



IMBERLINK

Registered Charity Number 271227

**Trustees Annual Report  
and  
Accounts  
6/04/24 – 05/04/25**

## **Introduction**

The Trustees of Imberlink are pleased to present our annual report and accounts for the year ended 05.04.25. We duly confirm that they comply with the requirements of the Charities Act 2011 and the stated aims of the charity.

All parents and carers of students at Imberhorne are members of the charity as are all staff employed by the school and governors during their term of office. Where a change occurs in year, the memberships will continue until the next AGM.

## **Aims**

The aim of Imberlink is to raise money to enhance the educational experiences of the students at Imberhorne School and to advance their education by providing experiences and equipment not covered by Local Authority funding. The collection and spend of funds are overseen by the Trustees and the Governors' Finance Committee and co-ordinated by the Treasurer.

Funds are received through donations to the School Fund (often gift aided) from parents, guardians, staff and community supporters; by fundraising events; and by grants.

## **Objectives**

The Charity is committed to helping all students fulfil their potential and develop the self-belief and confidence to make them happy and effective individuals who feel a sense of belonging and actively participate in their community. The Charity is committed to safeguarding and promoting student welfare.

## **Structure, governance and management**

The Charity Trustees, who are members of the Governors' Finance Committee, are responsible for the overall management and control of the Imberlink Charity and meet three times a year. The School Business Manager is responsible for acting as Treasurer and co-ordinating the work of the Trustees, the preparation of the papers and management accounts, and the review of matters arising. All Trustees and Governors gave of their time freely and no remuneration or expenses were paid in the financial year 06.04.24 - 05.04.25, nor have been paid previously.

### **Trustees:**

- |                          |                      |
|--------------------------|----------------------|
| • Miss Kitty Marlborough | appointed 01.07.2024 |
| • Mr Paul Clark          | appointed 08.01.2020 |
| • Mr Andrew Yule         | appointed 03.02.2020 |
| • Mr Matthew Whatford    | appointed 25.11.2024 |

### **Treasurer:**

- |                       |                      |
|-----------------------|----------------------|
| • Mrs Denise Clements | appointed 15.11.2021 |
|-----------------------|----------------------|

In line with decisions made in the AGM held on 01/07/2025 Miss Kitty Marlborough ceased her role as Trustee on 24/11/2025.

As a change to the notification in the 2023-24 AGM, Mr Paul Clark is continuing his role at Trustee.

### **Risk management**

The Trustees and Governors are responsible for overseeing the risks faced by the Charity. A formal review of the Charity's risk management processes is undertaken on an annual basis. The main risks that have been identified are:

- **Reputation:** this is managed through the Charity's policies on safeguarding, complaints, risk management, and conflict of interest. There is also active identification and resolution of health & safety related issues
- **Money:** this is managed with a strict process to ensure that all actions are approved at Trustee meetings which are fully minuted, and all cheques have two signatories. The accounts are scrutinised during the timetabled meetings and by an independent examiner at the year end.

Through the risk management processes established and the regular reporting and scrutiny of the accounts, the Governors and Trustees are satisfied that the major risks identified have been adequately mitigated where necessary, while accepting that these systems cannot provide absolute assurance that all risks have been managed.

### **Review of activity over the year**

#### **Income**

##### Contributions

The main source of income for the Imberlink fund is sourced through parental contributions to the School Fund. In the current reporting period, a total of £ 9,403 parental contributions were received. This represents 254 families contributing a minimum of £36.00 per annum. This is a reduction in parental income from 2022-2023 of £ £ 863 with 22 less families contributing.

A further sum of £ 2,269.75 has been generated in Gift Aid. This has been claimed from HMRC but had not been received into the accounts as at 04/04/2025. The action to claim the £ 118.50 owed from 2023-24 has also been submitted but remains outstanding.

Whilst the current economic climate remains challenging, the trustees have not approved an increase in the contribution rate for at least four years. Due to falling levels of contribution, the proposed increase to £ 46.00 for the 2024-25 academic year will now be implemented for the academic year 2025-26.

Parental contributions are entirely voluntary and the promotional information

suggests the value of contribution rather than presents this as the only option. Parents who want to do so can contribute as much or as little as they feel comfortable with.

#### Donations

An amount of £ 674.12 were generated through donations via Amazon Smile, Give As You Live, Easy Fundraising and Charities Aid Foundation. In addition, we have received a corporate donation from Riverstone International of £ 200.00 as part of their employee nomination scheme. £ 593.47 has been achieved through the sale of printer resources that were surplus to requirements when the school ceased use of local printers.

#### Grant Funding

As part of a pro-active approach to raising the profile of the school and the work of the Imberlink charity, additional one off grants or gifts, totalling £ 11,621 have been secured. These funds are ringfenced in line with the specified funder requirements.

Table 1: One off grants or gifts

Funder	Purpose	Amount
East Grinstead Town Funding	Young Enterprise	400.00
East Grinstead Business Association	Young Enterprise	125.00
Common Good Trust	Memorial Garden	4,596.00
Alex Melmoe	Support for disadvantaged students (includes Gift Aid)	500.00
East Grinstead Rugby Club	Trips & Student Counselling	4,000.00
Heart of England - Wesleyan	Garden Project	2,000.00

Where these funds have not been fully spent, they are held as ringfenced funds. These are clearly identified in the year end accounts.

