



# Trustees' Annual Report for the period

		Period start date			Period end date		
		01	08	2020			
From				To	31	07	2021

## Section A Reference and administration details

<b>Charity name</b>	Pate's Grammar School Parent's Association
<b>Other names charity is known by</b>	PGSPA
<b>Registered charity number (if any)</b>	298307
<b>Charity's principal address</b>	Pate's Grammar School Princess Elizabeth Way Cheltenham <b>Postcode</b> GL51 0HG

### 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	Anna Macey-Michael	Chair		
2	Bronwyn Syiek	Secretary		
3	Malgorzata Kula	Treasurer		
4	Anne Daly	Vice Chair		
5	Alex Collishaw			
6	Eleanor Fea			
7	Louise Hutchinson			
8	Ping Thomas			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant (Bursar)	Stephen Locke	Pate's Grammar School, Pricess Elizabeth Way, Cheltenham, GL51 0HG

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution adopted 2/11/11

How the charity is constituted  
(eg. trust, association, company)

Association

Trustee selection methods  
(eg. appointed by, elected by)

Elected by the committee

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees are named and elected members of the committee.

The committee works closely with the Bursar and Head of the school to ensure that activities and expenditure are always in the best interest of the students.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the education of the pupils of the school by providing and assisting in the provision of facilities of education at the school.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The main donations to school during the year were for:

Upgrading School PE Department – £10,000

Planners for every pupil - £2,472

Purchase of school laptops and support to Covid-19 outgoings - £10,000

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

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### Summary of the main achievements of the charity during the year

The main event of the year was the Christmas Raffle which raised more than £9,000 for the school.

Our annual PA Quiz organised by the Parent's Association raised over £1,774

The 100 club continues to be a great source of income bringing in over £7000 this year.

Sales of second hand uniform is still very popular and raised £2,856 during the year.

PA Matchfunding efforts and increased donation via payroll seen raise in additional £3,300

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We aim to spend the funds raised as quickly as possible in order to benefit the current children but always keep £3000 in the Charity account and £2500 in the 100 club account in reserve.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

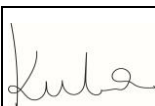
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Malgorzata Kula

Position (eg Secretary, Chair, etc)

Treasurer

Date

19.10.2021



**Pate's Grammar School Parents' Association**

**Income and Expenditure Account for the year ended 31 July 2021**

		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
<b>Income</b>			
100 Club			
	Membership	7,050	7,780
	Interest	3	18
Other activities			
	Bar sales	104	8,636
	Spring Fair	-	9,554
	Donated Uniform sales	2,856	1,219
	Quiz	1,774	1,168
	Raffles	9,070	2,474
	Donations/other	4,129	5,017
	Collection of old coins	29	17
	Christmas Bazaar	60	3,819
<b>Total Income</b>		<b>25,075.26</b>	<b>39,701</b>
<b>Expenditure</b>			
100 Club			
	Prizes	2,250	2,400
Other activities			
	Bar purchases	117	2,607
	Spring Fair	20	330
	Christmas Bazaar	-	365
	Quiz	200	100
	Other inc bank charges,stock written off	307	265
		<u>644</u>	<u>3,667</u>
<b>Total expenditure (excluding donations to school)</b>		<b>2,893.68</b>	<b>6,067</b>
<b>Surplus for year (before donations to school)</b>		<b>22,182</b>	<b>33,634</b>
Donation to school		22,472	31,223
<b>Surplus/-Deficit for year</b>		<b>-291</b>	<b>2,411</b>
<b>Pate's Grammar School Parents' Association</b>			
<b>Balance Sheet as at 31 July 2021</b>			
Current Account		8,069	13,008
100 Club account		18,677	13,874
Bar stock		222	376
Cash		485	485
<b>Total balances</b>		<b>27,453</b>	<b>27,743</b>
<b>Represented by</b>			
Balances at 1 August 2020		27,743	25,332
Surplus/-Deficit for year	-	291	2,411
<b>Balances at 31 July 2021</b>		<b>27,453</b>	<b>27,743</b>



## **INDEPENDENT EXAMINER'S REPORT**

### **FOR THE YEAR ENDED 31 JULY 2021**

#### **Independent Examiner's Report to the Trustees of Pate's Grammar School Parents Association**

I report on the financial statements of the charity for the year ended 31 July 2021

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with 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 Charities Act 2011 (the Charities 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 Act, and
- to state whether particular matters have come to my attention

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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 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 the 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.



Stephen Locke - Bursar – Pate's Grammar School

13 October 2021