

ELM GREEN PARENTS ASSOCIATION

England & Wales · Charity number 1151342

Details

Other names EGPA

Status Registered

Legal form Other

Registered 2013-03-22

Register [View on the Charity Commission register](#)

Contact

Address Elm Green Preparatory School
Parsonage Lane
Little Baddow
Chelmsford
CM3 4SU

Phone 01245225230

Email pa@elmgreen.essex.sch.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY:1) DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2) ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: to advance the education of pupils in the school, in particular by:1) developing effective relationships between the staff, parents and others associated with the school2) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.our fundraising activities are arranged with a view to support the school community.

Classification

- **How:** Provides Other Finance
- **What:** Education/training
- **Who:** Children/young People, Other Charities Or Voluntary Bodies

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£27,703	£22,905	-	-
2024-08-31	£35,550	£26,641	-	-
2023-08-31	£28,981	£36,556	-	-
2022-08-31	£38,085	£36,717	-	-
2021-08-31	£11,852	£23,954	-	-
2020-08-31	£19,056	£28,116	-	-

Trustees

Name	Role	Appointed
Christina Lee		2020-09-16
GEMMA FIRTH		2023-09-08
Mital Vallabhchai Patel		2023-09-08
Sarah Moses		2025-09-26

ELM GREEN PARENTS ASSOCIATION

England & Wales - Charity number 1151342

Accounts



Trustees' Annual Report for the period

From Period start date: Day 01, Month 09, Year 2024 **To** Period end date: Day 31, Month 08, Year 2025

Section A Reference and administration details

Charity name Elm Green Parents Association
Other names charity is known by EGPA
Registered charity number (if any) 1151342
Charity's principal address
 Elm Green Preparatory School
 Parsonage Lane, Little Baddow
 Chelmsford, Essex
Postcode CM3 4SU

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	Nichole de Bray	Chair		
2	Gemma Firth	Deputy Chair		
3	Christina Lee	Secretary		
4	Mital Patel	Treasurer		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted 13 March 2013

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Trustees are to be appointed annually or at the AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees give their time voluntarily and received no remuneration or other benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the education of pupils in the school in particular by:
1) Developing effective relationships between the staff, parents and others associated with the school
2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The focus of our activities is to raise funds for supplying events and items to benefit the education and social wellbeing of the children at Elm Green Preparatory School and the supporters and community involved with the school.

Our fundraising activities themselves are arranged with a view to supporting the School Community, encouraging the interaction of and participation by pupils, parents, staff and supporters. This benefits the relationships and social wellbeing of all involved, assists in developing the self-confidence and social skills of the children and results in raising funds to enable the provision of facilities and equipment for the School. Our regular newsletters enable the EGPA to keep in touch with parents, informing them of upcoming events, monies raised and how funds have been spent.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A great contribution is made by member volunteers. We are grateful for the many hours our volunteers have spent in fundraising to achieve our aims. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

Summary of the main achievements of the charity during the year

The PA were able to hold their annual Frost Fayre in November 2024 and their annual charity ball in May 2025 and the funds raised went towards a variety of things including fun activities for the children at the school both on and offsite.

We also manage the school's Second Hand Uniform Shop. Parents give uniform items to the shop for resale. If an item sells, the seller receives a proportion of the sale price and the EGPA retains the balance.

Section E Financial review

Brief statement of the charity's policy on reserves

We hold cash at the bank of approx. £26,567.85 all of which is unrestricted funds. These funds are held in order to meet pledged expenses and any unforeseen expenses.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:


- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gemma Yvonne Firth	
Position (eg Secretary, Chair, etc)	Deputy Chair	
Date	01/09/2024	

ACCOUNTS 2024/25

	INCOME		EXPENSE	TOTAL
Christmas Card Project				£0.00
All Film nights & Disco	£470.00		-£170.00	£300.00
Frost Fair	4862.51		-£2,394.68	£2,467.83
First Aid course	£0.00			
Quiz/Comedy	£0.00			£0.00
Spring ball 2025	£14,383.67		-£10,851.00	£3,532.67
Tea on the fields				
Summer Fun Day	£1,505.32		-£1,438.53	£66.79
Wreath Making	£0.00		£0.00	£0.00
Bag2School	£217.20			£217.20
Easyfundraising, etc				
Misc Income & Exp	£249.50		-£302.00	-£52.50
Gift Aid income	£0.00		£0.00	
Summer activities 2024/25	£78.00		-£2,598.20	-£2,520.20
Kindie picnic			-£350.00	-£350.00
School expenses	£0.00		£0.00	
Equipment for school	£0.00		£0.00	
Defibrillator	£0.00		£0.00	
Xmas activities & gifts			-£946.00	-£946.00

Incorrect payments				
year 6 leavers	£0.00		-£320.00	-£320.00
ICO			-£47.00	-£47.00
Parentkind membership			-£162.00	-£162.00
Uniform Shop	£29.00			£29.00
Macmillan Coffee Mornings	£0.00			£0.00
	£21,795.20		-£19,579.41	£2,215.79

Uniform Shop	£5,907.88		-£3,325.66	£2,582.22
	£27,703.08		-£22,905.07	£4,798.01



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Elm Green Preparatory Parents Association

**On accounts for the year
ended**

31 August 2025

**Charity no
(if any)**

1151342

Set out on pages

9

(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 31/08/2025.

