

Charity No. 1056386

**PARENT COMMUNITY ASSOCIATION OF THE
AMERICAN SCHOOL IN LONDON**

REPORT & FINANCIAL STATEMENTS

30 JUNE 2020

Parent Community Association of the American School in London
Report and financial statements
For the year ended 30 June 2020

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Parent Community Association of the American School in London

Legal & administrative details

For the year ended 30 June 2020

Status	Established as an unincorporated association by constitutional bylaws and registered as a charity on 25 June 1996.	
Governing document	The charity is constituted under a trust deed dated 23 May 1996.	
Charity number	1056386	
Registered office and operational address	One Waverley Place London NW8 0NP	
Honorary officers And Trustees	Laura Beal	President (term commenced 1 July 2019)
	Archana Taraporevala	Secretary (term commenced 1 July 2019)
	Daria Reznikova	Treasurer (term commenced 1 July 2019)
Trustees	Rachel Clark	VP – Booster Club (resigned 30 June 2020)
	Carolyn Reeves	VP – Communications (term commenced on 1 July 2019)
	Jennifer Rothman	VP – Community Events (resigned 30 June 2020)
	Dina Dacy	VP – Community Service (term commenced 1 July 2019)
	Shana Sadiq	VP –FIND (resigned 30 June 2020)
	Lisa Kolaja	VP – FOTA (term commenced on 1 July 2019)
	Nancy Pace	VP – FOTL (term commenced 1 July 2018)
	Ifigenia Dalglish	VP – Parent School Liaison (term commenced 1 July 2019)
	Darshana Madhvani	(term commenced 1 July 2020)
	Kara Demetris	(term commenced 1 July 2020)
	Patricia Dhar	(term commenced 1 July 2020)
	Christopher Kendall	(term commenced 1 July 2020)

Parent Community Association of the American School in London

Legal & administrative details (continued)

For the year ended 30 June 2020

Bankers Barclays Bank Plc
St John's Wood
40 Wellington Road
London
NW8 9TJ

Independent examiner BDO LLP
55 Baker Street
London
W1U 7EU

Parent Community Association of the American School in London

Report of the Executive Committee

For the year ended 30 June 2020

The executive committee presents its report and the audited financial statements for the year ended 30 June 2020.

Legal and administrative information set out on page 1 forms part of this report. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019.

Objects and Public Benefit

The object of the Parent Community Association of the American School in London (PCA) is to advance the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students. The PCA also seeks to foster good relationships amongst parents of current students, especially as a way to help families new to ASL and/or London integrate in their new environment. For example, through the FIND book club or various international societies.

The PCA also aims to support the wider community through outreach programs and community service grants.

In furtherance of this object, the PCA, as charity trustees have complied with the duty in s.4 of the Charities Act 2011 to have due regard to the guidance contained in the Charity Commission's published general and relevant sub-sector guidance concerning the operation of the public benefit requirement under the Act.

Structure, Governance, Management and Achievements

Organisational

All parents of currently enrolled students at ASL are members of the PCA and may participate in and vote at general meetings. The PCA elects officers at the spring general meeting and approves the annual budget at the fall general meeting. Any non-budgeted expenditures in excess of £1,500 are also approved at a general meeting.

The general management of the PCA is vested in the executive board, which consists of the elected officers: The President, Treasurer, Secretary, Vice President of the Booster Club, Vice President of Communications, Vice President of Community Service, Vice President of Friends of the Arts (FOTA), Vice President of the Family Integration Diversity (FIND), Vice President for Parent/School Liaison, Vice President of Community Events and Vice President of Friends of the Libraries (FOTL). Members of the executive board serve as trustees of the organisation in accordance with the Charities Act 2011.

The executive board, consisting of the elected officers meets once a month during the school year to discuss and approve activities and policies of the organisation. The executive board must approve all non-budgeted expenditures in excess of £500, but less than £1,500.

Parent Community Association of the American School in London

Report of the Executive Committee (continued)

For the year ended 30 June 2020

President

The President sets the dates and agendas and presides over all meetings of the PCA and Board, coordinates the work of the other members of the Board, serves as a member of all PCA standing committees, acts as a liaison with ASL's Board of Trustees, meets with the Head of School as required and performs these and all other duties to promote the PCA objectives.

