



**ST PAUL'S GIRLS' SCHOOL
PARENTS' GUILD**

Registered Charity No.: 1199240

ST PAUL'S GIRLS' SCHOOL PARENTS' GUILD
Report of the Trustees for the period 01 July 23 to 31 July 2024

The Trustees present their report along with the financial statements of the St Paul's Girls' School Parents' Guild ("Parents' Guild", "Guild" or "the Charity") for the period 01 July 2023 to 31 July 2024. The Charity is eligible to prepare its financial statements on a Receipts and payments basis. The financial statements comply with the Charity's constitution and applicable law.

Objectives and activities

The objective of the Charity is to advance the education of pupils at St Paul's Girls' School ("SPGS" or "the School"), in particular by:

- (i) Developing and extending strong and effective relationships between parents, pupils, staff and others associated with SPGS; and
- (ii) Organising fundraising and other activities, providing resources and equipment and facilitating opportunities which benefit and support the School.

The Charity's objectives are achieved through organising social, cultural and volunteering for the pupils and their parents and donating the net proceeds of those events for the purchase of items or funding of projects or other endeavours which the Trustees agree would benefit the School. In addition, contributions are made to the SPGS bursary fund. The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning activities.

Achievements and performance

With the invaluable support of parent volunteers, the Guild has completed another year of successful events and activities. The Guild hosted popular social events and cultural and charity volunteer gatherings; highlights included the Bi-annual Christmas Fair, drinks parties for each year group, a school-wide quiz for parents and several oversubscribed Arts Society outings. The volunteer teams provided invaluable services, including lost property, flowers, sports clubs, and merchandise. The Year and Form Representatives provided numerous opportunities for parents to get to know each other and also facilitated communication.

Financial Review

The Guild's activities during the period have raised net funds of £107,434 (previous period £54,844).

The total commitments towards School projects and contributions during the period amounted to £18,797 (previous period £28,064). The charity agreed to support equipment and resources across several areas of the school, including academics, music, wellness and community-building, and contributed to travel scholarships. In addition, a contribution of £20,000 (previous period £30,000) was made to the SPGS Bursary Fund. A further

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contribution of £80,000 to the SPGS Bursary Fund has been approved in the Committee meeting subsequent to 31 July 2024.

As at 31 July 2024, £6,517.13 (previous period £6,734.63) is committed but not yet spent on school projects, the majority of which is expected to be incurred in the next 12 months.

A net surplus of £68,638 (previous period £3,220 deficit) has been added to opening funds of £70,951 (previous period £74,171), resulting in closing funds of £139,589 (previous period £70,951).

Reserves policy

The Charity has no fixed commitments and, therefore, it is not considered necessary to hold any specific level of reserves. Monies are only allocated to projects after the funds have been raised. It is the policy of the Charity to determine that the total of funds committed will never exceed the funds held.

Structure, governance and management

The Charity is governed by a written constitution last updated in March 2022.

Management

The management of the Charity is vested in a Committee consisting of approximately thirty members. These include at least three Trustees who hold the roles of Chair, Secretary and Treasurer (these roles may be shared) and other Committee members appointed by the Trustees.

The Committee meets three times a year to administer the Charity and to make decisions about expenditure on School projects. The organisation of the social, cultural and volunteering events and activities are managed on a day-to-day basis by teams made up of parents from different year groups of the School. Each team is chaired by or under the control of a current member or members of the Committee.

Related party

The Charity has a very close relationship with St Paul's Girls' School which is a charity and which sends representatives to the Guild's Committee meetings as non-voting attendees.

Risks

Internal risks are minimised by the implementation of formal procedures for the authorisation of all transactions and projects. Budgeting and expenditure control of events are formulated so that there is an excess of income over expenditure for each fundraising event. To reduce

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exposure to risk, monies are only committed to projects after the funds have been raised, never in anticipation.

Investment powers

Under the Constitution, the charity's power to make any investments the Trustees see fit is unrestricted.

Reference and administrative details

Trustees

The Trustees for the year 2023-24 were:

Dee Purdy

Abhishek Goenka (Treasurer as of 24 January 2024)

Ganna Abdulakh (Trustee as of 25 February 2024)

Selina Zhang (Treasurer as of 18 May 2023, resigned 24 January 2024)

Bankers

Lloyds Banking Group

Principal Office

St Paul's Girls' School

LONDON

W6 7BS

Responsibilities of the Trustees

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies that are appropriate for the Charity and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards and the Charities SORP, disclosing and explaining any departures in the financial statements and
- prepare the financial statements on the basis that the Charity will continue in operation unless it is inappropriate to presume this.

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The Trustees confirm that they have complied with the above requirements in preparing the financial statements.

