

# **SIR WILLIAM BORLASE'S GRAMMAR SCHOOL PARENTS ASSOCIATION**

**Charity registration number: 279085**

## **Trustees' Annual Report for the period from 1 September 2021 to 31 August 2022**

### **Objectives and Activities**

#### **Summary of the purposes of the charity:**

The advancement of the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority), and as ancillary thereto and in furtherance of this objective the charity may (1) foster more extended relationships between the staff, parents and others associated with the school, and (2) engage in activities which support the school and advance the education of the pupils attending it.

#### **Summary of the main activities in relation to those purposes:**

- Social events for parents, friends and families with the objective of raising funds for the charity
- Supporting school events (particularly, but not limited to, in performing arts) by selling refreshments to raise funds for the charity
- Hosting welcome events for parents who are new to the school
- Selling second hand uniform to raise funds for the charity

#### **Policy on grant making:**

The charity provides grants to the school for requests made by the school which are covered by the charity's purposes.

#### **Contribution made by volunteers:**

Volunteers run the charity's committee and organise and staff events.

### **Achievements and Performance**

#### **Summary of the main achievements of the charity:**

In the financial year 2021/22, the charity received £41,120 in income from events and second-hand uniform sales. The largest fund-raiser of the year was a Christmas ball which raised £25,315 before expenses. The net amount raised from that event was £16,428.

The charity had total expenses in the year of £15,766 so raised a total net amount of £25,355 during the year. The charity donated £34,000 to the school in September 2021 which was used to replace the school's theatre seating.

## Financial Review

### Review of the charity's financial position at the end of the period

The charity is in a healthy financial position with sufficient reserves to operate properly in the coming financial year.

### Statement explaining the policy for holding reserves stating why they are held:

The charity holds reserves only for the purposes of ensuring sufficient sums are available for the expenses of running events to raise funds for the charity.

**Amount of reserves held:** £25,670 in bank and cash reserves at 31 August 2022.

### The charity's principal sources of funds (including any fundraising):

The charity's principal sources of funds are sales of tickets for fundraising events and refreshments at fundraising and school events, together with sales of second-hand uniform.

## Structure, Governance and Management

**Type of governing document:** Constitution

### Trustee selection methods including details of any constitutional provisions:

Any parents or guardians of students currently attending Sir William Borlase's Grammar School are eligible to undertake a trustee role. One alumni parent trustee role will be offered. All trustees will be nominated and elected by vote of the members either at the Annual General Meeting or if 14 days' written notice is given to the members at a minimum of 12 weekly periods from the last AGM. All elections will take place under the written proposal and seconding rules lasting an initial 2 years seeking re-election annually thereafter (for a maximum of 4 years in any specific role).

### Reference and Administrative details

Charity name	Sir William Borlase's Grammar School Parents Association
Other name the charity uses	Friends of Borlase
Registered charity number	279085
Charity's principal address	West Street, Marlow, Bucks SL7 2BR


### Names of the charity trustees who manage the charity:

Trustee name	Office (if any)	Dates acted if not for whole year
Chrissy Longley	Joint Chair	Appointed 16.9.21
Jason Longley	Joint Chair	Appointed 16.9.21
Jessica Shaffrey	Secretary	
Karine Attia	Treasurer	Appointed 16.9.21

## Declarations

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

Signed on behalf of the charity's trustees:



Name: Jessica Shaffrey

Position: Secretary

Date: 29/6/23

**Analysis of Receipts and Payments**

Treasurer's report for the period 1st Sept 2021 to 31st Aug 2022

**Cash Funds at start of Period**

Bank a/c	34,682
Cash a/c	161
	<b>34,843</b>

**PA Events**

	<b>Receipts 2021/22</b>	<b>Payments 2021/22</b>	<b>Net contribution 2021/22</b>
Christmas Ball	25,315	8,886	16,428
Borlase events	5,533	3,045	2,488
Second Hand Uniform	2,718		2,718
Comedy club night	6,549	2,517	4,031
Y7 Welcome BBQ	1,007	1,348	- 342
Bar investment		519	- 519
	<b>41,120</b>	<b>16,315</b>	<b>24,805</b>

**PA Admin & Donations**

Donations		34,000	34,000
PA Admin costs (AGM/Year 6 Leavers/etc)		278	278
	-	<b>34,278</b>	<b>34,278</b>

**Total Funds Raised**

<b>41,120</b>	<b>50,593</b>	<b>25,370</b>
---------------	---------------	---------------

**Cash Funds at End of Period**

Bank a/c	25,515
Cash a/c	155
	<b>25,670</b>



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Sir William Borlase's Grammar School Parents Association

On accounts for the year  
ended

31<sup>st</sup> August 2022

Charity no  
(if any)

279085

Set out on pages

(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 DD/MM/YYYY.

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:

Date:

21/6/23

Name:

Karen Anderson

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

Institute of Chartered Accountants in England and Wales

Address:

Ruskells Ltd, The Tall House, 29a West Street, Marlow SL7 2LS