Treasurer

The Treasurer is responsible for receiving all funds of the PCA and for their safekeeping and accounting, collecting dues as determined by the Board, paying out PCA funds as authorized by the Board, presenting an updated financial statement at each Board meeting and at other times as requested, presenting an annual budget at the first general meeting in the fall and presenting an annual financial report at the last general meeting of the year, both to be approved by a majority vote of the members present, and for preparing and filing annual accounts, reports and returns as required by the Charities Act 2011.

Secretary

The Secretary gives notice of each PCA meeting, records and prepares minutes of each meeting, posts minutes for review and seeks approval of such minutes, is responsible for the safe-keeping of the minutes. The Secretary also keeps the PCA's constitution and bylaws.

Booster Club

The Booster Club provides volunteer and financial support for the Middle and High School athletics programs, which include more than 95 ASL teams, as well as Robotics club. All parents of students involved in any ASL athletics program are Booster Club members. There are no dues.

The Booster Club raises funds through its regular activities and special events, mainly concessions and ASL-branded sportswear, to provide additional support to the athletics program. This support includes additional equipment and special projects, supporting visiting students, providing food and drink concessions in the Farmer Family Gym and Canons Park playing fields for home sporting events, including the ISST and LSSA championships, organizing and hosting informational meetings and seasonal awards nights, and finally coordinating team parent programs and providing travel information for home and visiting fans.

Communications

Communications committees enhance communication among parents, faculty, staff, administration and trustees of the school primarily through the school's website. The communication committee maintains the PCA portion of the website on a regular basis and updates information regarding PCA activities, special events and all other school related information deemed important for the community. SCOOP and the Welcome Family Program, two more of the committee's key activities, provide new ASL families with orientation information on living in London and the UK, information on the school's operation method, and support for families making the transition to London and to ASL. The Family Support Group (FSG) was born out of a desire to provide discreet support to families encountering difficult times.

Community Events

The Community Events committee sponsors various activities to fund PCA expenses and educational facilities and programs at the school. They also subsidise events to promote a sense of community throughout the year such as Bingo, Ice Skating and Quiz Night, as well as social events for parents to have an opportunity to meet school administrators.

**Parent Community Association of the American School in London
Report of the Executive Committee (continued)**

For the year ended 30 June 2020

Community Events (continued)

Community Events oversees the organization of the Auction every two years. The Auction Chairs report directly to the Board each month from September until May in an Auction year. The last Auction was held in March 2019, but the Auction scheduled for 2021 has been postponed due to the pandemic.

The Mini Grant Committee is under the direction of the Community Events Committee. This committee receives, evaluates, and grants funding requests for various school-related projects for the enrichment and betterment of the ASL community.

The 2019-2020 school year included grants for a Grade 7 poetry book, *The Gift of Reading*, Photo and Film lighting and strobe equipment, and solar lighting for the Bike Racks at the school's Waverley Entrance, among others. Having received 12 mini grant applications, the committee partially or fully funded nine grant requests. However, the full funded amount is not always claimed or is delayed to the next academic year; this was particularly seen in this cycle due to the impact of COVID-19 and therefore only one grant was paid for and closed during the 2019-20 school year. The other grants remain open and will be carried forward to school year 2020-2021, as the applicants have one year from the date of the grant to use the funds allocated.

Community Service

We believe that being actively involved in service to others leads to a more fulfilled life. Working by example, the PCA Community Service Committee aims to support students of all ages, in a continuing exploration of what matters in finding their passion and purpose in giving. We are dedicated to helping provide Service Learning opportunities, and hope to foster the entire ASL community in being productive and effective citizens, together. The board position reflects this conviction.

We facilitate and coordinate volunteer opportunities with the schools ever-growing list of local community partner charities. Some of these opportunities include direct experience working with elders, underserved children, refugee families, local farm animals, and more. We support these charity agencies by becoming involved in their sports, homework, arts and socializing programs. Additionally we focus on environmental reuse, for example, we host clothing swap's and winter coat drives, book drives, and more. We also coordinate, twice yearly, Community Service Days, when we help to maintain the gardens and buildings of our partners. These days typically attract over 400 ASL volunteers to over 15 sites. This gives our high school students opportunities to become leaders by coordinating the services and families volunteering, at each site.

