

Charity registration number 1168281 (England and Wales)

Company registration number CE007044

**SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

---

Trustees	O Grozavu-Santos V Narayanan K Robinson B Cloves R Turner R Jayaraman M E O'Driscoll L H Turner C L Goodhead	(Appointed 7 November 2024) (Appointed 7 November 2024) (Appointed 7 November 2024)
----------	--	---

Charity number (England and Wales) 1168281

Company number CE007044

Registered office C/o Sutton Grammar School  
Manor Lane  
Sutton  
United Kingdom  
SM1 4AS

Independent examiner Louise Hallsworth FCA  
Affinia (Orpington)  
Chartered Accountants  
Lynwood House, Crofton Road  
Orpington  
BR6 8QE

---

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## CONTENTS

---

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 11

---

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

---

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The aim of SGSPTA is to support the educational and charitable work of Sutton Grammar School for public benefit. This is achieved by:

1. Enhancing the School's educational provision for students;
2. Fostering stronger relationships between staff, parents, and the wider School community;
3. Supporting student development through work experience and alumni opportunities; and
4. Offering input to School leadership without involvement in formal policy-making.

The Trustees have complied with their duty to consider the Charity Commission's public benefit guidance throughout the year.

Though the School is a single institution, its intake spans the London Borough of Sutton, neighbouring boroughs, and, occasionally, further afield. Admission is based on academic ability, with some places reserved for local applicants, ensuring diverse and inclusive access.

Fundraising and community engagement are central to SGSPTA's activities. Mock entrance tests, run via our trading company SGSPTA Ltd, attract participants from across the South East and nationally through online access. These offer affordable preparation and contribute significantly to fundraising efforts.

In addition to financial support—such as funding books, equipment, and facility improvements—volunteers play a key role in events like the Quiz Night and providing refreshments at school events, providing wider community benefits.

Funding requests from the School are managed through a formal bidding process that evaluates impact, cost, and sustainability. Requests over £5,000 are shared with all SGSPTA members for discussion and vote.

Volunteers are essential not only for fundraising but also for building community spirit. Events like International Evening demonstrate the value of social connection beyond financial contribution.

#### *Public benefit*

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

---

#### Achievements and performance

##### *Significant activities and achievements against objectives*

During this financial period the PTA has organised, run and supported:

- Christmas and Summer Raffle
- Autumn Quiz
- Supporting the PTA mock test parking and invigilation
- International Evening
- New Year 7 Parent BBQ
- Refreshments at school concerts and events
- Second-hand uniform sales

Financial donations to the School during the period of this Report 2024/25 include:

- Budgetary Support Provision (to cover Part-funding of STEM Technician, coach-hire, & minibus fleet running costs)
- Part funding for Library Assistant and External Relations Co-ordinator post

#### Financial review

This year the charity recorded a surplus of £35,576 (2024: £160,841). Unrestricted reserves stood at £245,612.

##### *Reserves policy*

The trustees' policy on reserve levels is as follows:

Restricted funds should not be allowed to accumulate significant sums and will normally be spent within the financial year on the specific purpose for which the funds are restricted.

Trustees have designated all other unrestricted surplus funds to be used to promote and advance the education of students of Sutton Grammar School.

#### Structure, governance and management

The Charitable Company is a company limited by guarantee with no share capital (reg no CE007044) and a registered charity (1168281). The charitable company's Memorandum and Articles of Association are the primary governing documents. The charitable company's address is Sutton Grammar School, Manor Lane, Sutton. SM1 4AS.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

O Grozavu-Santos

V Narayanan

K Robinson

B Cloves

R Mankertz

(Retired 30 June 2025)

R Turner

R Jayaraman

R Mathanmohan

(Retired 31 July 2025)

M E O'Driscoll

(Appointed 7 November 2024)

L H Turner

(Appointed 7 November 2024)

C L Goodhead

(Appointed 7 November 2024)

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### *Recruitment and appointment of trustees*

Trustees are elected at the AGM from the parent body/teaching staff, or appointed by Elected Trustees, or ex-officio appointees from SGS. An invite to become a trustee goes to all parents with the notice of the AGM

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

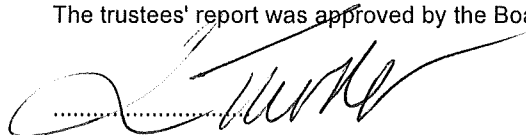
#### *Organisational structure*

The President is the Headteacher of Sutton Grammar School. The nominated user position is held by a teacher at the school.

