	GAID
Hoodies	£6,260.00	£5,960.61	£299.39	HOOD
Friends of Music	£0.00	£0.00	£0.00	FROM
Misc Credits	£26.70	£0.00	£26.70	MISC
Misc Debits	£0.00	£0.00	£0.00	MISD
Virgin Giving	£0.00	£0.00	£0.00	VIRG
Sports Personality	£0.00	£0.00	£0.00	SPY
Interest	£0.37	£0.00	£0.37	INT
Benevity	£65.00	£0.00	£65.00	BENE
Teacher appreciation	£45.00	£179.90	-£134.90	TAPP
School Lottery	£2,929.20	£40.00	£2,889.20	LOTT
Xmas Cards	£1,270.25	£784.88	£485.37	CARD
Printer Sale	£220.00	£120.00	£100.00	PRNT
NatWest Compensation	£150.00	£0.00	£150.00	NATW
Facemasks	£458.00	£0.00	£458.00	FACE
Committee Running Costs	£0.00	£452.00	-£452.00	RUNN
Website	£0.00	£243.94	-£243.94	WEB
<b>Net Fundraising</b>	<b>£26,456.95</b>	<b>£8,427.30</b>	<b>£18,029.65</b>	
Grant to school	£0.00	£3,506.91	-£3,506.91	GNT
<b>TOTAL MOVEMENT</b>	<b>£26,456.95</b>	<b>£11,934.21</b>	<b>£14,522.74</b>	

**PETTY CASH MOVEMENT**

(Bar&Raffle Floats not used due to Pandemic)

CASH CLOSING BALANCE  
31 MARCH 2022

Bar	£428.00
Raffle	£310.00
UNIF	£100.00
	<b>£838.00</b>

Held By  
Treasurer TL  
Treasurer TL  
Uniform Shop JB

CASH OPENING BALANCE  
31 MARCH 2021

Bar	£428.00
Raffle	£310.00
	<b>£738.00</b>

Float kept as a £100 balance after  
every Uniform Shop sale from April 2021

CASH MOVEMENT 100.00

**OTHER ASSETS AND LIABILITIES**

**AMOUNTS OWED TO RSPA**

Return of deposit paid for Hall Hire

**£105**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

READING SCHOOL PARENTS ASSOCIATION

On accounts for the year  
ended

31<sup>ST</sup> March 2022

Charity no  
(if any)

1101822

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2022.

Responsibilities and  
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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.

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.

Signed:

G.G. Diplock

Date:

26<sup>th</sup> October 2021

Name:

Mr G G DIPLOCK

Relevant professional  
qualification(s) or body  
(if any):

Associate of the Institute of Chartered Accountants in England and Wales (ACA) - Membership number: 7912778

Address:

1 BARWELL CLOSE

CROWTHORNE

BERKSHIRE RG45 6DX



Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.