The community service committee also works throughout the year with local charities, schools, and the ASL community to help identify and facilitate ongoing volunteer opportunities and programs. The Community Connections Grants Committee solicits, evaluates, and grants funding requests for projects that support activities that broaden perspective, support ethical citizenship and facilitate service to the community beyond ASL.

Friends of the Arts (FOTA)

This committee works with ASL's performing arts faculty to support and promote the school's music, drama, dance and visual arts. FOTA volunteer opportunities are varied and involve assisting with the various music and drama productions as well as visual art exhibitions and special projects. FOTA invites local old age pensioners to various events throughout the year, including matinee drama performances, and a holiday music concert at which the pensioners enjoy a tea and dinner. FOTA also assists visiting students and faculty whenever ASL hosts international middle school and high school music and drama festivals.

Parent Community Association of the American School in London

Report of the Executive Committee (continued)

For the year ended 30 June 2020

Friends of the Libraries (FOTL)

Friends of the Libraries committee's primary role is to support the ASL libraries: Mellon Library and Lower School Library. The committee holds promotional days and runs the Birthday Book Club, raising funds to facilitate the purchase of materials by the ASL libraries. FOTL also runs events to promote reading and the libraries such as author evenings, book quiz events and a community book swap.

Families Integration and Diversity (FIND) (Former ICC, renamed in July 2019)

FIND welcomes and supports international families as they integrate into the ASL community and it offers a variety of events that support the school's mission of a global education. In particular, FIND highlights the international aspect of the ASL community by hosting dozens of activities centred around cultural activities, which showcase ASL's diversity. FIND executes its mission through interest group and culture group events. Interest groups provide cross-cultural and cross-grade level opportunities to foster integration, build friendships, and enrich the school community as a whole. There are 7 interest groups that put on events for the school. Examples of such interest groups are: book club, living well club, working parents group, and global eats. FIND also has 13 culture groups that put on community events and 40 country representatives who host activities for country group members. In addition, FIND puts on the Global Festival, an event that celebrates the cultural diversity of ASL. Biennially, it draws about 1700 parents, students, and faculty. It was last held in March 2018. Global Festival planned for March 2020 was postponed to 2021 due to Covid 19 impact.

Parent/School Liaison

Parent/School Liaison committees foster regular, responsive communication between parents and school administrators regarding students' collective academic and safety needs by establishing parent liaisons for each grade. This year, as in the past, the PCA grade representatives met regularly with the school principals and other staff to communicate concerns and initiatives and to serve as information conduits for the principals. This committee organised parent meetings (grade coffees) to discuss topics of mutual interest or concern with school representatives and each other, as well as social events for parents and faculty.

Through its meetings and speaker presentations, the Parent Education Resource Committee (PERC) supports parents of non-traditional learners, including children with diagnosed and un-diagnosed learning differences, and parents who are simply concerned about their child's ability to flourish in an academic environment.

This committee also sponsors teacher appreciation days throughout the year in which parents recognize and show appreciation to ASL faculty and staff via a catered lunch or homemade treats or an evening social gathering.

Lastly, Parent/School Liaison encompasses the Work X team. Work X works to develop work experience opportunities for high school students, creates an annual database of those opportunities, and guides students through the application process. The committee also helps organize CV and cover letter writing workshops for students.

Plan for the Future

The key objective continues to be the advancement of the education of all students at the American School in London (ASL), in particular by maintaining close co-operation between parents and school on all matters pertaining to the education, growth and welfare of ASL students.

The PCA will also continue to explore further ways of engaging with and providing benefit to the local community.

Parent Community Association of the American School in London

Report of the Executive Committee (continued)

For the year ended 30 June 2020

Financial statement review and Results

ASL Foundation UK granted £150,000 in April 2019 to the PCA from the proceeds of the Auction to fund the PCA for two years up until June 2021.

The Management Committee is aware of the Charity Code of Governance and its principles, and how they affect the Charity.

Reserves policy

It is the policy of the PCA to hold sufficient assets in the form of cash, to fund any outstanding obligation. Decisions concerning gift expenditure to the school are made at year end and are limited to assets available after setting aside appropriate amounts for these obligations and to fund start-up costs and on-going programmes that the PCA votes to continue for the following year. In an auction year, when PCA organizes the Auction on behalf of ASL, it usually receives a grant of £150,000 to cover two years of PCA operating expenses in addition to other PCA fundraising efforts.

