



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 To 31st March 2024

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	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. To develop a more extended relationship between parents, staff and others associated with the school.
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	The uniform shop remains our largest fundraiser, supported by donations from parents of pre-loved uniform items. Membership subscriptions increased from the previous year, and the Lottery continued to raise funds in-line with the success of the previous year. Fundraising was boosted by sales of photographs, and fees paid from an external source for our support at providing marshalling at organised race events. We brought back the Summer Fayre after several years absence, and also hosted a year 7 disco, both as fundraising events but also to meet our commitment to support the ongoing relationship between Parents/Carers and School. We continue to provide a GDPR compliant communications platform to parent members. Grants made to school included £22,039 for the provision of external seating and tables, plus expenditure to support staff requests, including the Teachers Wishlist for its third successful year raising approximately £4,500 of gifts the majority being direct Parent/Carer donations.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The RSPA Trustees are mindful of the guidance published by and available from the Charities Commission website.
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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	We are a charitable organisation entirely run by volunteers in support of Reading School. Members of the committee undertake various roles in order to either support School, or raise funds, or both. In addition to our committee, we regularly request assistance from volunteers to help at in-School events, such as the Uniform Shop and to assist School with their annual Sports Personality of The Year event (SPOTY) and Leavers BBQ. We would wish to thank all our volunteers for their time so generously given.
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	We are delighted to have received £26,837 from our various activities and income streams, and to have added to the much-needed external seating around School premises. In addition, organising the Teachers Wishlist means that School benefits from direct appreciation from Parents/Carers. The gift notes delivered with these gifts were passed on to the Teachers, and the comments made, and the appreciation transferred was an enormously positive experience for all.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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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	<p>We are in a good position, having provided direct grants to School of £23,351 in 2023-24 but having a closing balance in our accounts at just £3,281 less than we started the year with. (This being a closing cash balance of £46,608 versus an opening cash balance of £49,889)</p> <p>We look forward to 2024-25 where we will work with the Governing Body to financially support their ambitions for investment into audio and visual technology upgrades to their Lecture Hall. This is of particular benefit both to the students' learning experience as well as assisting School with their own fundraising drive, with 2025 being the 900th anniversary of Reading School. We also still maintain the larger sum of our funds in an interest-bearing bank account. This was a successful policy for 2023-24 and should continue to benefit us in 2024-25.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The RSPA does not have an official policy for holding a reserve, but unofficially a balance of £10k is borne in mind.
Amount of reserves held	Para 1.22	£10k, which was exceeded and never at risk.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

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	
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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	The association is governed by a constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	We are an unincorporated association consisting of parent volunteers.
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>This is on a democratic basis.</p> <p>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.</p> <p>The constitution requires that all executive members resign at the AGM and a new or evolved set of executives are elected before the full member on an open and transparent basis.</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	2 The Grange Flowers Hill Pangbourne West Berkshire RG8 7BD

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)
	In accordance with the details held on the Charities Commission website			Trustees appointed at AGM on 18 th October 2023.
1	Nish Moody	Chair	From 08/11/2022	
2	Deval Gujrati	Trustee	From 18/10/2023	
3	Terri Lorrimore	Trustee	From 21/10/2021	
4	Veena Baggley	Trustee	From 21/10/2021	
5	Joanne Wyles	Trustee	From 18/10/2023	
6	Julie Bellingham	Trustee	From 19/01/2022	
7	Anup Dholakia	Treasurer	From 18/10/2023	
8	Helen Sturk	Trustee	From 18/10/2023	
9	Jaideep Das	Trustee	From 08/11/2022	
10	Rohini Luthra	Trustee	From 08/11/2022	
11	Pallavi Chube	Trustee	From 08/11/2022	
12	Menaka Murthy	Trustee	From 08/11/2022	
13	Kerry O'Brien	Trustee	From 18/10/2023	
14	Claire Kirby	Trustee	From 18/10/2023	
15	Jayne Sturge	Trustee	From 18/10/2023	
16	Yogakshi Munjal	Trustee	From 18/10/2023	

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

12 th January 2025

Reading School Parents' Association
Financial Summary for 2023-2024

Opening Balance	1-Apr-23	£49,889.38	
Closing Balances	31-Mar-24	£46,608.23	
RSPA MEMBERSHIP ACCOUNT	04619919	£254.31	
RSPA MAIN ACCOUNT	15309096	£2,333.16	
RSPA RESERVE ACCOUNT	15846733	£41,894.83	
PayPal Account		£2,125.93	
SumUp Account		£0.00	
Net movement		-£3,281.15	£0.00 Check

