

REIGATE GRAMMAR SCHOOL

PARENTS AND FRIENDS ASSOCIATION

REPORT AND ACCOUNTS
FOR THE 12 MONTH PERIOD ENDED
31 AUGUST 2024

REGISTERED CHARITY NUMBER 280394

**REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS ASSOCIATION
(A REGISTERED CHARITY)**

LEGAL AND ADMINISTRATIVE INFORMATION

The elected members of the Committee were as follows:-

Chairman Lousie Nadal

Vice Chairs Sameena Dad-Shah

Secretaries Elvan Akkaya
Lisa Lewis

Treasurer Jo Gumb

Other Committee Members Georgina
Graves
Anna Baker
Andrew Fisher
Anne-Luce Guedj
Kaye Guest
Emma Kelly
Wendy McKay
Claire Minter
Mary-Carmen Moody-Stuart
Julia Moorhouse
Catriona Sanderson (until February 2024)
Shannon Shortridge
Natalie Tanner

Ex-Officio members: Caroline Lawson

Members of the committee can be contacted at: Reigate Grammar School, Reigate Road
Reigate, Surrey, RH2 0QS

Bankers: Lloyds TSB Plc, 11 High Street, Horley
Surrey RH6 0QS

Natwest - Account number 60679603

Independent Examiner: Ali Baldock ACMA
12 Crakell Rd, Reigate
RH27DT

**REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS ASSOCIATION
(A REGISTERED CHARITY)**

TRUSTEES REPORT

MANAGEMENT & CONSTITUTION

The Association was constituted by a scheme sealed on 20 October 1969 which was adopted on 6 July 1979 prior to registration as a Charity (registration number 280394) on 9 July 1980. The constitution was further amended on 3 July 1989.

This report covers the 12 month period from 1 September 2023 to 31 August 2024.

The management of the Association is vested in a committee, which comprises up to twenty-two members as follows:

- * Twenty-one members elected from the full members at the Annual General Meeting: and
- * One ex-officio member of the staff of Reigate Grammar School, appointed by the Headmaster.

The Chair, Vice-Chair, Treasurer and Secretary are elected from the members of the Committee at the final committee meeting following the Annual General Meeting. One third of the elected members together with one of the officers form a quorum for committee meetings.

The Trustees in office during the period were Louise Nadal, Jo-Ann Gumb, Laura Savio-Foster and Sameena Dad-Shah.

OBJECTIVES

The objectives of the Association are to advance the education of the pupils in Reigate Grammar School.

In furtherance of this objective, the Association may with the agreement of the School:

- * develop more extended relationships between staff, parents and others associated with the School
- * engage in activities which support the School and enhance the education of the pupils attending it
- * provide and assist in the provision of facilities for education at the School.

The Association is non-party political and non-sectarian.

PUBLIC BENEFIT

The Association provides benefit through a series of events which encourage the Parents and Friends of Reigate Grammar to become involved in the activities of the School and hence support the education of pupils attending the School. Activities include providing volunteers to help at school events, and arranging social events for members with the aim of raising funds to provide facilities and equipment. Second hand uniform sales are held each term to support those with limited means to obtain additional uniform and sports equipment.

The Trustees use a number of criteria to decide how to spend the Association's funds. Primarily funds are spent on extracurricular activities that will benefit the greatest number of students possible. Funds were provided in the period for the annual hire of an ice rink at Xmas and basket ball hoops

The Committee has regard for the safety of those attending events at all times and is mindful that equipment purchased by the School with the Association's funding is of the highest quality to reduce the opportunity for harm that may arise through its use.

No Trustee has received any benefit from the Association other than as an ordinary member of the Association, able to participate in events.

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CHAIRMAN'S REPORT

For the second year running, the PFA ran a full programme of activities and events aimed at bringing the community together and raising funds for the school.

Three Near New Sales were organised, a core activity for us that continues to grow in popularity, along with our Christmas tree sales, both of which were extremely useful and profitable.

We also organised the annual New Parents' Party, a Quiz and Curry Night, a disco for the Lower School, premiered a very popular Ceilidh night, and finished the school year in style with an oversubscribed ball.

As a result of these successful events and our strong financial position, the PFA was able to donate funds to enhance our children's experience at school. This year, the PFA provided new sports equipment, including judo mats, basketball hoops, and balls.