The reserves held at 30 June 2020 were £354,762 (2019: £241,761).

Donations

Income from donations, other than parents' dues is received by way of donations and gifts and is included in the fall in the statement of financial activities when probable and can be measured reliably. Volunteer time is not included in the financial statements.

Risks

The risks facing the PCA are mainly related to people and finances, and in both cases are relatively small and easily mitigated. There is a risk that one of the key members of the PCA leaves their position at a critical time during the year. This risk is particularly related to Auction planning and execution. However, the PCA Bylaws outlines the process of accessing volunteer replacements. Additionally, the group structure of events at ASL, and the depth and support from the parents at the school helps to alleviate this risk.

Financial risk primarily involves execution of the Auction. Specifically, if Auction proceeds are insufficient to cover the costs of preparing the Auction event itself, the funding shortfall would have to be bridged by funds earmarked for other PCA programs. While the auction history at ASL would indicate that this too is a relatively small risk, in today's uncertain global environment, it is possible that an outside event (i.e. a terrorist attack) could cause the Auction to be cancelled at the last minute. Should such an event occur, the PCA reserve policy would mitigate the immediate financial risk. Without the bi-annual grant to the PCA after the successful execution of the Auction, the PCA would be forced to curtail its programs in the following years.

Finally, there is a risk of financial mismanagement caused by inexperienced PCA volunteers. This risk is mitigated by the organisational structure of the PCA and its documented processes. The PCA executive board meets monthly, minutes are kept of all meetings, all funds dispersed must be authorized by a VP, any expense over £200 requires two VP signatures, and all reimbursements (on-line or bank cheques) must be signed by two authorized signatories.

2020 has presented a unique challenge to the normal functioning of the PCA. However, the constraints and pressure on the PCA activities and obligations caused by COVID 19 hadn't significantly impacted the

Parent Community Association of the American School in London

Report of the Executive Committee (continued)

For the year ended 30 June 2020

Risks (continued)

PCA financial standing. It rather served as a positive test of the existing risk policy and financial reserve standards maintained by the PCA over the last few years.

As a result of Covid 19 lockdown, PCA needed to revise its plans for March-June 2020. PCA Board had planned a variety of in person events for ASL faculty, parents and students that needed to be cancelled or re-purposed to meet the government guidelines. Overall compared to the budget PCA was still able to earn 54% of budgeted income and spend 51% of budgeted expenses. In June the PCA General Meeting had voted to transfer the unused funds to 2020-2021 budget. Overall PCA is in a strong financial position due to reserves it maintains in its Bank accounts. As of beginning of 2020-2021 school year, PCA had 365,933 GBP on its bank accounts. This amount creates an opportunity to continue PCA activities as usual for the next 4-5 years. In addition the PCA doesn't have any committed expenses so it could be flexible in spending remaining reserves.

Recruitment of trustees

Each year the Board shall appoint a nominating committee chair who shall form the nominating committee consisting of five to seven members, one of which and no more than two shall be a retiring member of the Board and all of which are current members of the PCA. All nominees shall be the parent of a currently enrolled ASL student, have prior experience in a parent volunteer role and be willing to serve if elected. The election of new Board members shall take place by majority vote of members present at the last general meeting in the spring.

All Board members shall serve for one term and may only serve for a maximum of two consecutive terms in the same position. The President and the Treasurer shall serve for a term which shall be defined as two fiscal years and may serve for a maximum of one consecutive term in the same position. In no event shall any Board member serve more than four consecutive terms on the Board.

Trustee's Indemnities

The Charity's insurers indemnify against claims in respect of any civil liability and which arises out of the conduct of the insured in their personal capacity as a Trustee or officer of the Charity.

The Trustees are considered to be the key management personnel of the Charity. During the year no Trustee received any remuneration in relation to services performed for the Charity.

Responsibilities of the executive committee (Trustees)

The executive committee are responsible for preparing the executive committee 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 executive committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the executive committee are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;

Parent Community Association of the American School in London

Report of the Executive Committee (continued)

For the year ended 30 June 2020

Responsibilities of the executive committee (Trustees) (continued)

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The executive committee 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 Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. The executive committee 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.

Members of the executive committee

Members of the executive committee who served as charity trustees during the year and up to the date of this report are shown on page 1.