2023/24 - Breakdown					
Activity	Receipts	Payments	Net	Code	Note
Teachers XMAS Wishlist (bank receipts)	£230.00	£7.00	£223.00	XMAS	
Snack sale/ Bake-Off Sale (Postponed)	£0.00	£0.00	£0.00	CAKE	
Summer Fayre	£3,417.20	£1,796.59	£1,620.61	SUF	
Marshalling - Goring Gap Race	£840.00	£0.00	£840.00	RACE	
Quiz Spring (May event Cancelled)	£0.00	£0.00	£0.00	QUZS	
Wine&Welcome (Merged with Disco)	£0.00	£0.00	£0.00	WNW	
Welcome Picnic/Choc Treats	£0.00	£0.00	£0.00	WELC	
Year 7/8 Disco (and Parent Social)*	£2,378.29	£553.83	£1,824.46	Y7SOC	
Auction of Promises	£0.00	£0.00	£0.00	AUCT	
Uniform Shop (excludes Hoodies)	£5,735.60	£68.19	£5,667.41	UNIF	
Membership Subs	£4,360.00	£0.00	£4,360.00	MEMB	
Online Shopping	£1,093.88	£0.00	£1,093.88	ONLI	
Starters' Picnic (CANCELLED)	£0.00	£0.00	£0.00	PICN	
Leaver's Drinks (see SPOTY)	£0.00	£0.00	£0.00	LD	
Careers evening	£0.00	£0.00	£0.00	CRE	
Gift aid	£900.37	£0.00	£900.37	GAID	
Hoodies	£3,198.92	£1,597.54	£1,601.38	HOOD	
Friends of Music	£0.00	£0.00	£0.00	FROM	
Misc Credits	£411.20	£0.00	£411.20	MISC	
Misc Debits	£0.00	£411.20	-£411.20	MISD	
JustGiving (part of Sports Personality)	£0.00	£0.00	£0.00	VIRG	
Sports Personality (with Leavers Event)*	£243.50	£1,536.11	-£1,292.61	SPY	
Interest	£653.15	£0.00	£653.15	INT	
Benevity	£7.96	£0.00	£7.96	BENE	
Teacher appreciation	£0.00	£0.00	£0.00	TAPP	
School Lottery	£2,757.40	£0.00	£2,757.40	LOTT	
Photo Card sales	£610.00	£0.00	£610.00	CARD	
Donations (allocated to each event code)	£0.00	£0.00	£0.00	DONS	
NatWest Compensation	£0.00	£0.00	£0.00	NATW	
Facemasks	£0.00	£0.00	£0.00	FACE	
Committee Running Costs	£0.00	£777.49	-£777.49	RUNN	
Website	£0.00	£19.20	-£19.20	WEB	
Net Fundraising	£26,837.47	£6,767.15	£20,070.32		
Grant to school	£0.00	£23,351.47	-£23,351.47	GNT	
Account Transfers	£35,589.65	£35,589.65	£0.00	TFR	
TOTAL MOVEMENT	£62,427.12	£65,708.27	-£3,281.15		

PETTY CASH MOVEMENT

CASH CLOSING BALANCE 31 MARCH 2024	Floatsx4	£325.97	Held By Treasurer TL
	Vouchers	£0.00	
	UNIF	£100.00	Uniform Shop JB
		£425.97	
CASH OPENING BALANCE 31 MARCH 2023	Floatsx4	£327.30	Treasurer TL
	Vouchers £80	£0.00	All used in Xmas 2023 Wishlist
	UNIF	£100.00	Uniform Shop JB
		£427.30	

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

CASH MOVEMENT -1.33

OTHER ASSETS AND LIABILITIES

AMOUNTS OWED TO RSPA	PENDING	RECEIVED	
Credit note issued by School		£36.44	From 2022-23, received in 2023-24
Reclaim VAT on Purchased Hoodies		£787.42	From 2022-23, received in 2023-24
TryBooking Quiz May 2023-credit	£6.00		See Y7SOC

STOCK HELD AS AT 31st MARCH 2024

5 tubs megastraws @£6.95 each plus £10 bottled water	£44.75	
From Hoodies	£1,878.20	Held by Jayne/Terri
We also own 8 walkies talkies and 4 Sum Up machines		Held by Nish/Terri

AMAZON WISHLIST - EXTERNAL ITEM FOR REFERENCE ONLY

External Collection for gifts totalling from XMAS wishlist and LRC wishlist for reference only on Trustees Report	£4,500.00	includes estimated value of donated items plus RSPA contribution
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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**

31st March 2024

**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 / 2024.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

G.G. Diplock

Date:

12 / 1 / 2025

Name:

Mr G G Diplock

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

Association 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 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.