CIO trustee type	CIO Position
Ex officio user charity trustee	President
Nominated user charity trustee	Staff Representative
Elected charity trustee	Chair
Elected charity trustee	Vice Chair
Elected charity trustee	Treasurer
Elected charity trustee	Information Coordinator
Elected charity trustee	Secretary
Elected charity trustee	Parking manager
Elected charity trustee	Events
Elected charity trustee	General member

The day to day administration and financial controls are done by the Director of Finance and Operations at Sutton Grammar School.

The trustees' report was approved by the Board of Trustees.



Trustee

Date: 29/09/2025

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

---

I report to the trustees on my examination of the financial statements of Sutton Grammar School Parent Teacher Association (the charity) for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no 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 the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.



**Louise Hallsworth FCA**  
Affinia (Orpington)  
Chartered Accountants  
Lynwood House, Crofton Road  
Orpington  
BR6 8QE  
Date: ..... 30 September 2025

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2025*

	Notes	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Income from:</b>			
Donations and legacies	3	201,285	231,248
Charitable activities	4	5,510	2,568
Investments	5	521	363
<b>Total income</b>		<u>207,316</u>	<u>234,179</u>
<b>Expenditure on:</b>			
Charitable activities	6	171,740	73,338
<b>Total expenditure</b>		<u>171,740</u>	<u>73,338</u>
<b>Net income and movement in funds</b>		<u>35,576</u>	<u>160,841</u>
<b>Reconciliation of funds:</b>			
Fund balances at 1 April 2024		<u>210,036</u>	<u>49,195</u>
<b>Fund balances at 31 March 2025</b>		<u><u>245,612</u></u>	<u><u>210,036</u></u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.



# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
<b>Current assets</b>					
Debtors	12	200,000		170,000	
Cash at bank and in hand		169,991		42,436	
		<u>369,991</u>		<u>212,436</u>	
<b>Creditors: amounts falling due within one year</b>	13	(124,379)		(2,400)	
<b>Net current assets</b>			<u>245,612</u>		<u>210,036</u>
<b>The funds of the charity</b>					
Unrestricted funds	14		<u>245,612</u>		<u>210,036</u>
			<u>245,612</u>		<u>210,036</u>

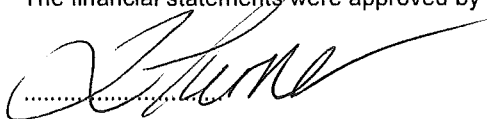
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 29/09/2025



Trustee

Company registration number CE007044 (England and Wales)

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2025**

---

### **1 Accounting policies**

#### **Charity information**

Sutton Grammar School Parent Teacher Association is a private company limited by guarantee in England and Wales. The registered office is C/o Sutton Grammar School, Manor Lane, Sutton, SM1 4AS, United Kingdom.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

---

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	<u>201,285</u>	<u>231,248</u>

### 4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Charitable activities		
Other income	<u>5,510</u>	<u>2,568</u>

### 5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	<u>521</u>	<u>363</u>

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 6 Expenditure on charitable activities

	Charitable activities 2025 £	Charitable activities 2024 £
<b>Direct costs</b>		
Donation to Sutton Grammar School	168,805	60,195
Other costs	1,675	11,943
	<u>170,480</u>	<u>72,138</u>
<b>Share of support and governance costs (see note 7)</b>		
Governance	1,260	1,200
	<u>171,740</u>	<u>73,338</u>
<b>Analysis by fund</b>		
Unrestricted funds	<u>171,740</u>	<u>73,338</u>

### 7 Support costs allocated to activities

	2025 £	2024 £
Governance costs	<u>1,260</u>	<u>1,200</u>
<b>Analysed between:</b>		
Charitable activities	<u>1,260</u>	<u>1,200</u>

### 8 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	<u>1,260</u>	<u>1,200</u>

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

There were no employees during the year.

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# SUTTON GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 12 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	200,000	170,000

### 13 Creditors: amounts falling due within one year

	2025 £	2024 £
Accruals and deferred income	124,379	2,400

### 14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
General funds	210,036	207,316	(171,740)	245,612
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	49,195	234,179	(73,338)	210,036

### 15 Related party transactions

Sutton Grammar School Trust is a related party by virtue of the fact it has a Trustee in common.

Sutton Grammar School Parent Teacher Association donated to Sutton Grammar School Trust towards various revenue and capital projects £168,086 (2024: £60,195). An amount of £120,000 (2024: £Nil) was outstanding as at 31 March 2025.

Sutton Grammar School Parent Teacher Association received a donation of £200,500 (2024: £230,000) from Sutton Grammar School PTA Limited. There was a balance outstanding of £200,000 (2024: £170,000) as at 31 March 2025.