The PFA also part-funded the ice rink in the playground at the end of the Autumn Term to give the students some pre-Christmas fun, as well as the leavers' day funfair in the Summer Term. We are delighted to be able to support the school in this way.

At the end of the school year, we thanked our departing Chair, Louise Nadal, for her dedicated support over the past four years; Jo Gumb, our Treasurer, for her immense work throughout the years managing all finances, transitioning us to a new bank and setting us up with e-commerce; and Emma Kelly for her invaluable support at all our events.

Anne-Luce Guedj and Georgina Graves were confirmed as new co-chairs, whilst Ali Baldock replaces Jo Gumb as treasurer.

We would like to thank all past and current members for their passion and energy in running all these activities, as well as our key school contacts, the Headmaster, Caroline Lawson, Bronwen Eustace and their teams for their ongoing support.

FINANCIAL REVIEW

Fund raising remained at good levels in 2024.

Donations totalling £7,997 were made to the school in the year and discussions continue to identify additional suitable projects.

We have reserves of £37,425 as at 31 August 2024 which are available to apply to further projects.

The Association is in a good financial position to continue its activities in the forthcoming year.

VOLUNTEERS

All events held by the Association are organised and run by volunteers to whom the Committee are hugely grateful. In addition the Committee wish to thank all those who volunteer, on behalf of the Association, to help at school events providing refreshments and other support.

RESERVES POLICY

The Trustees aim to hold the minimum free reserves required to provide working floats for current events. The Trustees invite requests for donations from the School on a regular basis in order to minimise the funds held. The charity has no restricted or designated reserves.

MANAGEMENT OF RISK

The Management Committee reviews the risks associated with the Association's activities at the planning stage of each event and on an annual basis when considering insurance cover. The Committee takes active steps to minimise the risks to which the Association is exposed.

GOING CONCERN

There are no material uncertainties about the charity's ability to continue and as a result we deem it to be a Going Concern.

Signed on behalf of the Trustees by

<i>Louise Nadal</i>	04/11/2024
Louise Nadal (Chair)	Date

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS' ASSOCIATION**

I report on the accounts of the Trust for the year ended 31 August 2024, which are set out on pages 5 to 9.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- * examine the accounts under section 145 of the Charities Act
- * to follow the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- * to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

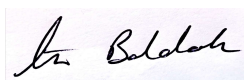
In connection with my examination, no material matters have come to my attention:
which give me reasonable cause to believe that in any material respect:

- * accounting records were not kept in accordance with section 130 of the Charities Act; or
- * the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ali Baldock ACMA

12 Crakell Rd
Reigate
Surrey
RH2 7DT



Signed

04/11/2024
Dated

**REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS ASSOCIATION
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STATEMENT OF FINANCIAL ACTIVITIES AS AT 31 AUGUST 2024

	Note	2024		2023	
		£	£	£	£
INCOMING RESOURCES					
Activities for generating Funds	1 & 2	38,596		22,649	
Other incoming resources		0		0	
TOTAL INCOMING RESOURCES			38,596		22,649
RESOURCES EXPENDED					
Costs of generating voluntary income	2	(23,617)		(12,816)	
Charitable activities	3	(7,997)		(23,624)	
Other resources expended	4&5	-		-	
TOTAL RESOURCES EXPENDED			(31,614)		(36,440)
Net incoming/(outgoing) resources before transfers			6,982		-13,791
Total funds brought forward			30,443		45,462
Total funds carried forward			37,425		30,443

**REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS ASSOCIATION
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BALANCE SHEET AS AT 31 AUGUST 2024

	Note	2024		2023	
		£	£	£	£
FIXED ASSETS					
Equipment	6		0		0
CURRENT ASSETS					
Bank current account		39,655		35,159	
Uniform Float				120	
Accrued Income		760		289	
		<u>40,415</u>		<u>35,568</u>	
CREDITORS DUE <1 YEAR					
Accruals		2990		5,125	
NET CURRENT ASSETS			37,425		30,443
NET ASSETS			<u>37,425</u>		<u>30,443</u>
Represented by:					
Accumulated Fund brought forward			30,443		45,462
Surplus/(Reduction) for the period			<u>6,982</u>		<u>(15,019)</u>
Accumulated Fund carried forward	7		<u>37,425</u>		<u>30,443</u>

