

## **GRAND AVENUE SCHOOL PARENT' ASSOCIATION**

### **Trustees Annual Report**

**Year ended 2021**

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2021.

#### **REFERENCE AND ADMINISTRATION DETAILS**

Registered charity name	Grand Avenue School Parents' Association
Charity registration number	282578
	Grand Avenue Primary & Nursery School
	Grand Avenue
	Surbiton
	Surrey
	KT5 9HU

#### **THE TRUSTEES**

The trustees that served the charity during the period were as follows

Mrs M Barrington (ex officio)	President
Mrs A McKenna (ex officio)	Vice President
Lu Richards	Chair
Lauren Clusky	Secretary
Vicky Freedman	Treasurer
Claire Thornburn	Vice Chair
Emma Fisher	Vice chair & class rep co-ordinator

New officers of the association as appointed by members of GASPA voting at either the AGM or EGM. A two-thirds majority of those members present is required.

#### **STRUCTURE GOVERNANCE AND MANAGEMENT**

GASPA is constituted of its members as follows: Teachers, Parents and Guardians of pupils attending Grand Avenue Primary & Nursery School.



There is a child protection policy in place. All trustees are required to hold a valid DBS check through the school.

All trustees give their time voluntarily and receive no remuneration or other benefits.

### **Decision Making Process for 2021**

The Trustees meet to discuss new fundraising ideas, expenditure, policies and allocation of funds in line with the Charity's objectives. The President (Head Teacher) is then consulted. All members are invited to attend the AGM and Ordinary General Meetings (OGM) in the year to discuss and vote on items that are set out in the meeting's agenda.

In line with the GASPA's constitution, at an OGM, a majority of one shall be sufficient to carry the motion.

At an AGM or EGM, a two-thirds majority of those members present will be required to carry a motion. All expenditure or allocation of funds over £1,000 is discussed and voted on at open meetings.

Other Officers of the Association make up the sub-committees, and the Officers during the year ended 31 December 2020 were as follows:

Catherine Brinkley	Mini Gaspa	Resigned 19 October 2021
Gemma Cooper Dixon	Mini Gaspa	Appointed 19 October 2021
Amrit Bansal	Deputy Treasurer	
Chris Jones	Website Lead	Appointed 22 April 2021

### **OBJECTIVES AND ACTIVITIES**

The object of the Association is to advance the education of the pupils at the school by providing and assisting in the provision of facilities for education at the school not normally provided by the Education Authority.

As ancillary thereto and in furtherance of this object, the Association may:

- a) Foster more extended relationships between staff, parents and others associated with the school;
- b) Engage in activities which support the school and advance the education of the pupils attending it.

Fundraising efforts were to be focussed on a single capital project – The Grand Build – a studio lab for the whole school.

### **ACHIEVEMENTS AND PERFORMANCE**

Due to the Covid-19 restrictions fundraising was limited over much of 2021. The committee were able to continue with limited online activities and attempt an outdoor Christmas Market fundraiser.



The major fundraising events held during the year raised the following amounts:

Summer Rainbow Raffle & Auction £2,696

Christmas Market £10,036

Other key fundraising activities included Easter Trail, virtual quiz, Comedy Night, bag to school collection, uniform sales, The Secret Room, Amazon smile, and Easy fundraising, which raised more than £3,200.

A great contribution is made by member volunteers. We are extremely grateful for the time and effort volunteers have spent helping to make our fund-raising activities a success. Without this valuable contribution, we would not have been able to achieve so much.

## **PUBLIC BENEFIT STATEMENT**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our meetings. The focus of our activities remains providing as much money as we can to buy equipment and provide experiences for the local community's children who attend Grand Avenue. In the Achievements and Performance section it can be seen how successful we are in this area.

## **FINANCIAL ACTIVITIES**

The charity currently maintains a high level of reserves, some of which has been designated for specific use. The cash reserves are held at the bank with a high interest deposit account being used to hold surplus funds.

### **Reserves Policy**

Currently, the Association wanted to be prudent and make reserves so that we would always be in a position to meet our financial obligations.

Current reserves include a £5,000 General Reserve.

## **PLANS FOR FUTURE PERIODS**

The Association will continue to support the school by helping to provide items that will enhance the children's learning.

