

**PARENTS & FRIENDS OF  
EMMANUEL**

Trustees Report and Financial Statements

Year Ended 31<sup>st</sup> August 2023

Parents and Friends of Emmanuel School

Emmanuel C of E Primary School

152-158 Mill Lane

London NW6 1TF

Registered Charity No 1172507

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## A. Reference and Administrative Information

### 1. Trustees (Appointed 1<sup>st</sup> October 2022)

Joseph Macdonald (co-chair)  
Lynsey Rismeni (co-chair)  
Stacey Geary (treasurer)  
Madalina Serban (vice treasurer)

### 2. Address

Emmanuel C of E Primary School  
152-158 Mill Lane  
London NW6 1TF

### 3. Charity Registration Number

1172507

### 4. Independent Examiner

Andrew Bloomer  
Bursar, Emmanuel C of E Primary School

### 5. Bank

Barclays Bank PLC  
28 Hampstead High Street  
London NW3 1QB

## B. Trustees Report

### 1. Overview of the Charity

Parents and Friends of Emmanuel School (the “PFE”) is constituted as a ‘Friends of the School’ association.

The constitution of Parents and Friends of Emmanuel School was adopted on 24 February 2017. The Charity was registered with the Charity Commission on 10 April 2017 under registration number 1172507.

### 2. Objectives

The objectives of the association are to advance the education of pupils in the school by:

- Developing effective relationships between staff, parents and others associated with the school,
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

### 3. Structure and Governance

The PFE is governed by Trustees. The Trustees are responsible for oversight and governance of the PFE and ensuring that the charity meets its obligations under the Charities Act 2011. The Trustees are elected on an annual basis at the Annual General Meeting. Trustees may hold the role for several consecutive terms.

The Trustees present the general strategy and areas of activity for the association at the first meeting of a new school and financial year, working closely with the Head Teacher of Emmanuel C of E Primary School, who provides guidance on how funds raised could best be spent to benefit pupils of the school. The Trustees consult the views of general members present at meetings to review and adapt the strategy as required.

The PFE has a committee comprised at a minimum by the Trustees, supplemented by elected and co-opted volunteers. The PFE Committee is responsible for the day-to-day management of the charity and its activities. Committee Members can be elected at the Annual General Meeting or co-opted by the trustees throughout the year. All committee members in situ are re-elected at the Annual General Meeting.

The Trustees meet with the committee and association members on a regular basis (ideally once per term) to provide an update on in year activities and performance, discuss the strategic direction of the Charity and consider its financial situation.

The current Trustees and Committee members were appointed for the 2022-23 school and financial year at the 6th AGM, held in September 2022.

The PFE is a member of Parentkind which provides advice and Public Liability Insurance for PTA-like associations and charities.

## 4. Activities

The PFE ran multiple events and activities over the course of the year to provide opportunities for Emmanuel Families to come together, and to fundraise for the school.

The calendar was built around 3 core events (Christmas Fair, Coronation Party and International Evening), chosen to represent both the core values of the school, and the diversity of the community that makes it.

These events saw increasing participation over the year, evidencing a strong and vibrant community and resulting in substantial levels of fundraising.

The PFE Trustees noted that although not obliged to attend, many of the teaching staff chose to give up their time to come to the events, as well as help prepare and support PFE activities in general. The Trustees are very grateful to the school staff for their engagement and generosity.

On top of the core events, the PFE ran several evening activities for parents (Quiz Night, Bingo Night), along with other fundraising activities (PFE Challenge, Book Sael, Clothes Collections etc.)

Finally, the PFE organised several social occasions for the children (Movie Night, Ice Cream sales).

Over the course of the year, the PFE took advantage of the different events to replenish and recapitalise the PFE equipment, purchasing long term items such as sound equipment, heating urns, cabling etc. This will facilitate the production of future events.

Overall, the events and activities of the year were well attended and well received, with the PFE Committee picking up a lot of knowledge and experience to make events easier to organise in the future.

## 5. Regular Giving Program

During the year, the PFE Trustees worked with the School Management and the Board of Governors to introduce a Regular Giving Program. The PFE and the School have put into place a Memorandum of Understanding ("MoU") to memorialise the management and governance of the program.

The PFE, as a registered charity, can claim Gift Aid on donations made via the program (subject to status of the donor), and all funds raised via the program are

allocated to the school who has the deciding power over use of the funds. The school reports to the PFE on the use of the funds to ensure they are used in line with the charitable aims of the PFE.

Further details are included in the annex to this report.

