



Trustees' Annual Report for the period

From

Period start date

Day 01

Month 09

Year 2023

To

Period end date

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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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)

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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

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 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

Induction day cream teas				
ICO			-£35.00	-£35.00
Parentkind membership			-£153.00	-£153.00
Uniform Shop	£4,380.30		-£3,239.39	£1,140.91
Macmillan Coffee Mornings	£265.01			£265.01

£33,501.97 -£26,590.51 £6,911.46

Uniform Shop				
May - August separate account	£2,047.54		-£50.00	£1,997.54
	£35,549.51		-£26,640.51	£8,909.00



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

(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 31/08/2024.

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: *EBrown*

Date: 22/05/2025

Name: Eleanor Brown

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

Address: 75 Queen Anne Road, West Mersea, CO5 8BA

Section B**Disclosure**

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.