

**SURBITON HIGH SCHOOL PARENTS' ASSOCIATION**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2020**

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Surbiton High School Parents' Association  
**Trustees Annual Report for the year ended 31 July 2020**

Name	Surbiton High School Parents' Association ("SHSPA")
Charity registration no.	1058888
Principal office	c/o Surbiton High School 13-15 Surbiton Crescent Kingston upon Thames Surrey KT1 2JT
Governing document	The Association is governed by its Constitution which was adopted at an Extraordinary General Meeting of members held on 4th June 2015.
Constitution	Unincorporated association.
Trustees	The Trustees are the members of the SHSPA Committee, who are appointed by election of the members of the Association at the Annual General Meeting ("AGM"), or otherwise co-opted to the Committee and subsequently elected by members at the subsequent AGM.
Policy on reserves	There is no formal policy on reserves.
Public benefit statement	The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.
Objectives and activities	<p>The object of the Association (the objects) is to advance the education of the pupils in the school, in particular by:</p> <ol style="list-style-type: none"><li>1. Developing effective relationships between the staff, parents and others associated with the school;</li><li>2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ol> <p>These objectives are achieved by meetings and discussions between parents and school staff, social events and other activities that are open to the school and, in some cases (e.g. school fairs) to the wider community.</p>
Achievements and performance	<p>During the year the Association fulfilled its objects by organising a number of events and other fundraising activities; the extent of which was limited by the COVID-19 health crisis. Details of the events and the funds raised are explained in detail in the Chair's Report and the Treasurer's Report, which are presented PA committee meetings. These activities raised approximately £17,078 before general running costs (net) of £696 in addition to subscriptions £13,006 and these funds are available for distribution within the three schools as needs arise.</p> <p>During the year, the Association also facilitated 9 meetings, of which 5 meetings were with the school senior leadership team. Over £43,000 was contributed to wish list items over the three parts of the school. In addition during the period the Association has agreed to contribute a further £16,000 of funds to additional identified wish list items.</p>

## TRUSTEES

The trustees who held office during the period, and up to the date of this report, are as follows:

Acting Chair	David Tresidder
Treasurers	Minal Choksey, Richard Burge
Secretary	Netty Williams
	Fauzia Tobias
	Juliet Jones
	Shanthini Shanamaguru
	Sharon Betts
	Sophie Day
	Sowmya Venkataraman



.....  
**David Tresidder**

Signed on behalf of the trustees on

Surbiton High School Parents' Association  
**Independent Examiners Report to the Members**

I report to the trustees on my examination of the accounts of Surbiton High School Parents Association, Charity Number 1058888, for the year ended 31 July 2020.

**Respective responsibilities of the trustees and the 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;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 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, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Samantha Merchant**

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Wonersh  
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Surbiton High School Parents' Association  
**Receipts and payments for the year ended 31 July 2020**

All amounts relate to unrestricted funds

	Note	2019/20			2018/19		
		Receipts	Payments	Net	Receipts	Payments	Net
		£	£	£	£	£	£
<b>Events and Fundraising</b>							
New Parents Evening	2	3,093	898	2,195	3,871	660	3,211
Prep Autumn Disco		3,839	1,256	2,583	4,248	1,348	2,900
Christmas Fair		9,884	1,449	8,435	10,301	2,373	7,928
Parents Quiz Night		5,308	2,319	2,989	4,878	2,222	2,656
Prep Summer Disco (Y5&6)		-	-	-	3,472	1,163	2,309
Dads' Camping	2	-	217	(217)	14,220	8,571	5,649
Summer Event		-	120	(120)	5,384	4,545	839
Nearly New Uniform		2,629	1,416	1,213	19,710	9,750	9,960
<b>Total Events and Fundraising</b>		<b>24,753</b>	<b>7,675</b>	<b>17,078</b>	<b>66,084</b>	<b>30,632</b>	<b>35,452</b>
Subscriptions		13,006	-	13,006	13,360	-	13,360
Gift Aid claim		988	-	988	-	-	-
Bank Interest		39	-	39	36	-	36
Other income/expenditure		200	896	(696)	-	2,046	(2,046)
<b>Subtotal</b>		<b>38,986</b>	<b>8,571</b>	<b>30,415</b>	<b>79,480</b>	<b>32,678</b>	<b>46,802</b>
Wish List Purchases	3	-	43,206	(43,206)	-	39,122	(39,122)
PA equipment		-	-	-	-	2,631	(2,631)
<b>Total receipts and payments</b>		<b>38,986</b>	<b>51,777</b>	<b>(12,791)</b>	<b>79,480</b>	<b>74,431</b>	<b>5,049</b>
Opening Cash Funds				72,267			67,218
<b>Cash Funds at Year End</b>				<b>59,476</b>			<b>72,267</b>