## 6. Fundraising results

The activities and events organised by the PFE in the 22/23 school year resulted in a total raised of £28,079, while costing £7073 to produce, resulting in net funds raised of £21,006.

Additionally, the regular giving program and other one-off gifts and donations raised £10,211.

The PFE also made its payments infrastructure available to the classes for teacher and leaving collections, which totalled a further £4,505 that was managed via the PFE bank account.

The total reportable funds raised in the context of the Charities Act 2011 is £42,795

## 7. Grants to the school

The PFE gave £26,232 in grants to Emmanuel CofE School for the following items, as requested by the School Management. The PFE sought to accommodate as many requests as it could within the budget available based on a prioritisation established by the school.

In practice, the PFE funded the entire list, which is due only to the enormous generosity of the Parents and Friends of the school.

| PFE Grants to School                                   | Cost   |
|--|--------|
| African Dance Workshop                                 | £450   |
| Y6 Leavers Hoodies                                     | £447   |
| Science Resources                                      | £1,982 |
| Design Technology resources                            | £3,500 |
| EYFS Outdoor Toys                                      | £3,500 |
| PFE Challenge Prize Money (used for Golden Time games) | £200   |
| Coronation medals                                      | £217   |
| EYFS Indoor Equipment                                  | £2,700 |
| Geography resources                                    | £575   |
| Maths resources  | £200   |

|                               |                |
|-------------------------------|----------------|
| Wellbeing resources           | £1,000         |
| Chromebooks                   | £1,300         |
| Latin lessons                 | £3,500         |
| Brass instruments             | £1,300         |
| School Stage                  | £5,362         |
| <b>Total Grants to School</b> | <b>£26,232</b> |

## 8. Other Uses of funds

Further to the grants to the school, the PFE engaged several of direct expenses. These are either gifts made to the school pupils in line with tradition, or equipment purchased to enable the PFE to deliver events and activities that are not specific to a single event.

| PFE Expenses                                     | Cost          |
|--|---------------|
| ParentKind subscription                          | £140          |
| School Disco                                     | £340          |
| Easter Eggs                                      | £254          |
| SumUp Payment terminals                          | £267          |
| Bose speaker                                     | £479          |
| New lock fitted to secondary door in Y1 corridor | £295          |
| PFE Logo   | £150          |
| Leaving/EoY Gifts                                | £256          |
| <b>Total PFE Expenses</b>                        | <b>£2,181</b> |



## C.Chair's Report

Dear Parents and Friends of Emmanuel,

It's been a very busy year for the Parents and Friends of Emmanuel, as the committee has sought to put together lots of activities and events to bring a sense of community to the school and fundraise for all the things the school needs for our children.

As co-chairs, it has been a huge learning experience throughout, and we are very grateful for the support given to us by the outgoing chair, Damini, as well as our outgoing head teacher, Claire, as we got to grips with running the PFE and organising the school events.

Over the course of the year, we have aimed to provide a good balance of big events and smaller activities that meet both our community and fundraising charitable aims, and we believe that the results presented in this report bear witness to that. All our parents and friends have contributed generously to our fundraising activities, but more importantly, we are seeing more and more families joining in and coming to events. We really want to make sure that we continue to encourage this trend by providing events that cater for the broadest possible audience.

In line with our events, we are also keen to ensure that the PFE has good representation across all levels. To this end, we would like to encourage everyone to consider whether they can help the PFE, either volunteering during events, helping to organise, or joining the committee or trustees. The current trustees are all standing for re-election this year. However, we are conscious that organisations like the PFE need to have fresh ideas, impetus and energy. We are therefore actively looking for successors to the current trustees that can step into the role from the next financial year (24/25).

Again, we would like to thank all our committee members, volunteers, parents, carers and friends for a superb year and look forward to an even better year to come.

The PFE Co-chairs

Lynsey & Joseph

## D. Financial Statements

### 1. Income Statement

| Financial Statements           | Notes  | YE 31 Aug 2023     |
|--------------------------------|--------|--------------------|
| <b>Receipts</b>                |        |                    |
| Event Receipts (Gross Takings) |        | £28,078.97         |
| Other fundraising              | Note 1 | £10,235.70         |
| Passthrough                    | Note 2 | £4,505.27          |
| <b>Total Receipts</b>          |        | <b>£42,819.94</b>  |
| <b>Payments</b>                |        |                    |
| Cost of running events         |        | -£7,452.78         |
| Prior Year costs               | Note 3 | -£142.91           |
| Passthrough                    |        | -£4,507.14         |
| Charitable Activities & Grants | Note 4 | -£26,232.39        |
| PFE Expenditures               | Note 5 | -£2,181.03         |
| <b>Total payments</b>          |        | <b>-£40,516.25</b> |
| <b>Net receipts/(payments)</b> |        | <b>£2,303.69</b>   |