**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:

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:

E.Brown

Date:

17/04/26

Name:

Eleanor Brown

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

Address:

75 Queen Anne Road

West Mersea, CO5 8BA

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.

ELM GREEN PARENTS ASSOCIATION

England & Wales - Charity number 1151342

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2023		Day 31	Month 08	Year 2024

Section A Reference and administration details

Charity name	Elm Green Parents Association
Other names charity is known by	EGPA
Registered charity number (if any)	1151342
Charity's principal address	Elm Green Preparatory School
	Parsonage Lane, Little Baddow
	Chelmsford, Essex
	Postcode CM3 4SU

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	Nichole de Bray	Chair		
2	Gemma Firth	Deputy Chair		
3	Christina Lee	Secretary		
4	Mital Patel	Treasurer		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 13 March 2013
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are to be appointed annually or at the AGM

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>All trustees give their time voluntarily and received no remuneration or other benefits.</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

<p>To advance the education of pupils in the school in particular by:</p> <ol style="list-style-type: none"> 1) Developing effective relationships between the staff, parents and others associated with the school 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The focus of our activities is to raise funds for supplying events and items to benefit the education and social wellbeing of the children at Elm Green Preparatory School and the supporters and community involved with the school.

Our fundraising activities themselves are arranged with a view to supporting the School Community, encouraging the interaction of and participation by pupils, parents, staff and supporters. This benefits the relationships and social wellbeing of all involved, assists in developing the self-confidence and social skills of the children and results in raising funds to enable the provision of facilities and equipment for the School. Our regular newsletters enable the EGPA to keep in touch with parents, informing them of upcoming events, monies raised and how funds have been spent.

Additional details of objectives and activities (Optional information)

A great contribution is made by member volunteers. We are grateful for the many hours our volunteers have spent in fundraising to achieve our aims. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The PA were able to hold their annual Frost Fayre in November 2023 and their annual charity ball in June 2024 and the funds raised went towards a variety of things including fun activities for the children at the school both on and offsite.

We also manage the school's Second Hand Uniform Shop. Parents give uniform items to the shop for resale. If an item sells, the seller receives a proportion of the sale price and the EGPA retains the balance.

Section E Financial review

Brief statement of the charity's policy on reserves

We hold cash at the bank of approx. £24,530.59 all of which is unrestricted funds. These funds are held in order to meet pledged expenses and any unforeseen expenses.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:


- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gemma Yvonne Firth	
Position (eg Secretary, Chair, etc)	Deputy Chair	
Date	01/09/2024	

ACCOUNTS 2023/24

	INCOME	EXPENSE	TOTAL
Christmas Card Project	£91.35		£91.35
All Film nights	£525.00	-£184.52	£340.48
Frost Fair	4809.37	-£3,113.18	£1,696.19
First Aid course			
Quiz/Comedy	£1,006.00	-£336.74	£669.26
Spring ball 2024	£16,624.57	-£11,125.44	£5,499.13
Tea on the fields			
Inflatables	£982.98	-£1,488.30	-£505.32
Wreath Making	£672.00	-£522.00	£150.00
Bag2School	£262.00		£262.00
Easyfundraising, etc			
Misc Income & Exp	£153.00	-£797.80	-£644.80
Gift Aid income			
Summer activities 2021	£237.00	-£323.75	-£86.75
Kindie picnic		-£310.00	-£310.00
School expenses			
Equipment for school			
Defibrillator			
Xmas activities & gifts		-£635.00	-£635.00
Incorrect payments	£3,493.39	-£3,493.39	
year 6 leavers		-£833.00	-£833.00



Section A Independent Examiner's Report

Report to the trustees	Charity Name Elm Green Parents Association		
On accounts for the year ended	31 August 2024	Charity no (if any)	1151342
Set out on pages	9 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

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 (other than that disclosed below *) 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: **Date:**

Name:

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

Address:

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.

There was a duplicate entry of £36 to the Uniform Shop. This has been rectified.

ELM GREEN PARENTS ASSOCIATION

England & Wales - Charity number 1151342

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2022		Day 31	Month 08	Year 2023

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Section B Structure, governance and management

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Type of governing document (eg. trust deed, constitution)	Constitution adopted 13 March 2013
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Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
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All trustees give their time voluntarily and received no remuneration or other benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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1) Developing effective relationships between the staff, parents and others associated with the school
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In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The focus of our activities is to raise funds for supplying events and items to benefit the education and social wellbeing of the children at Elm Green Preparatory School and the supporters and community involved with the school.

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Additional details of objectives and activities (Optional information)

A great contribution is made by member volunteers. We are grateful for the many hours our volunteers have spent in fundraising to achieve our aims. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

You **may choose** to include further statements, where relevant, about:

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- policy programme related investment;
- contribution made by volunteers.

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We also manage the school's Second Hand Uniform Shop. Parents give uniform items to the shop for resale. If an item sells, the seller receives a proportion of the sale price and the EGPA retains the balance.