Surbiton High School Parents' Association  
**Statement of Assets and Liabilities at 31 July 2020**

All amounts relate to unrestricted funds

	<b>Note</b>	<b>2019/20</b>	<b>2018/19</b>
		<u>£</u>	<u>£</u>
Cash Funds			
- Bank of Scotland		58,761	67,905
- Payment processing company		-	1,723
- Uniform Account		665	2,210
- Cash in hand		50	50
<b>Total Cash Funds</b>		<u>59,476</u>	<u>71,888</u>
Current Liabilities			<i>Restated</i>
- Wish list items not yet paid for	3	16,250	44,219
- Nearly new uniform proceeds due to parents		665	1,855
<b>Total Net Assets</b>		<u>42,561</u>	<u>25,814</u>

These financial statements were approved by the trustees on

**David Tresidder**  
Acting Chair

**Richard Burge**  
Co-Treasurer

Surbiton High School Parents' Association  
**Notes to the Accounts**

All amounts relate to unrestricted funds

**1 Receipts and Payments Accounting**

As the Association's gross income is less than £250,000, accounts are prepared on the receipts and payments basis. This form of accounting purely reports the actual cash receipts and payments made in the reporting period.

**2 Event Results**

Due to the timing of payments and receipts, the accounting policy (Note 1) can provide a distorted picture of an event result.

Some events either have income received or expenses paid in a prior year or expenses that have not been paid. The impact of this on the reported result for certain events is as follows:

**New Parents Evening**

	2019/20	2018/19	2018/17	Actual event surplus £
	£	£	£	
September 2020 events	<i>Event cancelled</i>			
September 2019 events	3,461	1,568	-	<u>5,029</u>
September 2018 events	-	1,765	4,437	<u>6,202</u>
<b>Net cash surplus reported</b>	<b><u>3,461</u></b>	<b><u>3,333</u></b>	<b><u>4,437</u></b>	

**Dad's camping**

	2019/20	2018/19	Actual event surplus £
	£	£	
June 2020 event	(73)	-	<u>(73)</u>
June 2019 event	(144)	5,249	<u>5,105</u>
<b>Net cash surplus reported</b>	<b><u>(217)</u></b>	<b><u>5,249</u></b>	

Surbiton High School Parents' Association  
**Notes to the Accounts**

All amounts relate to unrestricted funds

**3 Wishlist Purchases**

	Current year spend	Purchases not yet paid for	Financial commitment approved for wishlist items
	£	£	£
<i><u>Purchases agreed in earlier years</u></i>			
Playground traditional toys	-	-	250
Cardiac screening	5,000		
Robotic Learning	1,006		
Well-being space, library boys prep	2,750		
Well-being garden girls prep	30,393		
Gazebos *6	1,848		
School refund prior year charged erro	(131)		
 <i><u>Purchases agreed in current year</u></i>			
Royal Institute program	2,340		
6th form communal outside area	-		16,000
	<b>43,206</b>	<b>-</b>	<b>16,250</b>