

PARENTS AND FRIENDS OF PLYMOUTH
COLLEGE PREPARATORY SCHOOL

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2020

Registered Charity No. 1102021

PARENTS AND FRIENDS OF PLYMOUTH COLLEGE PREPARATORY SCHOOL

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Trustees' Report
For the year ended 31 July 2020

Structure, governance and management

Status

We continue to operate under the trust deed adopted on 11 February 2004. Charity No. 1102021.

Objectives

To advance the education of the pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school; and
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Management

The charity is run by the parents with the assistance of the teaching and support staff of the school. All the activities of the charity rely on the volunteers who give their time to help with the fund-raising activities to provide funds for additional facilities for the school.

Trustees section

Trustees are nominated by one member and seconded by another and elected by vote at the AGM.

Trustees who served during the year are:-

K Turner-Moore	Chair
C Sweby & B Pennington	Vice Chair
M Burnett	Secretary
R Aala	Treasurer
J Hayward	
S Raymond Jones	

Other members who attended meetings:

P Squire	B Fish	N Van der Winden
N Sutherland	K Berry	E Edge
A Irish	L Roberts	D Marshall-Holman
L Lenti	A Russell	M Huxham
L Gregory	D Aala	G Dennis
N Nicholson	S Bennett	
C Cohen	J Champion	

Trustees are made aware of the guidance available on the Charity Commission website about their responsibilities.

Trustees Report Continued
For the year ended 31 July 2020

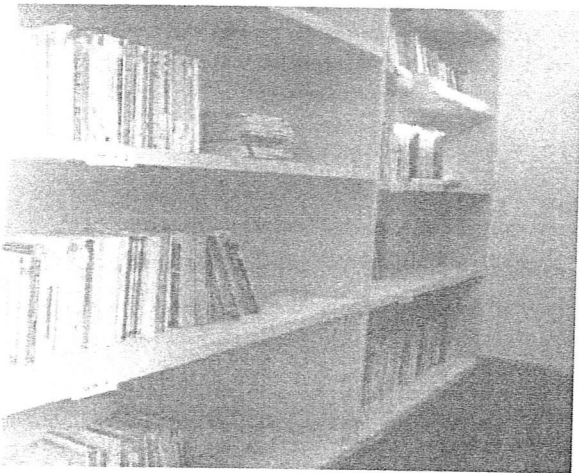
Achievements and performance

This year has been affected by the Covid 19 pandemic so fundraising activities, contributions to school life and donations have been limited. Before the isolation period the committee organised the popular quiz night and the Christmas fair where the children were also able to participate. These activities help to develop effective relationships between the various school stakeholders.

We made several large donations including:

- More books for the junior library (£1,080) to provide more variety and up to date reading materials;
- Branded coats for the children when attending matches (£1,052) to keep them warm while waiting to play;
- Attendance at the Big Bang science event (£990) to learn about science in a practical way;
- Lights for the theatre stage (£885) to enhance school productions;
- Intellectual property rights to put on a production of the Lion King, plus various materials (£736) to help the children with their confidence;
- The Roman and Victorian workshops (£570) help bring history to life; and
- The Bollywood workshop (£210) teaches our children about different cultures.

As in prior years we funded a variety of gifts to parents, staff and children during the year in accordance with our objective of building good relationships between stakeholders. All of this contributes to the wellbeing of the Plymouth College and St Dunstan's Abbey Schools Charity which provides educational services for the public benefit.



New books £1,080

Financial Review

Net payments totalled £419 (2019: surplus £895) after donations of £8,382 (2019: £17,080) to the school. The fund is healthy.

Trustees Report Continued
For the year ended 31 July 2020

Reserves policy

The general intention is for donations to the school to be funded from in-year income. The current reserve is considered to be a prudent and reasonable amount to ensure that pre event costs can be met.

Grant making policy

Grants are awarded to the school based on requests made by the teaching and support staff and are approved at the trustees/members meetings.

Public benefit

The trustees have due regard to the guidance issued by the Charity Commission on public benefit.

Trustees' responsibilities

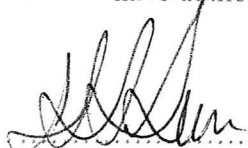
The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011) and that an independent examination is needed.

The address of the school is:-


The Millfields
Plymouth
Devon
PL1 3JL

I declare in my capacity as charity trustee that:-

- the trustees have approved the report above, and
- have authorised me to sign it on their behalf.



