

**THE PARENT TEACHER SCHOLARSHIP FUND  
THE MANCHESTER HIGH SCHOOL FOR GIRLS**

**TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31st JULY 2023**

**Charity Number 529250**

**THE PARENT TEACHER SCHOLARSHIP FUND  
THE MANCHESTER HIGH SCHOOL FOR GIRLS**

**INDEX TO THE ACCOUNTS**

|                                   |     |
|-----------------------------------|-----|
| Charity Details                   | 1   |
| Trustees Report                   | 2-3 |
| Independent Examiners Report      | 4   |
| Receipts & Payments Account       | 5   |
| Statement of Assets & Liabilities | 6   |
| Accounting Policies               | 7   |

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THE MANCHESTER HIGH SCHOOL FOR GIRLS**

**CHARITY DETAILS**

|                         |   |
|-------------------------|---|
| <b>Charity Number</b>   | 529250  |
| <b>Trustees</b>         | Annabelle Marston<br>Stephanie Fisher<br>Ben Galbraith                      |
| <b>Principal Office</b> | Manchester High School for Girls<br>Grangethorpe Road<br>Manchester M14 6HS |
| <b>Bankers</b>          | Natwest plc<br>699 Wilmslow Road<br>Didsbury<br>Manchester M20 6NW          |

# **THE PARENT TEACHER SCHOLARSHIP FUND THE MANCHESTER HIGH SCHOOL FOR GIRLS**

## **TRUSTEES REPORT ON THE ACCOUNTS FOR THE YEAR ENDED 31st JULY 2023**

The Trustees present their report along with the financial statements of the charity for the year ended 31st July 2023. The financial statements have been prepared in accordance with the accounting policies detailed and comply with the charity's trust deed and applicable law.

### **Charity Details**

The details of the charity are set out on Page 1.

### **Constitution and objects**

The charity is constituted under a declaration of trust dated 31st December 1970, registered charity number 529250.

The objects of the charity are any charitable purpose or purposes connected with or relating to the school or it's past or present pupils, and in furtherance of the primary trust;

- to provision of scholarships or exhibitions which are either tenable at the school, or for pupils or former pupils tenable at any school, college or university or other place of higher education;
- the provision, replacement or repair of plant, equipment, furniture or other chattels or the provision of amenities or services for the benefit of said school or the pupils or staff thereat or some of them;
- the assistance of any clubs, societies, the membership of which is at any time substantially conferred to pupils at the said school;
- the assistance of any charitable institution or enterprise associated with the said school; the furtherance of any general charitable object for the benefit of the said school or it's present or past pupils.

### **Objectives and activities**

The main activity of the charity is to provide money for extra items requested by various departments, clubs and societies operating within Manchester High School for Girls. The charity is advised by the school of any bids they have received for items required. The committee then vote as to whether these are approved. The charity aims to run at least one significant fund raising event for parents and children each term, as well as operating a drinks bar at school events and a secondhand uniform shop.

### **Review of activities and achievements during the year**

During the year, the charity ran numerous successful events which generated significant funds for the charity. The charity also ran a secondhand uniform shop and organised seasonal gift fairs at which children could buy presents for their parents.

Overall the charity generated income of £39,610 for the period, with costs of fundraising of £8,281. The Charity made donations totalling £31,792. Details are given in the attached Receipts and Payments Account. This has resulted in reserves of £38,025 at the year-end which are considered appropriate to enable the on-going activities of the charity.

Recognising that the increased fundraising success of the Charity over the past 2 years has led

to a substantial increase in donations and a growth in the Charity's reserves. Following this the Trustees have worked with the leadership of the school and increased the level of donations made during 2022/23. This has led to a stabilising of the level of reserves and clear plans for major projects in future years.

The level of reserves held at the end of the year is equal to 1.2 times the donations made in the year which the Trustees consider to be at an appropriate level.

### **Organisational structure of the charity**

The charity is run by a chairperson, a treasurer, a secretary, parent members and teacher representatives.

### **Contribution of volunteers**

Committee members are all unpaid volunteers and the charity recognises the invaluable role they perform in both running the charity and organising the various events organised by the charity.

### **Future plans**

The Trustees plan to continue the charity's current activities and programmes.

### **Appointment and appointment of new Trustees**

Volunteers are sought to act as Trustees of the charity. All decisions made on behalf of the charity are made by the Trustees.

### **Trustees' responsibilities**

The Trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements, the Trustees should follow best practice and;

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on **10th January 2024** and is signed of behalf of them all.

