



EPA TRUSTEES' REPORT FOR PERIOD TO 31 DECEMBER 2020

Objects of the EPA

1. The EPA was reconstituted as a Charitable Incorporated Organisation (CIO) and was registered with the Charity Commission (registered charity number 1152873) on 15 July 2013.
2. The objects of the EPA are: *"to advance education for the public benefit, including the pupils of Emanuel School in Battersea ("the School") in particular, by:*
 - a. *developing supportive relationships between staff, parents and others associated with the School; and*
 - b. *engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils attending it."*

Trustees

3. The following parents have served as Trustees since the last AGM:

Georgie Trevelyan Clark – Chair
Antje Palmer - Treasurer
Helen Monger – Secretary
Petronella West
Harriet Reid
Lesley Radford
Alison Brooks
Fiona Wilmott

Financing the EPA

4. The main source of funds for the EPA is parent subscriptions which are collected by the school on behalf of the EPA. The subscriptions have remained at £15 per family as voted through at an AGM in 2018. Virtually all parents opt to be members of the EPA and to pay this subscription.
5. The EPA usually generates income from organising the sale of second-hand uniforms and by arranging social events, such as a Quiz Night, a Ceilidh and other occasional events, but in 2020, this was severely curtailed due to the pandemic. The following events feature in the accounts:
 - a. The Ceilidh went ahead successfully in January 2020
 - b. The very popular Quiz Night was planned for 27 March 2020 and sold out quickly but had to be cancelled at short notice due to lockdown (all tickets were fully refunded);

- c. Within Covid 19 restrictions, the EPA was able to hold a second-hand uniform sale outside on 26 September 2020, which was well received.
6. Against this sharp drop in income generated, the EPA successfully kept its cost base very low during the year and is pleased to report that it was still able to make a £15,000 donation (2019: £15,000) to the School's Bursary Fund out of its current year profit to support the School during this very challenging period.

Activities

7. In 2020 the EPA were unable to carry out the majority of the usual activities. Nonetheless they:
- a. Worked with the school to create a volunteer network of parents to support the introduction of Covid19 Lateral-flow tests.
 - b. The EPA continued to work in close collaboration with the school's Careers Department to improve ECON as a usable tool for pupils and to ensure appropriate safeguarding measures were in place.
 - c. Invited guest speakers to address parents' seminars on topics over Zoom including Personal Safety, Keeping Your Child Safe Online, Helping Your Child Deal with Stress & Anxiety and How to Communicate with Your Child.
 - d. Organised the sale of second-hand school uniforms.
 - e. Maintained virtual contact with class reps to support school communication and involvement of parents in the school

In future, it is the aspiration of the EPA, with the cooperation of the school, to:

- a. Reinstate events including a Ceilidh, Quiz Night, Disco, and Dacre Day fetes
 - b. Support 'Meet the Teacher' events in the autumn term with particular emphasis on welcoming and integrating new parents.
 - c. Provide every pupil over the coming years with a special heart check to prevent unforeseen sudden cardiac deaths in later life, undertaken in conjunction with CRY.
8. We would like to thank all parents who volunteered their time to assist with planning and organising these activities.

Accounts

9. Following guidance from the Charity Commissioners we have prepared accounts for the period 1 January 2020 – 31 December 2020.
10. The Trustees and the Treasurer are solely responsible for the preparation of the accounts.
11. There is no requirement for the accounts to be audited or subject to a formal independent review. There is a requirement to submit the approved accounts to the Charity Commission. Fiona Willmott a co-opted Trustee of the EPA provided a second examination and confirmed that the accounts

were a fair representation of the transactions during the year by the Charity. The Trustees have reviewed and approved the accounts.

12. The EPA made a net surplus for the period of £16,499 before donations to the school of £15,000 and now has accumulated funds of £36,782 as at 31 December 2020.

Required disclosures

13. The charity Annual Return must also include information on whether the charity:
- a. pays its trustees
 - b. raises funds from the public
 - c. works with a commercial business that raises money for the charity
 - d. has a trading subsidiary (a company whose profits go to the charity)
 - e. has policies for risk management, investment, safeguarding vulnerable beneficiaries, managing conflicts of interest, managing volunteers, and handling complaints.
14. The EPA:
- a. does not pay its Trustees.
 - b. does not raise funds from the public.
 - c. does not work with a commercial business that raises money for charity
 - d. does not have a trading subsidiary.
 - e. has in place policies for data protection and other risks to which we are exposed, but does not manage investments, or work with vulnerable beneficiaries.

Summary

15. During 2020 the Trustees have endeavoured to support the school with communication wherever possible during this difficult period brought about by the pandemic. The EPA has maintained parental contact and offered ongoing seminars using the virtual tools offered by the school.
16. We continually seek to broaden the base of parents who participate in the EPA. Please contact any Trustee to find out how you can support the school community.