The Trustees are required to manage the Charity in accordance with its Constitution, maintain accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Dee Purdy

Approved by the Trustees and signed on their behalf by Dee Purdy (Co-Chair)

10 September 2024

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St. Paul's Girls School Parents Guild (Registered Charity Number 1199240)						
Receipts & Payments Statement						
Description	Receipt	Payment	Net Raised	Receipt	Payment	Net Raised
	01/07/2023 to 31/07/2024			09/06/2022 to 30/06/2023		
Fund raised:						
Termly subscription from parents	11,290		11,290	£ 14,800	£ -	£ 14,800
Lost property	10,521		10,521	£ 15,903	£ -	£ 15,903
Christmas fair/raffle (includes donation :£10,026; previous period :£4,366)	85,147	16,833	68,313	£ 13,288	£ 2,601	£ 10,687
Community events (includes donation :£2,466; previous period :£120)	14,788	6,360	8,428	£ 11,746	£ 10,260	£ 1,486
Arts society (includes donation :£56; previous period :£120)	16,733	15,461	1,271	£ 18,222	£ 13,375	£ 4,847
Merchandise	14,182	9,067	5,115	£ 13,309	£ 9,645	£ 3,663
Sports Committee	8,828	6,580	2,248	£ 12,356	£ 7,855	£ 4,502
Other Income & Expenses	760	513	247	£ 28	£ 1,073	£ (1,045)
	162,248	54,814	107,434	£ 99,652	£ 44,808	£ 54,844
Donations:						
Bursary			20,000			£ 30,000
Approved school projects			15,733			£ 15,064
School charity committee			-			£ 6,000
Travel Scholarship			3,064			£ 7,000
			38,797			£ 58,064
Net movement in funds			68,638	£ (3,220)		
Opening bank balance (unrestricted)			70,951	£ 74,171		
Closing bank balance (unrestricted)			139,589	£ 70,951		
Signed on behalf of Trustees						
Dee Purdy			Abhishek Goenka			
Date : 10 September 2024			Date : 10 September 2024			

**Independent examiner's report
to the trustees of
St Paul's Girls' School Parents' Guild**

I report to the trustees on my examination of the accounts of St Paul's Girls' School Parents' Guild ("the Guild") for the period ended 31 July 2024.

Responsibilities and basis of report

As the charity trustees of the Guild 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 Guild'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: *Vladimir Cara*

Name: Vladimir Cara

Relevant professional qualification or membership of professional bodies:

AICPA (American Institute of Certified Public Accountants)
CFA Institute (Chartered Financial Analyst Institute)

Address: 55 Belgrave Gardens London NW8 0RE

Date: September 10, 2024

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Notes to the Receipt & Payment Account for the period 01 July 23 to 31 July 24:

1. In compliance with the Charity Commission's regulations for organisations with gross receipts below £250,000, we have prepared our accounts on a cash basis.
2. The year-end of the Charity has been changed to the 31st of July to align it with the school academic year. Accordingly the Receipts and Payment Account have been prepared for the period starting from 01/07/2023 to 31/07/2024.
3. As of 31/07/2023, the charity's financial position comprised solely of the bank balance, with no significant assets or liabilities to report. Consequently, a balance sheet has not been prepared. The closing bank balances as on 31/07/2024 is a under:

Account Type	Balance
Main Account	£ 114,896
Merchandise Account	£ 1,261
Sports Committee Account	£ 23,432
Total	£ 139,589

After careful analysis of the current assets, and considering the timing of cash inflows from various events and activities, donations and other receivables, as well as the outflows related to these activities and committed donations, the trustees are confident that the charity will be able to pay bills, invoices, charges, and meet other liabilities as they fall due.

4. Since the accounts are maintained on a cash basis, the recorded net fundraised for specific activities may not precisely represent the funds raised for an activity during the reported period. Included in the net funds raised during the period are net payments of £5,491 pertaining to activities organised in the previous period. Similarly, of the total donations of £38,797 made during the period, £23,079 pertains to commitments made during the previous period.
5. The receipts for the merchandise are from the sale of SPGS-branded products to parents, teachers, students, and alumni. The payments relate to product procurement. The Merchandise team transferred a surplus of £9,500 to the Main bank account of the Guild during the period.

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6. The sports committee receives receipts from the subscription fees collected from parents for the use of the swimming pool. Related expenses include payments to the school to cover the pool's maintenance costs and the employment of lifeguards.
7. Payment for approved school projects consists of the following :

Description	Amount
Leaving Brooches for VIII as leaving gift	£ 2,500
Sex Ed Matters Adolescence Conference	£ 550
Stem Robotics Kits	£ 6,000
Modern Language Workshop	£ 1,313
Fish tank for Wellbeing Centre	£ 621
Gazebo for outdoor tournaments	£1,120
Travel Scholarship	£ 3,064
Wellbeing pods	£ 2,154
Leaving gift and school prizes	£ 925
VIII leavers booth	£ 550
Total	£18,797