## **RESPONSIBILITIES OF THE TRUSTEES**

The charity's trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare the financial statements for each financial year which gives a true and fair view of the affairs of the charity and of the incoming resources and application of resources of the charity for the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;



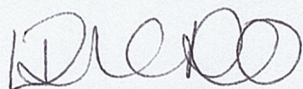
- observes the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed,
- subject to any material departures disclosed and explained in the financial statements;
- reprepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that 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 Companies Act 2006 and the Charities Act 2011, The trustees are also responsible for the safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **INDEPENDENT EXAMINER**

Sabrina Emerson has examined the financial statements.

Signed on behalf of the trustees

A handwritten signature in dark ink, appearing to be 'D. Emerson', written over a horizontal line.

Chair

Treasurer



## Receipts and payments accounts

CC16a

For the period from

1-Jan-21

To

31-Dec-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Summer Raffle/ activities	3,065	0	0	3,065	1,269
Christmas 2020 Receipts	6,233	0	0	6,233	2,470
Christmas Fair 2021	14,637	0	0	14,637	3,658
Comedy Night	1,693	0	0	1,693	2,298
Uniform Sales	646	0	0	646	688
Other fundraising	3,750	0	0	3,750	8,861
Bank interest	1	0	0	1	7
	0	0	0	0	0
<b>Sub total(Gross income for AR)</b>	<b>30,026</b>	<b>0</b>	<b>0</b>	<b>30,026</b>	<b>19,251</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>30,026</b>	<b>0</b>	<b>0</b>	<b>30,026</b>	<b>19,251</b>
<b>A3 Payments</b>					
Summer raffle/ activities expenses	350	0	0	350	250
Christmas 2020 expenses	152	0	0	152	0
Christmas Fair 2021 expenses	3,274	0	0	3,274	1,110
Comedy Night expenses	1,285	0	0	1,285	1,597
Other fundraising expenses	0	0	0	0	3,228
Committee expenses	281	0	0	281	599
Equipment	2,592	0	0	2,592	0
School wishlist payment	5,100	0	0	5,100	5,671
	0	0	0	0	0
<b>Sub total</b>	<b>13,035</b>	<b>0</b>	<b>0</b>	<b>13,035</b>	<b>12,455</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>13,035</b>	<b>0</b>	<b>0</b>	<b>13,035</b>	<b>12,455</b>
<b>Net of receipts/(payments)</b>	<b>16,991</b>	<b>0</b>	<b>0</b>	<b>16,991</b>	<b>6,796</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>28,765</b>	<b>0</b>	<b>0</b>	<b>28,765</b>	<b>0</b>
<b>Cash funds this year end</b>	<b>45,756</b>	<b>0</b>	<b>0</b>	<b>45,756</b>	<b>6,796</b>

### 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>				
	Current Account	27,756	0	0
	Savings Account	18,000	0	0
		0	0	0

**Total cash funds**  
(agree balances with receipts and payments  
account(s))

45,756	0	0
OK	OK	OK

**Unrestricted  
funds**

**Restricted funds**

**Endowment  
funds**

to nearest £

to nearest £

to nearest £

## B2 Other monetary assets

**Details**

	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

## B3 Investment assets

**Details**

**Fund to which asset  
belongs**

**Cost (optional)**

**Current value  
(optional)**

		0	0
		0	0
		0	0
		0	0
		0	0

## B4 Assets retained for the charity's own use

**Details**

**Fund to which asset  
belongs**

**Cost (optional)**

**Current value  
(optional)**

		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

## B5 Liabilities

**Details**

**Fund to which  
liability relates**

**Amount due  
(optional)**

**When due (optional)**

		0	
		0	
		0	
		0	
		0	

Signed by one or two trustees on behalf of  
all the trustees

Signature

Print Name

Date of approval





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Grand Avenue School Parents Association

On accounts for the year  
ended

31/12/2021

Charity no  
(if any)

282578

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2021**.

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:

*Sabrina Emerson*

Date:

20/10/2022

Name:

Sabrina Emerson

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

Association of Chartered Certified Accountants (ACCA)

Address:

13 McCall Close, Clapham, London, SW4 6PT

**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.**