

The Brookfield Primary School Association

Registered Charity No. 1007492

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

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The Brookfield Primary School Association

Registered Charity No. 1007492

ORGANISATIONAL PROFILE
FOR THE YEAR ENDED 31 AUGUST 2022

TRUSTEES

Chair	Sophie Mun Yin
Chair	Nicolai Gentchev
Treasurer	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
Flat 3, 11 Rochdale Way, Deptford London
SE8 4LY



Trustees' Annual Report for the period

From 01 09 2021 Period start date To 31 08 2022 Period end date

Charity name: Brookfield Primary School Association

Charity registration number: 1007492

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the association (the objects) is to advance the education of pupils in the school (Brookfield Primary, in Camden) in particular by:</p> <p>Developing effective relationships between the staff, parents and others associated with the school</p> <p>Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Brookfield Primary School was the sole recipient of grants made by the Association.</p> <p>The trustees work closely 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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All the trustees have had regard to the Charity Commission guidance on public benefit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>The Association aims to raise funds of around £20,000 to £30,000 per year, and to have those funds transferred to the school as a yearly grant, to fund agreed projects.</p>
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>BROOKFIELD PRIMARY ASSOCIATION had another challenging year from August 2021 to August 2022 due to Covid restrictions.</p> <p>The school normally holds two major fairs – the Winter Fair the Summer Fair.</p> <p>The Winter Fair was held just as new mask restrictions were put in place in the UK. This meant that the event was scaled back to keep most activity outdoors.</p> <p>There was no quiz for the year.</p> <p>There were other fundraising activities, including bake sales.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		The Association maintains a policy of keeping not less than £10,000 in cash reserves whenever possible.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to fund around £25,000-£30,000 per year. In case of a shortfall in fundraising, £10,000 is kept in reserve to smooth any difficult years, and to maintain a level of provision for pupils.
Amount of reserves held	Para 1.22	£10,000 minimum
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	
Other name the charity uses	
Registered charity number	
Charity's principal address	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sophie Mun Yin Wong	Chair		
2	Nicolai Gentchev	Chair		
3	Robert Minto	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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	20 / 07 / 2023	

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 2022 set out on pages 12-16.

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 (frsse). 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 THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION**

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, MCIPP
Flat 3, 11 Rochdale Way Deptford London SE8 4LY

14/08/23
Date

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

BALANCE SHEET **AS AT 31 AUGUST 2022**

	<u>Notes</u>	<u>2021/22</u> £	<u>2020/21</u> £
Fixed Assets		-	-
Current Assets			
Cash at Bank and in hand	2	25,825	60,169
Creditors: Amount due within One Year			
Other Creditors	3	(4,174)	(3,073)
Net Assets/Liabilities		<u>21,651</u>	<u>57,096</u>
Reserves			
General Funds		21,651	57,096
Restricted Funds:		-	-
		<u>21,651</u>	<u>57,096</u>

Approved by the Management Committee on 20/07/2023

and signed on their behalf by:



.....
Robert Minto
Trustee

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2022

				2021/22	2020/21
	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
Resources Arising					
Donations and Legacies	5	20,838	-	20,838	11,274
Income from Charitable Activities	4	4,454	-	4,454	6,493
Bank Interest		32	-	32	-
Other Income	6	2,771	-	2,771	211
Total Income		28,095	-	28,095	17,978
 Direct Charitable Expenditure	 7	 63,540	 -	 63,540	 72,425
 Total Expenditure		 63,540	 -	 63,540	 72,425
 Resources retained for further use		 (35,445)	 -	 (35,445)	 (54,447)
Transfer between Funds					
Net Movement in Funds					
 Reconciliations of Funds					
Brought forward 01/09/2021		57,096	-	57,096	111,543
 Carried forward 31/08/2022		 21,651	 -	 21,651	 57,096

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31 AUGUST 2022**

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 (frsse) and Charities Act 2011 have been followed.

Fund Accounting.

The general funds consist of funds that the Trustees may use for The 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 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.

Brookfield School Project in note 7 for £28,000 relates to Contribution PTA 2020/21; was paid late, hence dropped into the accounting year 2021/22.

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 2022

2 Cash at Bank and in Hand

	2021/22	2020/21
	£	£
CAF Gold Account BSA Deposit Account(xxxx3615)	10,829	45,961
CafCash Account BSA Deposit Account(xxxx7079)	8,906	11,795
PayPal Bank	5,165	1,487
Petty Cash	925	926
	<u>25,825</u>	<u>60,169</u>

3 Creditors

	2021/22	2020/21
	£	£
Amounts Due within One Year		
Due Brookfield School	<u>4,174</u>	<u>3,073</u>

4 Incoming Resources

	Unrestricted	Restricted	2021/22	2020/21
	£	£	£	£
Auction	50	-	50	-
Amazon	65	-	65	-
Descretional donations & Gifts Aid	3,702	-	3,702	5,788
Easy fundraising	637	-	637	705
Total CapitalProject Income	<u>4,454</u>	-	<u>4,454</u>	<u>6,493</u>

5 Donations

Bake Sales	1,149	-	1,149	51
Christmas Cards	101	-	101	-
Barn Dance	-	-	-	-
Coffee	72	-	72	163
Discounts/Refund Given	0.25	-	0	-
Halloween	282	-	282	-
Charitable activities	10,000	-	10,000	-
Film Night	-	-	-	-
Forest School	-	-	-	29
Other events	944	-	944	913
Summer Fair	3,148	-	3,148	745
Tea Towels	-	-	-	-
Winter Fair	3,767	-	3,767	2,034
Tech Fundraiser	-	-	-	2,800
Unapplied Cash Payment Income	-	-	-	1,395
Sundry Income	-	-	-	250
Year 6 leavers	1,375	-	1,375	2,894
Total	<u>20,838</u>	-	<u>20,838</u>	<u>11,274</u>

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

6 Other Income	Unrestricted	Restricted	2021/22	2020/21
	£	£	£	£
Other Income	109	0	109	0
Ukraine Fundraising	2,659		2,659	0
For Third Party Charity	3		3	
Total	2,771	0	2,771	0

7 Resources Expended	Unrestricted	Restricted	2021/22	2020/21
	£	£	£	£
Bank Charges	148	-	148	76
Dues and Subscriptions	459	-	459	363
Office/General Administrative Expenses	-	-	-	1,019
Charitable activities	56,000	-	56,000	70,300
Professional Services	1,193	-	1,193	-
PayPal Fees	145	-	145	-
Year 6 Expenses	2,760	-	2,760	667
PayPal sundry expenses	41	-	41	-
Ukraine Fundraising	2,659	-	2,659	-
External entity	132	-	132	-
For Third Party Charity	3	-	3	-
Totals	63,540	-	63,540	72,425