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Date of approval: 17 September 2020

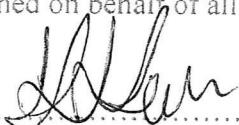
Receipts and Payments Account
For the year ended 31 July 2020

	Notes	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
Receipts			
Donations		3,540	5,954
Interest		24	17
Fund-raising activities	2	8,325	22,273
Total Receipts		<u>11,889</u>	<u>28,244</u>
Payments			
Payments for generating funds	2	(3,624)	(9,718)
Branded clothes		-	(221)
		<u>(3,624)</u>	<u>(9,939)</u>
Charitable payments			
Donations to school	3	<u>(8,382)</u>	<u>(17,080)</u>
Management and administration			
Stationery and general administration		-	(45)
Insurance		(110)	(105)
Independent Examination		(192)	(180)
		<u>(302)</u>	<u>(330)</u>
Total Payments		<u>(12,308)</u>	<u>(27,349)</u>
Net (Payments)/Receipts		<u>(419)</u>	<u>895</u>
Funds last year end		18,230	17,335
Funds this year end		<u>17,811</u>	<u>18,230</u>

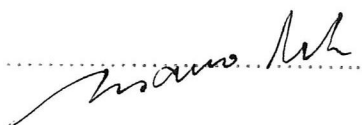
Statement of Assets and Liabilities
As at 31 July 2020

	2020 £	2019 £
Current Assets		
Bank Current Account	52	6,043
Bank Deposit Account	17,355	12,030
Petty cash	404	157
	<u>17,811</u>	<u>18,230</u>
Current Liabilities		
Owed for costs of generating funds	-	-
Total Net Assets	<u>17,811</u>	<u>18,230</u>
General Unrestricted Fund	<u>17,811</u>	<u>18,230</u>

Signed on behalf of all trustees

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Kirsti Turner-Moore
Name

.....


Rosauro Aala
Name

Date of approval: 17 September 2020

Notes to the Accounts
For the year ended 31 July 2020

1. Accounting policies

The accounts have been prepared on the receipts and payments basis and consistently applied.

The association occasionally buys items that may last for more than one year and would normally be shown as non-current assets and depreciated in a set of financial statements. As such purchases are rare and not normally of a material value, these items are expensed in the year of purchase.

Stock of refreshments and branded items exist at the year-end but is not material to the financial position. Stocks are therefore treated as expenses incurred at the time of payment.

Stock of swap shop uniform exists at the year-end but is not included in the financial statements because some stock is considered to belong to the donors until sold and the remaining stock is considered to be difficult to value reliably.

2. Surplus or deficit on fund-raising activities

	2020			2019
	Receipts	Payments	Surplus	Surplus
	£	£	£	£
Fund Raising Activities				
Swap shop	1,267	-	1,267	2,225
Refreshments	258	164	94	182
Spring ball	-	1,250	(1,250)	3,025
Summer fair	-	-	-	1,101
Christmas cards	1,696	1,464	232	333
Christmas fair	1,955	516	1,439	1,638
Christmas puddings	-	-	-	30
Christmas wreaths	400	210	190	280
Secret Santa	518	-	518	419
Fashion show	-	-	-	1,263
School branded items	277	-	277	(455)
Recycling	-	-	-	152
Raffles	-	-	-	52
Lottery	1,026	20	1,006	991
Quiz	928	-	928	1,319
	<u>8,325</u>	<u>3,624</u>	<u>4,701</u>	<u>12,555</u>

Refreshments relate to selling refreshments at events such as discos and performances. The income and cost of refreshments sold at events shown separately on the above list (e.g. fairs) are included in the income and payments for those events. Some refreshments bought for one event may be used at a subsequent event but the cost is not shown like this. The differences are not considered material.

The spring ball payment was made to the senior school PFA relating to the surplus sharing arrangement for the 2019 ball.

3. Donations to school

	2020 £	2019 £
Lion King intellectual property plus materials for production	736	-
Stage lights	885	-
Board games	148	-
Match substitute coats	1,052	-
Big Bang science event	990	-
Barbecue	-	420
Science kits	-	317
Cricket equipment	-	111
Table tennis equipment and installation	-	1,482
Books	1,080	771
Art aprons	-	400
Violins	-	418
House banners	-	449
Infant playground equipment	-	10,985
Staff gifts	473	-
Year 6 mugs, hoodies, disco, BBQ	1,494	264
Trophies, medals & prizes	106	84
Christmas, Easter, Mothers' day gifts	638	729
Ice lollies	-	25
Funded events		
- Roman soldier	285	275
- Story telling	-	275
- Victorian workshop	285	-
- Bollywood workshop	210	-
- Disco	-	75
	<u>8,382</u>	<u>17,080</u>

4. Related party transactions

Committee members underwent transactions with the Friends Association in their normal capacity as parents. The details of these transactions are not recorded here but include receiving Mothers' Day flowers and buying items at the fairs.

**Independent Examiner's Report to the Trustees of
The Parents and Friends of Plymouth College Preparatory School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2020 which are set out on pages 4 to 7.

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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

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.



Guy Ian Northcott
FCA, Bsc(Econ)Hons, DChA
Northcott Trumfield Chartered Accountants
Devonshire Villa
52 Stuart Road
Stoke
Plymouth
PL3 4EE

17 September 2020