

The Brookfield Primary School Association

Registered Charity No.

1007492

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

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The Brookfield Primary School Association

Registered Charity No.

1007492

ORGANISATIONAL PROFILE

FOR THE YEAR ENDED 31 AUGUST 2020

TRUSTEES

Co-Chair
Co-Chair
Treasurer

LuLu Harrison
Rahma Kingfisher
Robert Minto

REGISTERED OFFICE:

The Brookfield Primary School Association
Chester Road
London
N19 5DH

BANKERS:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4JQ

ACCOUNTANTS:

Charles Osei, BSc(Hons), MSc, ACIE, AFA, ATA, MCIPP
Practical Accounting Training Ltd
Equitable House, 2nd Floor
10 Woolwich New Road
London, SE18 6AB

Section C

Objectives and activities

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

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and others associated with the school

2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

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 Brookfield Primary School was the sole recipient of grants made by the Association.

The Trustees work closely with the Head Teacher and other members of staff to ensure the Association's funds are for the benefit of all pupils at the school as well as the local community.

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

Summary of the main achievements of the charity during the year

BROOKFIELD PRIMARY ASSOCIATION held two major fundraising events in the financial year from August 2019 to August 2021.

The Winter Fair, in December 2019, which raised over £6,000

The Auction, which raised over £23,000.

The Summer Fair was cancelled due to the COVID-19 pandemic.

Spending was agreed with the school for projects including art, music, and other enriching activities.

Section E**Financial review**

Brief statement of the charity's policy on reserves

The Association maintains a policy of keeping not less than £10,000 in cash reserves whenever possible.

Details of any funds materially in deficit

Further financial review details (optional information)

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

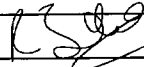
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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)

Robert J S Minto

Position (eg Secretary, Chair, etc)

Treasurer

Date

0 9 1 0 2 1

The Brookfield Primary School Association

Registered Charity No. 1007492

INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENTS TO THE TRUSTEES OF THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

I report on the financial statements for the year ended 31 August 2020 set out on pages 8 - 12

This report is made solely to the Trustees of The Brookfield Primary School Association, as a body, in accordance with regulations made under section 145 of the Charities Act 2011 and Charity SORP (frs). My work has been undertaken so that I might state to the Trustees 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 and Charity's trustees for my independent examination work, for this report, or for the statement I have given below.

Respective responsibilities of Trustees and independent examiner

As charity trustees, for the purposes of charity law, are responsible for the preparation of the financial statements, the Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the Charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- c) state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 you as 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 reports limited to those matters set out in the statement on the next page.

The Brookfield Primary School Association

Registered Charity No. 1007492

**INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENTS
TO THE TRUSTEES OF BROOKFIELD PRIMARY SCHOOL ASSOCIATION (Cont'd)**

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
 - a) to keep accounting records in accordance with Section 130 of the Charities Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Charles Osei, BSc (Hons), MSc, ACIE, AFA, ATA, ACIPP
Practical Accounting Training Ltd,
Equitable House, 2nd Floor
10 Woolwich New Road, London, SE18 5AB

Date 10/10/21

The Brookfield Primary School Association

Registered Charity No. 1007492

BALANCE SHEET
AS AT 31 AUGUST 2021

| | Notes | 2019/20 | 2018/19 |
|---------------------------------------|--------------|----------------|----------------|
| | | £ | £ |
| Fixed Assets | | - | - |
| Current Assets | | | |
| Cash at Bank and in hand | 2 | 114,370 | 83,651 |
| Creditors: Amount due within One Year | | | |
| Other Creditors | 3 | (2,827) | (2,827) |
| Net Assets/Liabilities | | <u>111,543</u> | <u>80,824</u> |
| Reserves | | | |
| General Funds | | 111,543 | 80,824 |
| Restricted Funds: | | - | - |
| | | <u>111,543</u> | <u>80,824</u> |

Approved by the Management Committee on
and signed on their behalf by:

Co-Chair
Lulu Harrison

Co-Chair
Rahma Kingfisher

The Brookfield Primary School Association

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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2021

| | | | | 2019/20 | 2018/19 |
|-------------------------------------------|-------|--------------------|------------------|----------------|---------------|
| | Notes | Unrestricted Funds | Restricted Funds | Total Funds | Total Funds |
| | | £ | £ | £ | £ |
| Resources Arising | | | | | |
| Donations and Legacies | | 12,846 | | 12,846 | 16,544 |
| Income from Charitable Activities | 5 | 23,674 | 0 | 23,674 | 7,921 |
| Bank Interest | | 116 | 0 | 116 | 50 |
| Other Income | | | | | |
| Total Income | | 36,635 | 0 | 36,635 | 24,515 |
| | | | | | |
| Direct Charitable Expenditure | 6 | 5,917 | - | 5,917 | 177 |
| | | | | | |
| Total Expenditure | | 5,917 | 0 | 5,917 | 177 |
| | | | | | |
| Resources retained for further use | | 30,719 | - | 30,719 | 24,338 |
| Transfer between Funds | | | | | |
| Net Movement in Funds | | | | | |
| | | | | | |
| Reconciliations of Funds | | | | | |
| Brought forward 01/04/2020 | | 80,824 | 0 | 80,824 | 56,486 |
| | | | | | |
| Carried forward 31/03/2021 | | 111,543 | 0 | 111,543 | 80,824 |

The Brookfield Primary School Association

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31 AUGUST 2021**

1. Accounting Policies

Basis of Preparation.

These accounts have been prepared on an accrual basis and include income and expenditure as they are earned or incurred, rather than as cash received or paid. The recommendations of the Financial Reporting Standard applicable in the UK and Republic of Ireland (frs) and Charities Act 2011 have been followed.

Fund Accounting.

The general funds consist of funds that the Trustees may use for Brookfield's charitable purposes at their discretion.

The restricted funds are those where the donor has imposed restrictions on the use of the funds, which are legally binding. Restricted funds held in reserve at the end of the year represent income received from donors to be spent within the following year. Details of these funds are set out on the separate schedule in Note 5.

Voluntary Income

All voluntary income and donations are recognised and included in the accounts as they are received.

Direct Charitable Expenditure.

Direct charitable expenditure comprises all costs incurred in running the Charity that are directly attributable to the Charity's projects.

Governance costs

Include those costs associated with meeting the constitutional and statutory requirements of the charity.

Fund-raising Expenditure.

Fund-raising expenditure comprises costs incurred in inducing people or organisations to contribute financially to the Charity's work.

The Brookfield Primary School Association

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

2 Cash at Bank and in Hand

| | 2019/20 | 2018/19 |
|------------------------------------------------|----------------|---------------|
| | £ | £ |
| CAF Gold Account BSA Deposit Account(xxxx3615) | 84,556 | 59,440 |
| CafCash Account BSA Deposit Account(xxxx7079) | 25,180 | 23,285 |
| PayPal Bank | 3,708 | - |
| Petty Cash | 925 | 925 |
| | 114,370 | 83,651 |

3 Creditors

| | 2019/20 | 2018/19 |
|-----------------------------|--------------|--------------|
| | £ | £ |
| Amounts Due within One Year | | |
| Due Brookfield School | 2,827 | 2,827 |

4 Incoming Resources

| | Unrestricted | Restricted | 2019/20 | 2018/19 |
|-----------------------------|---------------|------------|---------------|---------------|
| | £ | £ | £ | £ |
| Auction | 23,096 | | 23,096 | - |
| Descretional donations | 156 | | 156 | 1,274 |
| Easy fundraising | 422 | | 422 | 646 |
| MyDonate | - | | | 496 |
| Specified contribution | - | | | 5,505 |
| Total CapitalProject Income | 23,674 | - | 23,674 | 7,921 |
| Donations | | | | |
| Bake Sales | 173 | | 173 | 784 |
| Barn Dance | 2,758 | | 2,758 | |
| Coffee | 19 | | 19 | |
| Discounts/Refund Given | 3 | | 3 | |
| Film Night | 120 | | 120 | |
| Forest School | 581 | | 581 | |
| Other events | 28 | | 28 | 2,579 |
| Summer Fair | 368 | | 368 | 4,335 |
| Tea Towels | 1,463 | | 1,463 | |
| Winter Fair | 6,249 | | 6,249 | 5,220 |
| Year 6 leavers | 1,083 | | 1,083 | |
| Class photo sales | - | | - | 64 |
| Disco | - | | - | 1,948 |
| Fun Run | - | | - | 150 |
| Prior year events | - | | - | 65 |
| Quiz Night | - | | - | 1,398 |
| Total | 12,846 | - | 12,846 | 16,544 |

The Brookfield Primary School Association

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2021

6 Resources Expended

| | Unrestricted | Restricted | 2019/20 | 2018/19 |
|----------------------------------------|---------------------|-------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Bank Charges | 60 | | 60 | 60 |
| Dues and Subscriptions | 244 | | 244 | 117 |
| Office/General Administrative Expenses | 106 | | 106 | - |
| Charitable activities | 5,507 | | 5,507 | - |
| Totals | 5,917 | - | 5,917 | 177 |