### 2. Reconciliation

|                                |        |              |
|--------------------------------|--------|--------------|
| <b>Reconciliation of funds</b> |        |              |
| Bank Balance as of 01/09/2022  |        | £15,101.13   |
| Bank Balance as of 31/08/2023  |        | £17,065.93   |
| Increase/Decrease              |        | £1,964.80    |
| Cash in hand as of 01/09/2022  |        | £ -          |
| Cash in hand as of 31/08/2023  |        | £338.89      |
| Increase/Decrease              |        | £338.89      |
| <b>Reconciliation</b>          |        | <b>£0.00</b> |
| Designated Funds               | Note 6 | £1,440.00    |
| Unrestricted Funds             |        | £15,964.82   |

### 3. Notes to the Financial Statements

|        |  |
|--------|--|
| Note 1 | <i>This includes Regular Giving, One off donations and funds from prior years</i>                                    |
| Note 2 | <i>The PFE uses its SumUp account to facilitate class and school collections throughout the year</i>                 |
| Note 3 | <i>This relates to invoices from prior year events paid in the 22/23 FY</i>  |
| Note 4 | <i>This is the funding passed to the school</i>  |
| Note 5 | <i>These are expenses engaged by the PFE mainly for the direct benefit of the school (Disco) or to equip the PFE</i> |
| Note 6 | <i>This relates to sponsorship received for the FY23/24 Welcome BBQ</i>  |

## 4. Accounting Policies

### a) Basis of Accounting

The accounts (financial statements) have been prepared in accordance with the Charities Act 2011.

The financial statements have been prepared on a receipts and payments basis. Receipts are brought into the accounts when cash is received. Likewise, payments are accounted for at the time payment is made, inclusive of VAT. The basis of preparation is permitted for charities with an income of less than £250,000 and which are not companies under the Companies Act 2006.

### b) Tax status

The Charity is a registered charity within the definitions of section 506(1) Income and Corporation Taxes Act 1988 and is therefore taking advantage of the exemptions given by Section 505 of that Act.

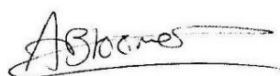
### c) Fund accounting

Funds held by the charity are:

- o Unrestricted general funds – these are funds, which can be used in accordance with the charitable objectives at the discretion of the Trustees.
- o Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific purposes or projects.

## Annex 1: Bursar's Statement

I have reviewed the Trustees Report and Financial Statements and supporting documentation for the Parents and Friends of Emmanuel in the year ending 31<sup>st</sup> August 2023 and believe it to be a true and fair representation of their activity.

A handwritten signature in black ink, which appears to read 'A Bloomer', written over a horizontal line.

Andrew Bloomer

School Business Manager

Emmanuel CofE Primary School

152-158 Mill Ln, London NW6 1TF

## Annex 2: Regular Giving Program

The Regular Giving program has been set up using the PFE's account with the Charities Aid Foundation ("CAF"). This is a government backed charity that provides financial services to UK based charities. It is also Camden's recommended platform for charities in our local area.

### Platform

CAF allows the PFE as a registered charity to access its services to set up regular giving, by providing the website and managing direct debits on our behalf. It also manages Gift Aid claims, reducing the amount of administration the PFE must handle. It is worth remembering that the PFE is entirely run by Emmanuel parents volunteering their time, so less admin is good! CAF takes a flat 2% fee on all donations, which is in line with other platforms. Crucially, there is no per-transaction charge so smaller donations are not penalised.

### Memorandum of Understanding

While the PFE as the registered charity is the vehicle for managing the regular donations, the school is responsible for determining how the funds raised are spent. To ensure this happens, the PFE and the School have agreed a Memorandum of Understanding ("MoU") that details the commitments for each



party and provides an escalation forum via the School Governors should anything need resolution. This MoU is available on request.

#### Access and privacy

We understand that some may be concerned about privacy and access to information. The PFE trustees have met and agreed that only one trustee will access CAF records for the purposes of reporting and Charities Commission submissions. In this context, the PFE trustees are the members of the PFE Committee that are registered with the Charities Commission. The school will be informed of the totals raised, but not the breakdown.

Finally, the PFE would like to add its thanks to those of the school and its governors. Your generosity is fundamental to enabling our school to fulfil its mission.