The notes on pages 7-9 form part of these accounts

Signed on behalf of the Trustees

Louise Nadal

Louise Nadal (Chair)

[Signature]

Jo Gumb (Treasurer)

Date: 04/11/2024

**REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS ASSOCIATION
(A REGISTERED CHARITY)**

**NOTES TO THE ACCOUNTS
FOR THE 12 MONTH PERIOD ENDED 31 AUGUST 2024**

1 ACCOUNTING POLICIES

a Basis of Accounting

The accounts have been prepared on a historic cost basis in accordance with applicable accounting standards, the Charities Statement of Recommended Practice (SORP) 2005 and to comply with the Charities Act 2011.

The accounts have been prepared on an accruals basis and therefore include a Statement of Financial Activities (SoFA).

The accounts include only the activities of the Parent and Friends Association. Other parent groups associated with Reigate Grammar School (for example the Music Society) are run independently of the Association and are not included in the presented statements. Information about these other groups can be obtained by writing to the School.

b Events Income

Events Income is included in the accounts when the Charity has received the funds and they relate to an event taking place in the financial year. Receipts relating to events post year end is deferred and matched to the related expenditure.

c Donated Services and Facilities

The Association enjoys the use of Reigate Grammar School premises free of charge for events. The value of these services are not quantifiable and have not been included in the expenditure.

d Volunteer Help

The value of voluntary help received is not included in the accounts but is described in the Trustees' annual report.

e Donations Made

The Association receives requests for support at Trustee meetings and the Trustees decide which requests to agree in principle in accordance with the objectives of the Association. Donations are recognised when the expenditure has been made upon receipt of evidence of expenditure incurred by the School. See notes 3-7.

f Fixed Assets

Fixed assets are capitalised if they can be used for more than one year and cost more than £100. They are depreciated on a straight line basis over their expected useful life of 3 years. The depreciation charge for the period amounts to £0.

**REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS ASSOCIATION
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**NOTES TO THE ACCOUNTS
FOR THE 12 MONTHS ENDED 31 AUGUST 2024**

2	EVENTS INCOME AND EXPENDITURE	2024		2023
		INCOME	EXPENSES	SURPLUS
		£	£	£
	Annual Ball	14,700	(8,266)	6,434
	New Parent Party	533	-	533
	First/Second Form Disco	1,717	(846)	871
	Curry and Quiz Night	4,203	(2,773)	1,430
	Summer Music Event	-	-	-
	Ceilidh	2,645	(4,653)	(2,008)
	Miscellaneous		(382)	(382)
	Christmas Tree Sales	4,346	(3,258)	1,088
	Easyfundraising	240	-	240
		28,384	(20,178)	8,206
	Second hand uniform sales	10,212	(3,439)	6,773
		38,596	(23,617)	14,979
				9,833
3	DONATIONS	2024		2023
		£	£	£
	Xmas ice rink	4,500		4,000
	Basket Ball Hoops	3,497		-
	Hartswood cricket facilities	-		5,000
	Table tennis and football tables	-		6,966
	Judo mats and equipment	-		7,658
	Total Donations made in the period	7,997		23,624

At the period end the Association has made commitments of £1,500 to fund projects - Leavers Day Ferris Wheel.

- 4 TRUSTEE EXPENSES**
No payments of individual expenses incurred by Trustees for services provided to the Charity have been made, either by reimbursement of the Trustee or by providing the Trustee with an allowance or direct payment to a third party.

5	FEES FOR EXAMINATION OF THE ACCOUNTS	2024	2023
		£	£
	Independent examiner's fees for reporting on the accounts	None	None
	Other fees paid to the independent examiner	None	None

**REIGATE GRAMMAR SCHOOL PARENTS AND FRIENDS ASSOCIATION
(A REGISTERED CHARITY)**

**NOTES TO THE ACCOUNTS
FOR THE 12 MONTHS ENDED 31 AUGUST 2024**

6	FIXED ASSETS	2024	2023
		£	£
	None	0	0
 7	 ACCUMULATED FUNDS	 2024	 2023
		£	£
	Total Reserves available as at 31 August	37,425	30,443
	Total Reserves Committed	(1,500)	(14,625)
		<hr/>	
	Uncommitted Reserves as at 31 August	<u>35,925</u>	<u>30,837</u>