#### Bank Interest

Bank interest payable on the accounts amounted to £ 215.71. This reflects the higher rate of interest paid on the deposit account in this period.

#### **Expenditure**

In the reporting period, internal funding bids to the value of £ 18,955.32 have been awarded. Please see table 2 for details. All bids that were in line with the constitution have been appropriately considered and approved by the Trustees.

Table 2: Bids awarded 2024 – 2025 – by type

<b>Description</b>	<b>Approval date</b>	<b>Amount</b>
Video Camera PE/BTEC Sport Yr 10&11		597.94
Trip Warner Bros Studio KS3 Literacy		574.80
20 Keyboards & Headphones Music		4,242.00
Badminton Rackets PE		435.00
6th Form Parasols		360.00
Whole School Reward & Recognition		4,000.00
Library Improvements		6,034.72
Head Teacher Award		350.00
PE Table Tennis		1,080.00
PE Girls U12 Football Kit		500.00
Yr 8 National Swimming Gala		180.86
Fund Raising Event		600.00
TOTAL spend		£ 18,955.32

Incidental expenditure was incurred across the year in accordance with the running of the charity. Costs included £ 162.00 in professional membership fees and £ 136.10 in transaction fees incurred as part of the income generation system.

The cost of completing an Independent Examination of Accounts by a suitably qualified auditor for 2024-25 amounted to £ 52.50 and was undertaken by Christopher Thomas.

At the end of the accounting period 06/04/2024 – 05/04/25, the charity accounts had a healthy balance of £ 35,758.62 to carry forward. (See appendix 1 below). This includes the balance of ringfenced funding of £ 13,327.08.

The trustees continue to promote the work of the charity to the school community and encourage funding applications that align to the agreed priority areas of focus

- Building cultural capital
- Health and well-being
- Environmental, economic, and social sustainability

Eligible members are welcome to share ideas that will help to improve awareness of the scheme and increase funds available either by way of parental contributions or wider charitable donations. This will enable the trustees to increase the impact that the charity can have on outcomes for all students.

**Christopher Thomas**

**Financial Auditor**

Imberhorne School


Date : 18/06/2025

Prepared By: Christopher Thomas

Subject: PTA/Treasurer Accounts 2024/2025

I have audited/examined the Income Expenditure Account/Receipts Payment Account and Balance Sheet of the School Fund, together with the books and vouchers submitted to us, and certify the attached accounts are in accordance therewith

Signed

A handwritten signature in black ink, appearing to be 'CT', written over a faint, light blue grid background.

## Appendix 1: Statement of Accounts 2024-25

<b>Imberlink report: financial year 2024/25</b>				<b>06.04.24 - 05.04.25</b>
Represented by:	PTA a/c - 05/04/2024	00430181		13,063.87
	Treasurer's a/c 05/04/2024	07284644		25,199.14
	Plus: O/S Parent Pay Credits			72.00
	HMRC Gift Aid Unclaimed			118.50
	Less O/S Parent Pay Charges			1.10
	Chq 000442 - refund payment made in error by parent			36.00
	Imberbids 21/11/23			6,028.00
	EOY 23-24			<u>32,388.41</u>
Contributions: DD ( reference 1a - worksheet Income summary)				511.00
Contributions: ParentPay ( reference 1b -worksheet Income summary)				8,892.00
HMRC Gift Aid claim 24/4/25 (reference 2 - see worksheet 24-25 Receipts)				2269.75
Fundraising Income (reference 3- worksheet Fundraising Income 24-25)				1,467.59
Bank interest (reference 4- see worksheet Deposit a/c)				215.71
Grant Funding ( reference 5a - see worksheet Ringfenced Funds)				11,621.00
Income - Whitney ( paid in error- see charges & Expenditure)				60.00
Donated Governor Expenses (reference 6- see worksheet Donated Governor Expenses)				0.00
				<u>25,037.05</u>
<u>Expenditure</u>				
Imberbids (reference 7 - see worksheet Imberbids)				18,955.32
Charges and expenditure (reference 8- see worksheet Charges, Exp & Refunds 24-25)				417.60
Expenditure ( reference 5b - see Ringfenced Funds)				2,293.92
				<u>21,666.84</u>
	Balance			<u>35,758.62</u>
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Represented by:	PTA a/c	309292	00430181	17,112.13
	Treasurer's a/c	309292	07284644	15,939.85
	Plus: O/S Parent Pay Credits			360.00
	HMRC Gift Aid Unclaimed from 23//24			118.50
	HMRC Gift Aid Unclaimed 24/25			2,269.75
	O/S Governor Expenses			0.00
	Less O/S Parent Pay Charges			5.61
	O/S Cheques			0.00
	Chq 000442 - refund payment made in error by parent			36.00
	Imberbids Outstanding			0.00
				<u>£35,758.62</u>
			Less Ringfenced Funds	£13,327.08
			General Use Funds	£22,431.54