



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 01/09/2021 **To** 31/08/2022

**Charity name:** Colyton Grammar School Parent's Association

**Charity registration number:** 273999

### **Objectives and Activities**

Summary of the purposes of the charity as set out in its governing document	<p>To advance the education of pupils in the school by:</p> <ul style="list-style-type: none"><li>• Developing more extended relationships between the staff, parents and others associated with the school;</li><li>• Engaging in activities which support the school; and</li><li>• Providing and assisting in the provision of such facilities or items for education at the school (not provided by statutory funds) as the committee in consultation with the Governing Body shall from time to time determine</li></ul>
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.	<p>The main activities of the Parents' Association have been to hold a number of fundraising events, and to receive donations.</p> <p>In planning the activities for the year, the trustees have kept in mind the guidance on public benefit issues by the Charity Commission.</p>

**Additional information (optional)**

:

## Achievements and Performance

<p>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.</p>	<p>Fund raising events raised a net total of £23,263</p> <p>The 500 club made a profit of £3,337</p> <p>The bi-annual Big Colyton Art Show was well attended and raised a net £10,724.</p> <p>We continued to collect and sell on 2<sup>nd</sup> hand uniform and this has raised £3,145, benefitting both the PA fund and parents, as well as ensuring less waste.</p> <p>The winter draw was well supported and produced a profit of £1,521</p> <p>The sale of bespoke tea towels and bags with the school crest continued and raised a net total of £498.</p> <p>In addition, we ran a number of events: a summer fair, an online quiz, as well as providing refreshments at various school concerts and events.</p> <p>We have continued to make use of income from Amazon Smile and easy fundraising.</p> <p>We were able to make a substantial donation of £30,000 to the schools appear for a new all-weather pitch. The pitch is now installed and in regular use by students.</p> <p>The PA's administration costs were £515, including ParentKind annual membership fees (including insurance), web hosting, lotteries license and the purchase of new Zettle machines to allow us to take card payments, these were particularly useful at the Big Colyton Art Show.</p> <p>At the year-end the PA's net funds amounted to £8,424.</p>
--	---

**Additional information (optional)**

## Financial Review

Review of the charity's financial position at the end of the period	At the year-end the PA's net funds amounted to £8,424.
Statement explaining the policy for holding reserves stating why they are held	Reserves are held for contingency (£2000) and also sufficient for the 500 club prizes for the next year to cover the event that there are insufficient entries
Amount of reserves held	£3,800
Reasons for holding zero reserves	
Details of fund materially in deficit	
Explanation of any uncertainties about the charity continuing as a going concern	

### Additional information (optional)

You may choose to include further statements where relevant about:

## Structure, Governance and Management

Type of governing document (trust deed, royal charter)	Constitution adopted 3 <sup>rd</sup> December 1976, last amended 24 <sup>th</sup> April 2017
How is the charity constituted? (e.g unincorporated association, CIO)	Unincorporated association
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	Trustees are appointed by the members at the Annual General Meeting

## Reference and Administrative details

Charity name	Colyton Grammar School Parents' Association
Other name the charity uses	
Registered charity number	273999
Charity's principal address	Colyton Grammar School Whitwell Lane Colyton DEVON EX24 6HN

**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	Sarah Glazebrook	Chair		
2	Kirsten (Kirsty) Da Silva	Treasurer	From Jan 2022	
3	Lorraine Ralph	Treasurer	Until Jan 2022	
4	Karen Lyons	Secretary		
5	Claire-Louise Hutchinson	Vice Chair		
6	Kathryn Elcoate	Assistant Treasurer	From Feb 2022	
7	Nell Robinson	Assistant Secretary and GDPR lead		
8	Carys Bundy	Website and Social media lead		
9	Caroline Pearce	Book Club Organiser		
10	Wendy Dursley	Wendy Dersley		
11	Sarah Hawkins	Second Hand uniform organiser		
12	Claire Young	Music Refreshments organiser		
13	Tim Harris	Head Teacher		
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



**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)**

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

--

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Claire-Louise Hutchinson	Kathryn Elcoate
<b>Full name(s)</b>	Claire-Louise Hutchinson	Kathryn Elcoate
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	28/06/2023	





## Receipts and payments accounts

CC16a

For the period  
from

01/09/2021

To

31/08/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
500 club	5,397	-	-	5,397	5,142
Big Colyton Art Show	25,579	-	-	25,579	1,880
Concert Refreshments	1,326	-	-	1,326	-
Teatowels and bags	1,444	-	-	1,444	2,566
Quizes	545	-	-	545	1,070
Summer Fete and BBQ	538	-	-	538	-
Summer draw					2,867
Winter draw	2,117	-	-	2,117	3,544
475 Festival	552	-	-	552	-
Donations	273	-	-	273	1,000
Amazon Smile	468	-	-	468	505
EasyFundRaising	736	-	-	736	767
Second-hand uniform	3,145	-	-	3,145	535
Digital 4 All Appeal		-	-	-	5,447
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>42,121</b>	<b>-</b>	<b>-</b>	<b>42,121</b>	<b>25,323</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>42,121</b>	<b>-</b>	<b>-</b>	<b>42,121</b>	<b>25,323</b>
<b>A3 Payments</b>					
500 club	2,060	-	-	2,060	2,175
Big Colyton Art Show	14,855			14,855	
Concert Refreshments				-	
Teatowels and bags	946			946	1,078
Quizes	25			25	30
Summer Fete and BBQ				-	
Summer draw				-	485
Winter draw	596			596	575
475 Festival	376			376	
Donations to School	30,000	-	-	30,000	7,677
EDDC Lotteries License	40	-	-	40	-
Parent Pay expenses	128	-	-	128	-
Purchase of Zettle machines	176	-	-	176	-
PA admin expenses	170	-	-	170	371
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>49,372</b>	<b>-</b>	<b>-</b>	<b>49,372</b>	<b>12,391</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>49,372</b>	<b>-</b>	<b>-</b>	<b>49,372</b>	<b>12,391</b>
<b>Net of receipts/(payments)</b>	<b>- 7,251</b>	<b>-</b>	<b>-</b>	<b>- 7,251</b>	<b>12,932</b>

<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	15,675	-	-	15,675	-
<b><i>Cash funds this year end</i></b>	8,424	-	-	8,424	12,932

## 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 £
<b>B1 Cash funds</b>	CAF Bank Gold Account	-	-	-
	Lloyds No1 Account	8,163	-	-
	Lloyds No2 Account	261	-	-
	<b>Total cash funds</b>	<b>8,424</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Kathryn Elcoate	Kathryn Elcoate	28/06/2023
		Claire-Louise Hutchinson	Claire-Louise Hutchinson	28/06/2023



## Section A

## Independent Examiner's Report

### Report to the trustees

Charity Name

**Colyton Grammar School Parents' Association**

### On accounts for the year ended

31 August 2022

Charity no  
(if any)

**273999**

### Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2022**

### 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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:

H Lewis

Date:

29.6.23

Name:

Helen Lewis

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

FCA (Fellow of the Institute of Chartered Accountants)

**Address:**

45 Linnet Close

Exeter

EX4 5HF

## 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.**