

**Friends of Sir William Perkins's School  
(Registered Charity No: 1101855)**

**Annual Report and Accounts  
For the year to 31 August 2020**

**Friends of Sir William Perkins's School**

**Annual Report and Accounts**

**For the year to 31 August 2020**

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## **Friends of Sir William Perkins's School**

### **Report of the Trustees**

The Trustees submit their annual report and accounts for the year ended 31<sup>st</sup> August 2020.

#### **Structure, Governance and Management**

The Charity, Friends of Sir William Perkins's School (Friends of SWPS), is an unincorporated association governed by a constitution dated 30<sup>th</sup> September 2003 and updated 11<sup>th</sup> January 2011. It is managed by the Committee, who as Trustees have control over its property and funds. Committee members are parents, guardians or carers of current pupils who have paid the annual subscription fee and volunteer to serve. There are also nominated representatives from the School who attend committee meetings. The Committee may co-opt members provided they do not outnumber the full members.

An AGM is held in the Autumn Term. During the meeting following the AGM, the Committee will elect from their number the Chairman, the Vice-Chairman, Treasurer and the Secretary, plus other Officers as required. They will also nominate a Governor to the School's Governing Body, who will hold office for two years.

The Committee hold at least one meeting per term, and set the level of subscription for the year in consultation with the school.

#### **Objective and Activities**

The main objective of Friends of SWPS is to advance the education of the pupils in Sir William Perkins's School by both developing effective relationships between the staff, parents and others associated with the School, and also by engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils. The trustees confirm that they have referred to the Charity Commission public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Friends of SWPS provides a programme of fundraising activities throughout the year and operates with the assistance of many unpaid volunteers including the trustees as well as many parents, guardians and carers of pupils who help during events. The charity would not be able to function without these contributions.

#### **Achievements and Performance**

Friends of SWPS carries out a number of activities throughout the year to raise funds and to provide an opportunity for parents and teachers to meet each other on an informal basis.

It provides information events to welcome new and prospective parents, as well as supporting activities organised by the School, or an individual department, by providing back stage help and running refreshment stalls or a bar.

During the year, the main fundraising activity was the Christmas Fair, with the popular Quiz Night the second biggest fundraiser. Sadly due to the Covid Pandemic some of our Spring events were cancelled including a new venture of a Race Night. None of the summer events were held due to lockdown including the popular Sports Day refreshments stand and the new pupil Second-Hand Uniform Sale.

During the pandemic we have been unable to accept any second hand uniform for sale since February 2020.

## **Friends of Sir William Perkins's School**

### **Report of the Trustees**

#### **Financial Review**

The financial statements have been prepared in compliance with the charity's governing document, using the receipts and payments method as allowed under section 133 of the Charities Act 2011.

Reserves are held at a level appropriate to Friends of SWPS future commitments. Money usually passes to the School as soon as practicable, unless there is a longer-term project which straddles more than one year. Funds are held in liquid form, consideration being given to interest rates available.

#### **Reference and Administrative Details**

Name of Charity: Friends of Sir William Perkins's School (also known as Friends of SWPS)

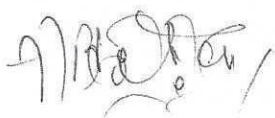
Registration number: 1101855

Principal office: Sir William Perkins's School, Guildford Road, Chertsey KT16 9BN

Committee members:

Olubola Adetola  
Samantha Barry  
Jane Hawken  
Maya Elliott  
Kirsten Patient  
Alison Hatheral (resigned Aug 2020)

**Signed on behalf of the Trustees**



Chair

Date:

6-April-2021



## **Friends of Sir William Perkins's School**

### **Independent Examiner's Report**

I report on the Accounts of The Friends of Sir William Perkins's School for the year ended 31st August 2020 as set out on pages 4 to 6.

#### **Respective responsibilities of Trustees and 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,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with 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.