Section E Financial review

Brief statement of the charity's policy on reserves

We hold cash at the bank of approx. £24,944 all of which is unrestricted funds. These funds are held in order to meet pledged expenses and any unforeseen expenses.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:


- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gemma Yvonne Firth	
Position (eg Secretary, Chair, etc)	Deputy Chair	
Date	29/06/24	

Examination Notes

1. Key Information

Name of Examiner: Martin Boreham

Inview of timings this audit was conducted remotely with Jemma. All evidence of re

Qualifications:Fellow of the Chartered Insurance Institute

Date of appointment as examiner of accounts: 29th March 2020

Charity Name: Elm Green Parents Association (EGPA)

Trustees: Elizabeth King (Chair), Nichole de Bray (Deputy Chair) Clare Wood (Tre. Cheryl Popham, Christina Lee, Caroline Chaney

Period of accounts to be examined: September 1, 2022 to August 31, 2023

2. The Commission's Directions as applicable to EGPA

Direction	Applicable to receipts and payments	
1. Check whether the charity is eligible to have an independent examination	Yes	
2. Check any conflict of interest that prevents the examiner from carrying out their independent examination	Yes	
3. Record your independent examination	Yes	
4. Plan the independent examination	Yes	
5. Check that accounting records are kept to the required standard	Yes	
6. Check that accounting records are consistent with the accounting records	Yes	
7. If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts	No	
8. Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts	Part	Not Applicable prepared, so funds, :
9. The examiner must check whether the trustees have considered whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts	Part	No issues give

10. Check the form and content of the accounts	Yes	As per section and payments records of ap bank account. EGPA in 2017 taken to improv charity. Proces
11. Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence	Yes	
12. Compare the trustees' annual report with the accounts	Yes	Trustees' annua Cash balance n
13. Write and sign the independent examination report	Yes	
Statutory duty to report matters of material significance to the Commission	Yes	
Examiner's discretion to report relevant matters to the Commission	Yes	

2.1 Eligibility for independent examination

Steps to confirm	Response	
Is the charity a company incorporated under the Companies Act and subject to statutory audit under the Companies Act?	No	Confirmed previ
Does the governing document specify an audit? Or does a donor require an audit?	No	Accounts need t independent per No amendemen
Does gross income exceed £1m or where gross income exceeds £250,000 does the aggregate value of assets exceed £3.26m?	No	Gross income £:
If the charity has subsidiaries, is the aggregate gross income of the group more than £1m?	N/A	No subsidiaries
Is the gross income for the year less than £25,000?	No	Gross income £:

Based on the guidance provided in the Independent Examination of Charity , and the evidence sought above, the trustees election for an independent examination

2.2 Conflict of Interest

I confirm the following to be true statements, and confirm there are no conflicts of interest in my independent examination:

- I have no personal relationships with the trustees of EGPA
- I am not a major donor to EGPA nor have any control or influence over a major f

- I do not have day to day involvement in the administration of EGPA
- I am not a beneficiary of EGPA
- I am not a qualified accountant, However I have carried out audit work previously Institute of Insurers.

I disclose that my daughter & son attend Elm Green Preparatory School, which E benefit from the work performed by EGPA, to the same extent as all students of th

2.3 Record of Independent Examination

Please see below a list of documentation obtained and reviewed:

- Letter of appointment
- Copies of Minutes
- Copy of governing document
- Schedules showing breakdowns of aggregated items in the accounts
- Receipts and payments accounts
- Trustees' annual report
- PA Newsletter
- Parents' Information Book 2017-2018

2.4 Plan the independent examination

Overview of the activities of the EGPA

(Sources: PA Newsletters, discussion with Gemma Firth)

The EGPA is a charity run by the parents with the aim of raising funds for both regular items benefitting the children and one-off funding projects. Examples of items the EGPA funds annually are: Kindergarten Picnic, Entertainment for Pre-Prep Christmas parties, trips to Danbury Outdoors for Years 3 and 4, Year 6 ten pin bowling trip, DJ / disco for Prep Christmas party, Leavers' books for Year 6 students, Year 5 Riverside diving and trampolining trip and Christmas gift. One-off funding in the past has included: microphones for music department, science equipment, 24 tablets and charging cabinets, minibus and money towards rebuild of swimming pool.

There is a well-established timetable of events organised by the parents association, for the enjoyment of both students and parents, in order to raise funds. Events include (not exhaustive list): Frost Fayre, May Ball, Film Nights, Tea on the Field. Following Covid -19 fundraising activities have been severely hampered but are now starting to recover back to normal

The EGPA produces a newsletter, to inform of events and fundraising activities.

Structure of the Committee:

There are circa 10 committee members with non specific roles in the committee in addition to the 5 key positions:

- Chair: Elizabeth Lake
- Deputy Chair: Nicole de Bray
- Secretary: Christina Lee
- Treasurer: Mital Patel
- Gemma Firth

Small groups of committee members take responsibility for planning each event (often forming sub-committees).

Steps to be taken	Completed
There is a unaccounted amount of £344 which appears to be related to payments/ receipts that has not been fully accounted for. The committee are rechecking all receipts and revert back to the auditor with a response. The size of the amount does not give cause for concern.	O/S

2.5 Accounting Records

- Hard copies of all receipts and details of payments are kept in a binder
- The treasurer maintains a spreadsheet entitled Account 20-21, on which all rec event are listed (some smaller items are aggregated). Each event is tracked on a s the major events are tracked in this way.
- A variety of sources were reviewed, including: 1) EGPA minutes 2) PA newslet the events noted were compared to those included in the accounts. Based on this complete.
- In addition, 3 items in the listing were randomly selected to check for accuracy & documentation is being maintained (please see table below). No exceptions were

Item selected	Amount £	
All receipts were sent for review.		All receipts were
Total tested	-	

- In additon to paper file of receipts and payments documentation, bank stateme Gemma Firth has electronically forwarded all documentation for review

- Records are being kept up-to-date and are readily available. Reviewed Clare V year.

