



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2022
Period end date

Period start date To 31/08/2023

Charity name: St Margaret's Prep School Parents' Association

Charity registration number: 1178737

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aims of the charity are to enhance the education of the pupils at St Margaret's Prep School and allow for the purchase of additional (not for the purpose of the core education) equipment for the school. The charity also organises fundraising events throughout the academic year with the purpose of raising money as well as engaging and entertaining the school community.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ol style="list-style-type: none">1. Engage in activities which support the school and advance pupils' education.2. Provide and assist in the provision of facilities for education at the school.3. Develop extended relationships between the staff of the school, parents and other stakeholders.4. Organising and managing fundraising events at the school to engage the school community.5. Organise events and help with events organised by the school which aim to raise awareness of the school.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have considered the Charity Commission guidance on public benefit and this is reflected in the purpose and main activities for the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>1. Raised total funds of £34,128</p> <p>2. Organised another successful Summer Ball, which partnered with another charity "The Essex Air Ambulance" to raise funds which were split evenly between the two charities.</p> <p>3. Organised a Christmas market for the children</p> <p>4. Held several themed bake sales and Freeze pop events</p> <p>5. Managed 3 second-hand uniform sales throughout the year.</p> <p>6. Provided funds for an outdoor storage unit "Ed's Shed" to be used for play and games equipment, and additionally provided equipment, storage boxes and wet play items.</p> <p>7. Provided funds for enrichment days for various year groups including a Harry Potter and Prime Virtual Reality experience days.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
	Para 1.41	

Performance of fundraising activities against objectives set		
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The closing balance in the PA bank account at 31/08/23 was £19,840. Funds raised during the year were significantly more than in the previous year (£34k vs £16k) largely due to the reinstatement of the summer ball following return to normal activities after COVID. This has allowed the PA to provide more investment in equipment and enrichment days for the children during the same period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Committee agreed to maintain an adequate reserve of funds to cover expenditures for upcoming events.
Amount of reserves held	Para 1.22	Minimum balance of £10k maintained in the bank account to cover deposit payments for future events and reimbursement of expenses.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charity Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Unincorporated Company
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by members of Parent Association

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	St Margaret's Prep School Parents' Association
Other name the charity uses	none
Registered charity number	1178737
Charity's principal address	St Margaret's Prep School Gosfield Hall Park Gosfield Essex Postcode CO9 1SE

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	Michelle Lacey	Chair	01/09/2022- 31/08/2023	
2	Paige Bowkett	Vice Chair	01/09/2022- 31/08/2023	
3	Stephen Bailey	Treasurer	01/09/2022- 31/08/2023	
4	Elizabeth Ketley		01/09/2022- 31/08/2023	
5	Amy Bacon		01/09/2022- 31/08/2023	
6	Karen Long		01/09/2022- 31/08/2023	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	STEPHEN BAILEY	
Position (eg Secretary, Chair, etc)	TREASURER	
Date	25/9/24	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
St Margaret's Prep School Parents' Association

No (if any)
1170737

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2022	To	Period end date 31/08/2023
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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					
Uniform Sales	6,365	-	-	6,365	-
Christmas Market	2,522	-	-	2,522	-
Summer Ball	23,800	-	-	23,800	-
Bake Sales	1,352	-	-	1,352	-
Sundry Income	89	-	-	89	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	34,128	-	-	34,128	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	34,128	-	-	34,128	-
A3 Payments					
Uniform reimbursements	5,087	-	-	5,087	-
Christmas Market	2,376	-	-	2,376	-
Summer Ball	19,254	-	-	19,254	-
Sundry Expenses	992	-	-	992	-
Purchases	4,548	-	-	4,548	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	32,257	-	-	32,257	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	32,257	-	-	32,257	-
Net of receipts/(payments)	1,871	-	-	1,871	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,969	-	-	17,969	-
Cash funds this year end	19,840	-	-	19,840	-

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 Balance	19,840	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	19,840	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

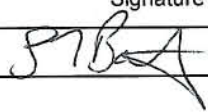
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	S.J. BAILEY	25/9/24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

St Margaret's Prep School Parent's Association

On accounts for the year
ended

31/08/2023

Charity no
(if any)

1178737

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2023**.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Daniel Ryder-Bayes

Date:

01/10/2024

Name:

DANIEL RYDER-BAYES

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

ACCOUNTANT / AAT

Address:

40 MULBERRY GARDENS

GREAT CORNARD
SUDBURY, SUFFOLK, CO10 0FP.

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.