Members of the executive committee have no beneficial interest in the charity and do not receive any remuneration for their duties.

Approved by the executive committee on *11 Mar, 2021*
and signed on its behalf by



Laura Beal, PCA President

Independent Examiner's Report to the Trustees of Parent Community Association of the American School in London

For the year ended 30 June 2020

I report to the trustees on my examination of the accounts of the Parent Community Association of the American School in London (the 'charity') for the year ended 30 June 2020, which are set out on pages 11 to 16.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity's trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for report

As the charity trustees of the charity 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 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 giving me cause to believe:

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; or
3. the accounts do not comply with the accounting requirements concerning the form and content of the 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; and
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Heather Wheelhouse

Heather Wheelhouse ACA
BDO LLP
London, UK

Date: 26 March 2021

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Parent Community Association of the American School in London
Statement of Financial Activities (including income and expenditure account)

For the year ended 30 June 2020

	Note	2020 £ Unrestricted Funds	2019 £ Unrestricted Funds
Income from:			
<i>Donations and legacies</i>			
Parent Dues		15,996	17,641
Grant Income		150,000	-
Auction proceeds from ASL Foundation		-	13,075
The Friends of the Libraries		2,110	3,096
<i>Other trading activities</i>			
Booster club		15,709	20,062
Parent-school liaison		-	120
Other events		3,763	3,527
<i>Investments</i>			
Interest income		1,037	1,317
Total		188,615	58,838
Expenditure			
<i>Raising Funds</i>			
Auction		-	13,110
<i>Charitable expenditure</i>			
<i>Activities to advance the education of the ASL students</i>			
Mini grants (note 3)		9,146	17,524
Community service grants (note 3)		1,917	7,816
Community service – other		3,570	9,563
Families Integration and Diversity		3,159	2,587
Communication		3,262	4,416
Parent/school liaison		24,273	22,837
Booster club		15,624	16,672
Management and administration		1,309	1,892
Governance costs		4,200	2,990
The Friends of the Libraries		2,110	3,499
Friends of the Arts		2,729	1,071
Other events		4,287	9,378
Loss on foreign exchange		28	374
Total		75,614	113,729
Net income / (expenditure)	2	113,001	(54,891)
Net movement in funds		113,001	(54,891)
Reconciliation of funds			
Funds at 1 July 2019		241,761	296,652
Funds at 30 June 2020	5	354,762	241,761

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. All income and expenditure is unrestricted.

Parent Community Association of the American School in London

Balance Sheet

At 30 June 2020

	Note	£	2020	£	£	2019	£
Current assets							
Cash at bank and in hand		366,366			405,701		
		<u>366,366</u>			<u>405,701</u>		
Creditors: amounts falling due within one year	3	(11,604)			(88,940)		
		<u>(11,604)</u>			<u>(88,940)</u>		
Net current assets				354,762			316,761
Total assets less current Liabilities				<u>354,762</u>			<u>316,761</u>
Creditors: amounts falling due after more than one year	4			-			(75,000)
				<u>-</u>			<u>(75,000)</u>
Net assets				<u>354,762</u>			<u>241,761</u>
Funds							
Unrestricted funds:							
General funds	5			354,762			241,761
				<u>354,762</u>			<u>241,761</u>
Total unrestricted funds				<u>354,762</u>			<u>241,761</u>
Total charity funds				<u>354,762</u>			<u>241,761</u>

Approved by the executive committee on 11. Mar. 2021 and signed on its behalf by

Laura Beal
PCA President

Parent Community Association of the American School in London

Notes to the financial statements

For the year ended 30 June 2020

1. Accounting Policies

The principal accounting policies adopted, judgements and keys sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation:

Parent Community Association of the American School in London is a registered charity with registration number 1056386 registered in England and Wales. The address of its registered office is One Waverley Place, London, NW8 0NP.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1 January 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees have prepared these accounts on the going concern basis. They have considered whether the Covid 19 pandemic affects this. The Trustees believe that whilst there is uncertainty relating to the potential effects of Covid 19, there are no material uncertainties about the entity's ability to continue as a going concern. The trustees have a reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future.

The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have been prepared in £ Sterling and are rounded to the nearest pound.

b) Income:

Donations and legacies, other than parents' dues, are included in full in the statement of financial activities when there is evidence of entitlement, receipt is probable and the amount can be measured reliably. Volunteer time is not included in the financial statements.