- Bank account controls are as follows: there are 2 bank accounts, each with 4 s a cheque payment and BACS payments. **Clare Wood inputs payments and these (BACS).**

- Controls over Petty Cash are as follows: expense forms must be completed for Cash.

Based on the procedures above, it appears that EGPA are maintaining prope

2.6 Comparison with Accounting Records

Steps taken:

Examination to be completed	Completed	Notes (ref in paper audit file)
1. Check that receipts and payments accounts cast	Yes	A
2. Agree receipts and payments per accounts to supporting breakdown of receipts and payments (Treasurer's Report)	Yes	A & B
3. Check that Treasurer's Report casts	Yes	B
4. Agree Treasurer's Report to underlying detailed breakdown of income and expense by event	Yes	B, C, D, E & F
5. Check that Fundraising events schedules casts	Yes	C, D, E & F
6. Agree A6 cash funds last year end to 2015/16 accounts	Yes	A
7. Agree cash funds this year end to cash reconciliation	Yes	A & G
8. Agree bank balance as at 31 Aug 2017 per bank reconciliation to bank statement	Yes	G & I
9. Check that closing cash per accounts is equal to opening + receipts - payments	Yes	A
10. Check detailed analysis of Petty Cash movement agrees to bank reconciliation	Yes	G & H

Significant improvements have been made with the controls of the second hand s prior years audit. Once action point that needs to be reviewed is the GDPR control Records are maintained on the Treasurers computer and it it recommended that a should the current Treasurer cease this role. It is recommended that the committee requirements as a Data User under the regulations.

Based on the examination completed above, the accounts agree to the unde

2.7 Analytical Procedures

Year-on-year comparison of key account lines completed and explanations for any / receipts reviewed as required. Please see tables attached - 2.7.1 Payments and

Income / cash received is consistent with known fundraising events - as per meeting newsletters / communications.

Payments made are consistent with known activities - as per meeting minutes and communications.

It is noted that 2016/17 was the first year the Second Hand Shop was included in the accounts. The reporting of the Second Hand Shop was not as robust as that of the main account at the point of inclusion. Improvements have been made to the processes / reporting during the years 2017 and 2018, and refinements will continue to be made as required. No other shop at this time.

No exceptions were noted following the analytical procedures undertaken for material movements.

receipts, where requested, was provided via

auditor), Joanna Ashworth (Secretary),

See Section
2.1
2.2
2.3
2.4
2.5
2.6
Not Applicable
able - receipts and payments accounts no judgments are made. No restricted so fund accounting not required.
on the reduced activity of the committee due to Covid -19

2.1, EGPA is eligible to prepare receipts accounts. Treasurer keeps accounting appropriate content and form for the main Second Hand Shop was brought under to report the accounts. Actions have been to re the records keeping for this part of the process and records are continuing to improve.

2.7

My report is consistent with the accounts. The information stated in report is in line with accounts.

Evidenced by

Previously confirmed by C Wood

to be checked by a competent person. PTA-UK model Constitution used. No adjustments made.

28,981.22 (see accounts)

- confirmed previously by C Wood

28,981.22 (see accounts)

Accounts: Examiners' Guide (CC32)
Elimination appears appropriate.

interest to prevent me from carrying out

under to the charity

and I am a Fellow of the Chartered

GPA raise money for, and that they do
the school.

Issues Raised
Committee members need to account for all monies paid/received and take documentary evidence of such monies.

Receipts and payments relating to a specific separate tab of the spreadsheet. Only

Item 3) EG Parents' Information Book, and review the accounts appear reasonably

and to check that supporting noted.

Evidence Seen
to send by google file by Gemma Firth for review.
90%

Receipts are printed and filed monthly.

Wood spreadsheet for current financial

signatories. 2 signatories are required for
must be authorised by another signatory

a payment to be made out of Petty

or accounting records.

Issues Identified
None
None
None
None
None
None
None
None
None
None

top and this has been outlined in the
Is in place for the second hand shop.
process put in place to remove data
e ensure they review the GDPR

relying accounting records.

material movements provided. Invoices
2.7.2 Receipts.