Russell George ACMA, CGMA  
6 Saint Andrew's Close  
Wraysbury  
Berkshire  
TW19 5DG

Date: 16<sup>th</sup> March 2021

# Friends of Sir William Perkins's School

## Statement of Receipts and Payments

For the year ended 31 August 2020

		2018	2019	2020
		£	£	£
<b>Receipts</b>	<b>Note</b>			
Subscriptions from parents		9,120	9,060	9,159
Gift aid receipt	4	4,010	-	3,551
Receipts from events	2	9,063	15,405	14,265
Interest received		48	72	51
<b>Total receipts</b>		<b>22,241</b>	<b>24,537</b>	<b>27,027</b>
<b>Payments</b>				
Donations	3	12,681	33,933	-
Payments on events	2	3,630	8,011	5540
Administrative expenses		50	147	151
Asset expenses		169	1,331	308
<b>Total payments</b>		<b>16,530</b>	<b>43,422</b>	<b>5,999</b>
<b>Net receipts/(payments)</b>		<b>5,711</b>	<b>(18,885)</b>	<b>21,028</b>
Cash at bank and in hand brought forward:				
Current account		4,592	10,455	6,498
Deposit account		40,774	40,822	25,894
Cash float		200	-	-
	5	45,566	51,277	32,392
Net receipts/(payments) for the year		5,711	(18,885)	21,028
<b>Cash at bank and in hand carried forward</b>		<b>51,277</b>	<b>32,392</b>	<b>53,420</b>

# Friends of Sir William Perkins's School

## Statement of Assets and Liabilities

As at 31 August 2020

Note	2018	2019	2020
	£	£	£
<b>Cash at bank and in hand</b>			
Current account	10,455	6,498	1,184
Deposit account	40,822	25,894	52,046
Cash float	-	-	302
<b>Total cash</b>	<b>51,277</b>	<b>32,392</b>	<b>53,532</b>
<b>Other assets</b>			
Fixed assets - equipment	1,298	2,629	2,937
Stocks	100	380	408
<b>Total other assets</b>	<b>1,398</b>	<b>3,009</b>	<b>3,345</b>
<b>Liabilities</b>			
Sundry expenses	(2)	-	

These financial statements were approved by the trustees on

6 - April - 21 (date)





# Friends of Sir William Perkins's School

## Notes to the Accounts for the Year Ended 31 August 2020

### 1. Accounting Policies

The financial statements have been prepared in compliance with the charity's governing document, using the receipts and payments method as allowed under section 133 of the Charities Act 2011. Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. All of the charity's funds are unrestricted.

### 2. Events

	Receipts	Payments	Net
	£	£	£
Christmas Fair 2019	9,749	(4,154)	5,595
Quiz Night	1,938	(375)	1,563
Christmas Fair 2018 (catering contribution)	1,128		1,128
Uniform Sale	626	(287)	339
Christmas Fair 2020 (cash in advance)	279	(20)	259
Autumn Concert	184	(21)	163
Speech and Drama Concert	166	(21)	145
School Production	62	(21)	41
Spring Concert		(21)	-21
Race Night	134	(184)	-50
Stock Purchases unassigned to specific event		(436)	-436
<b>Total</b>	<b>14,265</b>	<b>(-5,540)</b>	<b>8,725</b>

### 3. Donations

None were made during the year, but the committee agreed to fund the refurbishment of the new Year 11 Common room and a new Textiles Room. We are awaiting the invoice for these projects which are now operational

### 4. Taxation

Friends of SWPS is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes. Gift Aid is claimed on the annual parental subscriptions and other donations made during the year.

### 5. Cash at Bank

There is a difference of £113 between the cash balance in the Receipts and Payments compared to the Assets and Liabilities, which represents the cheques issued but not presented.

### 6. Related party transactions

The trustees give freely of their time and expertise without any form of remuneration or other benefit in cash or kind, other than occasional, small, long-service gifts in recognition of significant contribution to the charity. The trustees incur event expenses, on behalf of Friends of SWPS in the normal course of business and these are refunded by Friends of SWPS on submission of appropriate supporting documentation. There have been no other related party transactions in the reporting period.