11th May 2021

Georgie Trevelyan-Clark (Chairman)

georgina@trevelyan-clark.com

Helen Monger (Secretary)

monger.helen@gmail.com

Antje Palmer (Treasurer)

antjebommer@hotmail.com

ANNEX C: Accounts

Emanuel Parents Association Profit and Loss Account for the year ending 31 December 2020

	2020		2019	
	£	£	£	£
Revenue				
Parents subscriptions	11,910		9,593	
Burns Night	2,525		4,036	
Quiz Night	3,720		4,804	
Less Quiz Night ticket refunds	(3,720)		-	
Disco	-		5,083	
Comedy Night	-		-	
Uniform Sales	9,981		15,859	
Dacre Day	-		9,613	
Total Revenue		24,416		48,988
Direct Cost of Charitable sales				
Uniforms sold	(3,393)		(4,747)	
Food & Beverage	(1,703)		(7,373)	
Equipment and entertainment at events	(580)		(9,406)	
Education Seminar Speaker's Fees	(600)		(2,539)	
Other direct expenditure	(596)		(946)	
Total Cost of sales		(6,871)		(25,011)
Gifts to support Staff and Helpers		(95)		(212)
Finance costs		(405)		(951)
Administrative Expenses				
Econ	(240)		(4,657)	
Subscriptions to PTA	(122)		(117)	
Other admin	(184)		(104)	
Printing and stationery	-		(507)	
Total Administration		(546)		(5,384)
Total Expenses		(7,917)		(31,559)
Total Profit (loss)		16,499		17,429
Donations to school		(15,000)		(15,000)
Profit (Loss) after donation		<u>1,499</u>		<u>2,429</u>

Emanuel Parents' Association
Balance Sheet as at 31 December 2020

		2020		2019
	£	£	£	£
Current assets				
Trade debtors	-		220	
Cash at bank and in hand	<u>36,795</u>		<u>36,259</u>	
Total cash		36,795		36,479
Current liabilities				
Trade creditors		<u>(13)</u>		<u>(1,196)</u>
Net Current Assets		<u>36,782</u>		<u>35,283</u>
Represented by:				
	35,283			
Historic Related Earnings			32,854	
Profit and Loss	<u>1,499</u>		<u>2,429</u>	
Accumulated Fund		<u>36,782</u>		<u>35,283</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Emanuel School Parents Association

No (if any)

Receipts and payments accounts

CC16a

For the period
from

01/01/20

To

31/12/20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Parents subscriptions	11,910	-	-	11,910	9,593
Burns Night	2,525	-	-	2,525	4,036
Quiz Night	3,720	-	-	3,720	4,804
less Quiz Night ticket refunds	-3,720	-	-	-	-
Disco	-	-	-	-	5,083
Comedy Night	-	-	-	-	-
Uniform Sales	9,981	-	-	9,981	15,859
Dacre Day	-	-	-	-	9,613
Sub total (Gross income for AR)	24,416	-	-	24,416	48,988
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	24,416	-	-	24,416	48,988
A3 Payments					
Uniforms sold	3,393	-	-	3,393	4,747
Food & Beverage	1,703	-	-	1,703	7,373
Equipment and entertainment at events	580	-	-	580	9,406
Education Seminar Speaker's Fees	600	-	-	600	2,539
Other direct expenditure	596	-	-	596	946
Gifts to Support Staff and Helpers	95	-	-	95	212
Finance costs	405	-	-	405	951
Econ	240	-	-	240	4,657
Subscriptions	122	-	-	122	117
Other admin	184	-	-	184	104
Printing and stationery	-	-	-	-	507
Donations to Emanuel School	15,000	-	-	15,000	15,000
Sub total	22,917	-	-	22,917	46,559
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	22,917	-	-	22,917	46,559
Net of receipts/(payments)	1,499	-	-	1,499	2,429
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year ended	35,296	-	-	35,296	33,830
Cash funds this year ended	36,795	-	-	36,795	36,259

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	Bank account	36,582	-	-
	Petty cash	200	-	-
	Paypal	13	-	-
	Total cash funds	36,795	-	-
	(agree balances with receipts and payments account(s))			
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Cost of second hand uniform paid post year end	unrestricted fund	13	
			-	
			-	
			-	

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of approval



Antje Palmer

11/06/21

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Emanuel Parents' Association

**On accounts for the year
ended**

31 December 2020

**Charity no
(if any)**

1152873

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2020**.

**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.

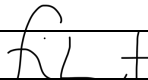
**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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:

15 June 2021

Name:

Fiona Wilmot

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

ICAEW

Address:

60 Archel Road, London W14 9QP

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.

N/A