ng minutes and EGPA and school

| EGPA and school newsletters /

the EGPA accounts. The record keeping
int it was included. Significant
'18 and 2018/19 to bring it in line with
refinements required in respect of the

r main account. Reasonable

2.7.2 Analytical Procedures - Receipts

Event	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	Variance	2021/2 variance	Explanation for Variance	Check for Reasonableness
Christmas Card Project		-	54.85	150.05	202.15	507.50	(95.20)		Commission from supplier for orders made.	Profit made from cards in line with prior year.
Film Nights	0	-	-	1,293.50	1,798.00	1,795.00	(1,293.50)			
Frost Fair	4424.12	-	-	3,049.93	2,587.82	3,096.65	(3,049.93)			
Quiz Nights	802.46	1,020.00	-	615.00	942.40	2,894.00	(615.00)		cancelled	
Spring Ball 2019	0	-	-	-	-	55.00	0.00		cancelled	
Spring Ball 2020	0	-	-	9,810.00	22,041.00	20,350.00	(9,810.00)		cancelled	
Spring Ball 2023	13787.56	16,278.95	-	-	-	-	-	Event took place in 2022		
Tea on the Field	0	-	-	-	304.05	501.30	0.00		cancelled	
Summer Activities 2022	1660.3	-	-	-	-	-	-			
Inflatables	0	-	-	-	-	1,029.71	0.00		cancelled	
Kindle Picnic	0	-	-	-	-	-	-			
Golf Day	0	-	-	-	-	520.00	0.00		cancelled	
Newsletter Adverts	0	-	-	-	-	166.00	0.00		No adverts	
Phil the Bag	214	248.00	180.00	228.00	332.00	272.00	(48.00)			minimal difference
Xmas Activities & Gifts	0	4,566.64	26.91	4,566.64	-	0.00	4,566.64			
Easyfundraising	0	47.23	26.91	20.54	23.40	65.65	6.37			minimal difference
Incorrect Payments	125	-	-	73.00	-	0.00	(73.00)			
Misc Income	0	1,450.60	1,148.00	-	0.00	12.50	1,148.00			
Gift Aid Income	0	-	-	-	417.50	3,171.82	0.00		generally related to the ball, which did not take place	
Induction Day Cream Teas	0	-	-	-	193.00	254.25	0.00		cancelled	
Uniform Shop	0	4,010.00	5,876.00	3,816.00	5,942.55	8,008.82	2,060.00			
Received from Uniform account	7967.78	15,030.00	-	-	-	-	-			
Total	28,981.22	38,084.78	11,852.40	19,056.02	34,783.87	42,700.20	(7,203.62)			

No of Heads			£ Per Head		
2019/20	2018/19	2017/18	2019/20	2018/19	2017/18
141	239	239	7.5230126	7.5104603	
125	142				
	46	156	20.49	18.55	
		154			
		159			
	0	16			

Total Cash & Bank Balance as at	8/31/2019	8/31/2020	
Main Bank Account	31,807.83	27,337.18	
Petty Cash Balance	57.96	232.80	
Minibus Bank Account	1,148.00	1,148.00	
Uniform Shop Bank Account	17,266.89	12,612.63	
Uniform Shop Petty Cash	278.82	169.02	
Total Balance 31/8/2019	50,559.50	41,499.63	9,059.87

Calculated expected Balance

Total Balance	31/8/2018	8/31/2019	
	51,922.43	50,559.50	
Movement	1/9/2018-31/8/2019	01/09/2019-31/08/2020	
Receipts	34,783.87	19,056.02	
Payments	- 36,146.80 -	28,168.69	
	- 1,362.93 -	9,112.67	

Expected Balance	50,559.50	41,446.83	
		41,499.63	

Difference	-	52.80	9,059.87
------------	---	--------------	-----------------

Defribulator payment

	8/31/2021	8/31/2022	8/31/2023
	11,453.40	25,194.40	17,619.14
	134.50	379.50	379.50
	-	0	-
	16,437.63	4,102.78	-
	224.52	285.52	199.08
	28,250.05	29,962.20	18,197.72

	8/31/2020	8/31/2021	8/31/2022
	41,499.63	28,250.05	29,962.20
1/9/2021-31/8/2022	11,852.40	38,084.78	11,852.40
-	23,953.98	-	23,953.98
-	12,101.58	1,368.15	-
	29,398.05	29,618.20	17,860.62
	28,250.05	29962.2	
-	1,148.00	344.00	337.10

Movement from
Minibus to main
account

Independent examiner's report to the trustees of Elm Green Parents Association (1151342)

I report to the trustees on my examination of the accounts of the Elm Green Parents Association (EGPA) for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of EGPA 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 EGPA 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of EGPA as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

There is a difference in balance of £337.10. Some of this is a roll over from the previous audit rather than a deterioration in the current year.

I have no general 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.

A handwritten signature in black ink, appearing to read 'M Boreham', written over a vertical line.

Martin Boreham

Fellow of the Chartered Insurance Institute

Robin Hill

Sunningdale Road

Althorne

CM3 6HW

29 June 2023

ELM GREEN PARENTS ASSOCIATION

England & Wales - Charity number 1151342

Accounts



Trustees' Annual Report for the period

Period start date			Period end date			
Day 01	Month 09	Year 2021	To	Day 31	Month 08	Year 2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Elm Green Preparatory School	
Parsonage Lane, Little Baddow	
Chelmsford, Essex	
Postcode	CM3 4SU

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	Elizabeth Lake	Chair		
2	Cheryl Popham			
3	Christina Lee	Secretary		
4	Clare Wood	Treasurer	Sept '21 - May '22	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution adopted 13 March 2013
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are to be appointed annually or at the AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees give their time voluntarily and received no remuneration or other benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the education of pupils in the school in particular by:
1) Developing effective relationships between the staff, parents and others associated with the school
2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The focus of our activities is to raise funds for supplying events and items to benefit the education and social wellbeing of the children at Elm Green Preparatory School and the supporters and community involved with the school.