Voluntary parents' dues are accounted for when received by the American School in London.

Income arising from an event are accounted for in the year the event took place.

Gifts in Kind are valued on the basis of Executive Committee estimates within the appropriate heading in the statement of financial activities.

c) Expenditure:

Expenditure is recognised on an accruals basis, inclusive of any VAT which cannot be recovered. They are recognised when there is a legal or constructive obligation to pay for expenditure. Expenditure on raising funds relates specifically to auction costs, costs of other fundraising events and meeting and events costs. All other expenditure is considered to be charitable expenditure.

Management and administration costs include the management of the charity's assets, organisation management and compliance with constitutional and statutory requirements.

Gifts payable to ASL and grants are accounted for when the liability is created.

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2020

1. Accounting Policies (Continued)

- d) Foreign currencies:
Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.
- e) Reserves:
Unrestricted funds are donations, grants and other income received or guaranteed to be used for the charitable purposes as the trustees think fit.
- f) Financial instruments:
Financial instruments are recognised in the Statement of Financial Position when the charity becomes party to the contractual provisions of the instrument. The charity only enters in to basic financial instruments which are initially measured at transaction price.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire. Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation or expiry.

- g) Accounting estimates and judgements:
In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. On the date of approval of the financial statements, there are no indications to imply that material changes to fundamental assumptions and estimates are necessary.

2. Net income / (expenditure) for the year

This is stated after charging:

	2020	2019
	£	£
Independent examiner's fees	<u>3,500</u>	<u>3,500</u>

The trustees are considered to be key management. They received no remuneration for their work (2019: £nil).

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2020

3. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	3,500	78,500
Grants payable (see below)	6,038	10,265
Other creditors	2,066	175
	<u>11,604</u>	<u>88,940</u>

Grants Payable:

	2020	2020	2019	2019
	£	£	£	£
As at 01 July		10,265		5,138
Add: Grants approved in the year	17,832		27,349	
Add: Further grants paid	-		1,031	
Less: Grants cancelled	<u>(6,769)</u>		<u>(3,040)</u>	
		11,063		25,340
Less: Grants paid in the year		<u>(15,290)</u>		<u>(20,213)</u>
As at 30 June		<u>6,038</u>		<u>10,265</u>

4. Creditors: amounts falling due after more than one year

	2020	2019
	£	£
Accruals and deferred income	<u>-</u>	<u>75,000</u>

5. Movement in Funds

	At 1 July	Income	Expenditure	Transfers	At 30 June
	2019	£	£	£	2020
	£		£		£
Unrestricted funds					
General funds	241,761	188,615	(75,614)	-	354,762
Total	<u>241,761</u>	<u>188,615</u>	<u>(75,614)</u>	<u>-</u>	<u>354,762</u>

	At 1 July	Income	Expenditure	Transfers	At 30 June
	2018	£	£	£	2019
	£		£		£
Unrestricted funds					
General funds	296,652	58,838	(113,729)	-	241,761
Total	<u>296,652</u>	<u>58,838</u>	<u>(113,729)</u>	<u>-</u>	<u>241,761</u>

Parent Community Association of the American School in London

Notes to the financial statements (continued)

For the year ended 30 June 2020

6. Staff costs

None of the Trustees receive any remuneration. Payments of £5,168 (2019: £9,470) were made to reimburse 4 Trustees (2019: 9 Trustees) for out-of-pocket expenses.

7. Taxation

The charity is exempt from Corporation Tax on its charitable activities. The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

8. Related party transactions

The American School in London (which is run by the charity The American School in London Educational Trust Limited, Charity Number: 312738) is closely connected to the Parent Community Association of the American School in London as the charitable objectives of this charity are to advance the education of all students at the American School in London.

During the year to 30 June 2019 a grant of £150,000 was received from The American School in London to fund the PCA for the next two years. The grant covers the 2019/20 and 2020/21 terms. £nil (2019: £150,000) has been deferred to be recognised in these financial years.

9. Grant commitments

As at 30 June 2020 the charity had open grants amounting to £6,038 (2019: £10,265) carried forward to the school year 2020/2021 as a result of applicants having one year from the date of the grant to use the funds granted.