



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st September 2022 to 31st August 2023

Charity name: Brindishe Manor Parents Staff and Friends Association

Charity registration number: 1117178

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Raising of funds through events to support Brindishe Manor 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	Fundraising through events such as sponsored challenges and school fairs, to provide the school with funds for new educational resources. Organising inclusive community events for all school families. Fundraising comes from donations, sponsorship and matched funding. We also occasionally receive grants.

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	<p>It has been a busy year for Brindishe Manor PSFA, with a new team of trustees being elected in February. We had the charity's best year on record in terms of fundraising, going over the £25k mark for the first time.</p> <p>This has provided funds for a range of new playground equipment, art materials, and plants and trees for the school. Some funds have been carried over for the new school library planned for summer 2024.</p> <p>There has been a busy calendar of community and fundraising events including:</p> <ul style="list-style-type: none">• Free events for all families attending the school throughout the year, such as breakfast to celebrate World Book Day and holiday activities such as our local Halloween trail.

		<ul style="list-style-type: none"> • Providing funds to the school to spend on new resources and equipment including: <ul style="list-style-type: none"> o Art materials o Playground equipment o Plants and trees • Putting on large scale fairs twice a year for the school community. • School discos for 400 children. • Celebrations for the King's Coronation. <p>Fundraising has been boosted through matched funding from some of our volunteer's employers.</p> <p>The association has been well supported and gives thanks to the school's staff and parent and carer volunteers.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Total funds (i.e. cash in the bank) = £12,487 (unreserved).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover a minimum of the next 3 months expected expenses. Additional funds were held at the end of the financial year to cover fundraising towards specific projects, namely plants and trees for the playground and a new school library.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 19 November 2006
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Registered charity
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	Trustees are appointed or reappointed annually at the Annual General Meeting held in January.

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	Trustees meet regularly with the school's senior leadership team to stay up to date with the plans and procedures. All trustees are DBS checked by the school.
The charity's organisational structure and any wider		The charity is managed by the five trustees and works closely with school staff. There are

network with which the charity works	Para 1.51	another 10 regular volunteers who help with events and planning.
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Reference and Administrative details

Charity name	Brindishe Manor Parents, Staff and Friends Association
Other name the charity uses	n/a
Registered charity number	1117178
Charity's principal address	Brindishe Manor Primary School Leahurst Road London SE13 5LS

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	Alison Bailey	Co-Chair	1 March 2023	
	2	Helen Kathryn Steevens	Co-Chair	9 February 2023	
	3	Hannah Frances Blair	Vice Chair	9 February 2023	
	4	Katy Joanne Ellsmore Clinch	Treasurer	9 February 2023	
	5	Emma Jayne Harris	Secretary	27 February 2024	

Declarations

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

Signed on behalf of the charity's trustees

Signature(s) *Katy Clinch*

Full name(s) Katy Joanne Ellsmore Clinch

Position (eg Secretary, Chair, etc) Treasurer

Date 30/06/2024



Receipts and payments accounts

CC16a

For the period
from

1st September 2022

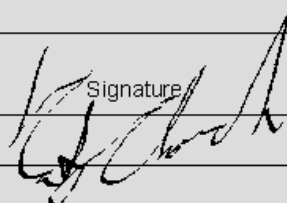
To

31st August 2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising total	18,854	-	-	18,854	10,620
Donations total	6,955	-	-	6,955	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,809	-	-	25,809	10,620
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,809	-	-	25,809	10,620
A3 Payments					
Expenses	9,294	-	-	9,294	3,858
Donation to school	12,000	-	-	12,000	23,780
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	21,294	-	-	21,294	27,638
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	21,294	-	-	21,294	27,638
Net of receipts/(payments)	4,516	-	-	4,516	17,018
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,971	-	-	7,971	-
Cash funds this year end	12,487	-	-	12,487	7,971

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	12,487	-	-
		-	-	-
		-	-	-
	Total cash funds	12,487	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Katy Clinch	17/06/2024	

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Brindishe Manor Parents, Staff and Friends Association

On accounts for the year
ended

31st August 2023

Charity no (if
any)

1117178

Set out on pages

5 and 6

(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 / 08 / 2023**.

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").

Independent examiner's statement

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.

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

In carrying out my examination, I noted an instance when evidence was missing to support one of the fundraising events receipts under the Fundraising account. The bank pay-in slip for the Winter fair fundraising could not be provided so the receipt amount of £4,351 in the bank statement could not be substantiated. This balance was however included in the Fundraising account and could be separately identified in the accounting records. You confirmed that processes are more robust now and you are now keeping all bank paying in slips on file. You provided an example of a paying in slip for the summer fair fundraising which could corroborate the amount in the accounting records.

I confirm there are no other matters to which your attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Lorena Gabi

Date: 17/10/2024

Name: Lorena Gabi

Relevant professional qualification(s) or body (if any):	ICAEW Chartered Accountant (BFP ACA)
Address:	114 Fernbrook Road
	SE13 5NH
	London, UK

Section B

Disclosure

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.

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