Our fundraising activities themselves are arranged with a view to supporting the School Community, encouraging the interaction of and participation by pupils, parents, staff and supporters. This benefits the relationships and social wellbeing of all involved, assists in developing the self-confidence and social skills of the children and results in raising funds to enable the provision of facilities and equipment for the School. Our regular newsletters enable the EGPA to keep in touch with parents, informing them of upcoming events, monies raised and how funds have been spent.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A great contribution is made by member volunteers. We are grateful for the many hours our volunteers have spent in fundraising to achieve our aims. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

Summary of the main achievements of the charity during the year

Covid-19 has continued to impact the activities that the PA have been able to hold, however the PA has been able to carry out some events this academic year and has also contributed to a number of things for the school.

The PA were able to hold their annual charity ball in May 2022 and the funds raised went towards a variety of things including new books and beanbags for the library, purchase new equipment for the science department, covered the cost of a well known author to attend the school and work with the children, as well as provide fun activities for the children such as inflatables day.

We also manage the school's Second Hand Uniform Shop. Parents give uniform items to the shop for resale. If an item sells, the seller receives a proportion of the sale price and the EGPA retains the balance.

Section E Financial review

Brief statement of the charity's policy on reserves

We hold cash at the bank of approx. £25,194 all of which is unrestricted funds. These funds are held in order to meet pledged expenses and any unforeseen expenses.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

[Empty box for optional information]

Section F Other optional information

[Empty box for other optional information]

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>[Signature]</i>	<i>[Signature]</i>
Full name(s)	ELIZABETH H LAKE	CHRISTINA J. M. LEE
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	27/6/23	27/6/2023

EGPA Audit 2021/22

Examination Notes

1. Key Information

Name of Examiner: Martin Boreham

Inview of the Covid -19 procedures this audit was conducted remotely with **Clare W**

Qualifications:Fellow of the Chartered Insurance Institute

Date of appointment as examiner of accounts: 29th March 2020

Charity Name: Elm Green Parents Association (EGPA)

Trustees: Elizabeth Lake (Chair), Nichole de Bray (Deputy Chair) Clare Wood (Treasurer)

Period of accounts to be examined: September 1, 2021 to August 31, 2022

2. The Commission's Directions as applicable to EGPA

Direction	Applicable to receipts and payments	
1. Check whether the charity is eligible to have an independent examination	Yes	
2. Check any conflict of interest that prevents the examiner from carrying out their independent examination	Yes	
3. Record your independent examination	Yes	
4. Plan the independent examination	Yes	
5. Check that accounting records are kept to the required standard	Yes	
6. Check that accounting records are consistent with the accounting records	Yes	
7. If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts	No	
8. Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts	Part	Not Applicable prepared, so funds,
9. The examiner must check whether the trustees have considered whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts	Part	No issues give

10. Check the form and content of the accounts	Yes	As per section and payments records of app bank account. EGPA in 2017 taken to improve charity. Processes
11. Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence	Yes	
12. Compare the trustees' annual report with the accounts	Yes	Trustees' annual Cash balance no
13. Write and sign the independent examination report	Yes	
Statutory duty to report matters of material significance to the Commission	Yes	
Examiner's discretion to report relevant matters to the Commission	Yes	

2.1 Eligibility for independent examination

Steps to confirm	Response	
Is the charity a company incorporated under the Companies Act and subject to statutory audit under the Companies Act?	No	Confirmed previous
Does the governing document specify an audit? Or does a donor require an audit?	No	Accounts need to independent per amendments n
Does gross income exceed £1m or where gross income exceeds £250,000 does the aggregate value of assets exceed £3.26m?	No	Gross income £1
If the charity has subsidiaries, is the aggregate gross income of the group more than £1m?	N/A	No subsidiaries -
Is the gross income for the year less than £25,000?	No	Gross income £1

Based on the guidance provided in the Independent Examination of Chari (CC32) and the evidence sought above, the trustees election for an indep appropriate.

2.2 Conflict of Interest

I confirm the following to be true statements, and confirm there are no conflicts of my independent examination:

- I have no personal relationships with the trustess of EPGA
- I am not a major donor to EGPA nor have any control or influence over a major fu

- I do not have day to day involvement in the administration of EGPA
- I am not a beneficiary of EGPA
- I am not a qualified accountant, However I have carried out audit work previously Institute of Insurers.

I disclose that my daughter & son attend Elm Green Preparatory School, which EGI benefit from the work performed by EGPA, to the same extent as all students of the

2.3 Record of Independent Examination

Please see below a list of documenation obtained and reviewed:

- Letter of appointment
- Copies of Minutes
- Copy of governing document
- Schedules showing breakdowns of aggregated items in the accounts
- Receipts and payments accounts
- Trustees' annual report
- PA Newsletter
- Parents' Information Book 2017-2018

2.4 Plan the independent examination

Overview of the activities of the EGPA

(Sources: PA Newsletters, discussion with Gemma Firth

The EGPA is a charity run by the parents with the aim of raising funds for both regular items benefitting the children and one-off funding projects. Examples of items the EGPA funds annually are: Kindergarten Picnic, Entertainment for Pre-Prep Christmas parties, trips to Danbury Outdoors for Years 3 and 4, Year 6 ten pin bowling trip, DJ / disco for Prep Christmas party, Leavers' books for Year 6 students, Year 5 Riverside diving and trampolining trip and Christmas gift. One-off funding in the past has included: microphones for music department, science equipment, 24 tablets and charging cabinets, minibus and money towards rebuild of swimming pool.