*Ben Galbraith*

Ben Galbraith  
Treasurer

# THE PARENT TEACHER SCHOLARSHIP FUND THE MANCHESTER HIGH SCHOOL FOR GIRLS

## INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31st JULY 2023

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. 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, follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, I feel, attention should be drawn in order to enable a proper understanding of the accounts.

Signed:



16/06/2025

G R Macleod FCA (ICAEW)  
Macleod Accounting Limited  
3 Hunters Mews, Oakfield  
Sale  
M33 6WA

**MANCHESTER HIGH SCHOOL FOR GIRLS PTA  
YEAR TO 31/7/23**

**TRADING ACCOUNT**

|                               | £<br>12 months to<br>31st July 2023 | £<br>12 months to<br>31st July 2022 |
|-------------------------------|-------------------------------------|-------------------------------------|
| <b>INCOME</b>                 |                                     |                                     |
| Donation                      | 1,005                               | 813                                 |
| Interest                      | 134                                 | 5                                   |
| Uniform                       | 19,844                              | 14,227                              |
| Gift Sales                    | 5,213                               | 7,694                               |
| Prep disco                    | 864                                 | 763                                 |
| Festive Fair and Raffle       | 7,218                               |                                     |
| Other events                  | 5,333                               | 981                                 |
| <b>Total</b>                  | <b>39,610</b>                       | <b>24,483</b>                       |
| <b>LESS EXPENDITURE</b>       |                                     |                                     |
| Uniform                       | 1,905                               | 204                                 |
| Gift Sales                    | 1,621                               | 4,449                               |
| Prep disco                    | 934                                 | 402                                 |
| Festive Fair and Raffle       | 3,269                               |                                     |
| Other events                  | 553                                 | 543                                 |
| <b>Total</b>                  | <b>8,281</b>                        | <b>5,597</b>                        |
| <b>SURPLUS FOR YEAR</b>       | <b>31,329</b>                       | <b>18,886</b>                       |
| <b>LESS DONATIONS IN YEAR</b> |                                     |                                     |
| Bids                          |                                     |                                     |
| Prep school                   | 8,622                               |                                     |
| Senior School                 | 3,858                               |                                     |
| Key Stage 2 playground        | 15,000                              |                                     |
| Other                         | 2,312                               |                                     |
|                               | <hr/>                               |                                     |
|                               | 29,792                              | 4,356                               |
| Donation Bursary Fund         | 2,000                               | -                                   |
| <b>TRANSFER TO RESERVES</b>   | <hr/> <b>(464)</b> <hr/>            | <hr/> <b>14,530</b> <hr/>           |

**MANCHESTER HIGH SCHOOL FOR GIRLS PTA  
YEAR TO 31/7/23**

**BALANCE SHEET**

|                                | £<br>31st July 2023       | £<br>31st July 2022       |
|--------------------------------|---------------------------|---------------------------|
| <b>CASH AT BANK</b>            |                           |                           |
| Bank - Current Acct            | 20,604                    | 8,680                     |
| Bank - Deposit Acct            | 16,871                    | 16,653                    |
| SumUp                          |                           | 12,605                    |
|                                | <hr/> 37,475              | <hr/> 37,938              |
| <b>STOCK</b>                   |                           |                           |
| Bar                            | 250                       | 250                       |
| Baskets                        | 300                       | 300                       |
| <b>LESS UNPAID LIABILITIES</b> | <i>Nil</i>                | <i>Nil</i>                |
|                                | <hr/> <b>38,025</b> <hr/> | <hr/> <b>38,488</b> <hr/> |
| <b>RESERVES</b>                |                           |                           |
| Reserves at 31st July 2022     | 38,488                    | 23,958                    |
| Surplus for Year               | (464)                     | 14,530                    |
| Reserves at 31st July 2023     | <hr/> <b>38,025</b> <hr/> | <hr/> <b>38,488</b> <hr/> |



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THE MANCHESTER HIGH SCHOOL FOR GIRLS**

**ACCOUNTING POLICIES  
ACCOUNTS FOR THE YEAR ENDED 31st JULY 2023**

The Receipts and Payments account has been drawn up as a summary of the receipts and payments made during the year by the charity.

The Statement of Assets and Liabilities include amounts due to the charity on the basis of income for the year to 31st July 2023, and amounts payable by the charity for which invoices were received relating to the year ended 31st July 2023, but which had not been paid at that date.