There is a well-established timetable of events organised by the parents association, for the enjoyment of both students and parents, in order to raise funds. Events include (not exhaustive list): Frost Fayre, May Ball, Film Nights, Tea on the Field. Following Covid -19 fundraising activities have been severely hampered but are now starting to recover back to normal

The EGPA produces a newsletter, to inform of events and fundraising activities.

Structure of the Committee:

There are circa 10 committee members with non specific roles in the committee in addition to the 5 key positions:

Chair: Elizabeth Lake

Deputy Chair: Nicole de Bray

Secretary: Christina Lee

Treasurer: Mital Patel

Gemma Firth

Small groups of committee members take responsibility for planning each event (often forming sub-committees).

Steps to be taken	Completed
Consideration given to GDPR controls. See commentary below	O/S
There is a unaccounted amount of £344 which appears to be related to payments/ receipts that has not been fully accounted for. The committee are rechecking all receipts and revert back to the auditor with a response. The size of the amount does not give cause for concern.	O/S

2.5 Accounting Records

- Hard copies of all receipts and details of payments are kept in a binder
- The treasurer maintains a spreadsheet entitled Account 20-21, on which all receipts and payments are listed (some smaller items are aggregated). Each event is tracked on a sheet. For major events are tracked in this way.

- A variety of sources were reviewed, including: 1) EGPA minutes 2) PA newsletters. The events noted were compared to those included in the accounts. Based on this review, the accounts are complete.

- In addition, 3 items in the listing were randomly selected to check for accuracy and completeness. All receipts and supporting documentation is being maintained (please see table below). No exceptions were noted.

Item selected	Amount £	
All receipts were sent for review.		All receipts were reviewed

Total tested	-	
--------------	---	--

- In addition to paper file of receipts and payments documentation, bank statements Firth has electronically forwarded all documentation for review

- Records are being kept up-to-date and are readily available. Reviewed Clare Wood

- Bank account controls are as follows: there are 2 bank accounts, each with 4 signatories for cheque payment and BACS payments. **Clare Wood inputs payments and these must be verified (BACS).**

- Controls over Petty Cash are as follows: expense forms must be completed for a

Based on the procedures above, it appears that EGPA are maintaining procedures

2.6 Comparison with Accounting Records

Steps taken:

Examination to be completed	Completed	Notes (ref in paper audit file)
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4. Agree Treasurer's Report to underlying detailed breakdown of income and expense by event	Yes	B, C, D, E & F
5. Check that Fundraising events schedules casts	Yes	C, D, E & F
6. Agree A6 cash funds last year end to 2015/16 accounts	Yes	A
7. Agree cash funds this year end to cash reconciliation	Yes	A & G
8. Agree bank balance as at 31 Aug 2017 per bank reconciliation to bank statement	Yes	G & I
9. Check that closing cash per accounts is equal to opening + receipts - payments	Yes	A
10. Check detailed analysis of Petty Cash movement agrees to bank reconciliation	Yes	G & H

Significant improvements have been made with the controls of the second hand shop for the years audit. Once action point that needs to be reviewed is the GDPR controls in place are maintained on the Treasurer's computer and it is recommended that a process be put in place for the current Treasurer cease this role. It is recommended that the committee ensure the Data User under the regulations.

Based on the examination completed above, the accounts agree to the ur

2.7 Analytical Procedures

Year-on-year comparison of key account lines completed and explanations for any receipts reviewed as required. Please see tables attached - 2.7.1 Payments and 2.

Income / cash received is consistent with known fundraising events - as per meeting newsletters / communications.

Payments made are consistent with known activities - as per meeting minutes and communications.

It is noted that 2016/17 was the first year the Second Hand Shop was included in the the Second Hand Shop was not as robust as that of the main account at the point it have been made to the processes / reporting during the years 2017/18 and 2018/1 account, and refinements will continue to be made as required. No other refinements time.

No exceptions were noted following the analytical procedures undertaken explanations were provided for material movements.

Food. All evidence of receipts, where requ

urer), Christina Lee, Caroline Chaney

See Section
2.1
2.2
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2.4
2.5
2.6
Not Applicable
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in the reduced activity of the committee due to Covid -19

2.1, EGPA is eligible to prepare receipts and accounts. Treasurer keeps appropriate content and form for the main Second Hand Shop was brought under report the accounts. Actions have been taken the records keeping for this part of the accounts and records are continuing to improve.

2.7

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Evidenced by

Previously by C Wood

to be checked by a competent person. PTA-UK model Constitution used. No change made.

.1,852 (see accounts)

Previously confirmed previously by C Wood

.1,852 (see accounts)

ty Accounts: Examiners' Guide
endent examination appears

interest to prevent me from carrying out

nder to the charity

and I am a Fellow of the Chartered

PA raise money for, and that they do
e school.

Issues Raised
Ensure controls in place for the control of data, especially if a committee member holding the data leaves their post
Committee members need to account for all monies paid/received and take documentary evidence of such monies.

ceipts and payments relating to a specific separate tab of the spreadsheet. Only the

r 3) EG Parents' Information Book, and review the accounts appear reasonably

and to check that supporting noted.

Evidence Seen
send by googles file by Gemma Firth for review.

90%

nts are printed and filed monthly. Gemma

ood spreadsheet for current financial year.

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st be authorised by another signatory

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Issues Identified
None
None
None
None
None
None
None
None
None
None
None

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Underlying accounting records.

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1 for main account. Reasonable

2.7.2 Analytical Procedures - Receipts

Event	2021/22	2020/21	2019/20	2018/19	2017/18	Variance	2021/2 variance	Explanation for Variance	Check for Reasonableness
Christmas Card Project	-	54.85	150.05	202.15	507.50	(95.20)		Commission from supplier for orders made.	Profit made from cards in line with prior year.
Film Nights	-	-	-	1,293.50	1,798.00	1,795.00	(1,293.50)		
Frost Fair	-	-	-	3,049.93	2,587.82	3,096.65	(3,049.93)		
Quiz Nights	1,020.00	-	-	615.00	942.40	2,894.00	(615.00)	cancelled	
Spring Ball 2019	-	-	-	-	-	55.00	0.00	cancelled	
Spring Ball 2020	-	-	-	9,810.00	22,041.00	20,350.00	(9,810.00)	cancelled	
Winter Ball 2022	16,278.95	-	-	-	-	-	-	Event took place in 2022	
Tea on the Field	-	-	-	-	304.05	501.30	0.00	cancelled	
Inflatables	-	-	-	-	-	1,029.71	0.00	cancelled	
Golf Day	-	-	-	-	-	520.00	0.00	cancelled	
Newsletter Adverts	-	-	-	-	-	166.00	0.00	No adverts	
Phil the Bag	248.00	180.00	228.00	332.00	272.00	(48.00)			minimal difference
Xmas Activities & Gifts	-	4,566.64	-	-	0.00	0.00	4,566.64		
Easyfundraising	47.23	26.91	20.54	23.40	65.65	6.37			minimal difference
Incorrect Payments	-	-	73.00	-	-	0.00	(73.00)		
Misc Income	1,450.60	1,148.00	-	-	0.00	12.50	1,148.00		
Gift Aid Income	-	-	-	417.50	3,171.82	0.00		generally related to the ball, which did not take place	
Induction Day Cream Teas	-	-	-	193.00	254.25	0.00		cancelled	
Uniform Shop	4,010.00	5,876.00	3,816.00	5,942.55	8,008.82	2,060.00			
Received from Uniform account	15,030.00	-	-	-	-	-	-		
Total	38,084.78	11,852.40	19,056.02	34,783.87	42,700.20	(7,203.62)			

No of Heads			£ Per Head		
2019/20	2018/19	2017/18	2019/20	2018/19	2017/18
141	239	239	7.5230126	7.5104603	
125	142				
	46	156	20.49	18.55	
		154			
	0	159			
		16			

Total Cash & Bank Balance as at	08/31/2019	08/31/2020
Main Bank Account	31,807.83	27,337.18
Petty Cash Balance	57.96	232.80
Minibus Bank Account	1,148.00	1,148.00
Uniform Shop Bank Account	17,266.89	12,612.63
Uniform Shop Petty Cash	278.82	169.02
Total Balance 31/8/2019	50,559.50	41,499.63

Calculated expected Balance		
Total Balance	31/8/2018	08/31/2019
	51,922.43	50,559.50
Movement	1/9/2018-31/8/2019	01/09/2019-31/08/2020
Receipts	34,783.87	19,056.02
Payments	- 36,146.80 -	28,168.69
	- 1,362.93 -	9,112.67
Expected Balance	50,559.50	41,446.83
		41,499.63
Difference	-	52.80

Defribulator payment

	08/31/2021	08/31/2022
	11,453.40	25,194.40
	134.50	379.50
	-	0
	16,437.63	4,102.78
	224.52	285.52
9,059.87	28,250.05	29,962.20

	08/31/2020	08/31/2021
	41,499.63	28,250.05
)	1/9/2021-31/8/2022	1/9/2020-31/8/2022
	11,852.40	38,084.78
-	23,953.98	36,716.63
-	12,101.58	1,368.15

29,398.05	29,618.20
28,250.05	

9,059.87	-	1,148.00	344.00
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Movement from
Minibus to main
account

Independent examiner's report to the trustees of Elm Green Parents Association (1151342)

I report to the trustees on my examination of the accounts of the Elm Green Parents Association (EGPA) for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees of EGPA 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 EGPA 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of EGPA as required by section 130 of the Act; or
2. the accounts do not accord with those records.

There is an error in the Treasurers Report 2020-2021 of £344- see noted in Audit spreadsheet. This appears to be a series of small payments and/or receipts over the course of the year. The committee will review this and refer back to the Auditor. However, I am happy that given the relatively small value there is no further action required once the answer is received.

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.

A handwritten signature in black ink, appearing to read 'M Boreham', written over a vertical line.

Martin Boreham

Fellow of the Chartered Insurance Institute

Robin Hill

Sunningdale Road

Althorne

CM3 6HW

17 June 2022