

ST CHRISTOPHER SCHOOL PARENTS' CIRCLE

Charity registration number 287455

Trustees' Annual Report

for the period

1st August 2017 to 31st July 2018

Reference and Administrative details

Charity name: St. Christopher School Parents' Circle

Registered charity number: 287455

Charity's principal address: St. Christopher School,
Barrington Road,
Letchworth Garden City,
Hertfordshire SG6 3JZ.

Names of the charity trustees who manage the charity:

Janine Lambert	Co-Chair	
Joanne Seeley	Co-Chair	
Emma Hughes	Secretary	Resigned 31 st July 2018
Ruth Ingram	Secretary	Appointed 1 st August 2018
Sarah Kilcoyne	Treasurer	

Bank: Barclays Bank plc,
Station Place,
Letchworth Garden City,
Hertfordshire SG6 3RZ.

Website: www.stchris.co.uk/parents/parents-circle

Structure, Governance and Management

St. Christopher School Parents' Circle is a charity registered in England and Wales. It is an unincorporated association governed by a constitution, and is a member of ParentKind, the membership organisation for school parent associations.

Trustees are required to be parents of pupils at St. Christopher School, and appointments are agreed at the Annual General Meeting held in the Summer Term or at committee meetings. These are held twice a term, and all parents are welcome to attend. The Head and/or Deputy Head attend every meeting.

Objectives and Activities

The objects of St. Christopher School Parents' Circle are:

- To advance education in particular of the pupils attending St. Christopher School;
- To support other charitable purposes;
- To raise funds and receive contributions;

- To develop effective relationships between staff, parents and others associated with the school; and
- To engage in activities which support the school.

In relation to those purposes for the public benefit, many activities have been organised during the year, including the Fireworks Event, a Quiz Night, the Junior School Christmas Fayre, Mothers' and Fathers' Day Gift Stalls, the Summer Ball, and three Coffee Mornings. The Trustees would like to thank the Class Reps and all those within the school community who volunteered to help make these activities such a success. Without this help they would not have been able to achieve so much.

The Trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

At the beginning of the Autumn Term a welcome coffee morning was organised, as well as social evenings for families new to the school to welcome them in to the school community. This was followed in October by the Macmillan Coffee Morning which raised £207. In November the annual fireworks event with a professional display took place for families to enjoy, followed later that month by a Quiz Night, which was well attended. The Junior School Christmas Fayre, which included a wonderful Santa's Grotto, raised £2,260 which was donated equally to The Brain Tumour Charity and Water Aid. The term concluded with Christmas parties for all the pupils from the Early Years Centre up to Year 9.

The Spring Term started with a charity coffee morning which raised £85 for Dogs On The Street. A Mothers' Day Gift Stall was run in the Junior School, and on the last day of term the Easter activities included an Easter egg hunt for all the pupils from the Early Years Centre up to Year 6.

The Summer Term charity coffee morning raised £120 for Action for ME. A Fathers' Day Gift Stall was run in the Junior School, and ice creams were provided for all the pupils at the Junior School and Senior School Sports Days. The academic year ended with a very successful Summer Ball which raised an amazing £9,209 for The Sepsis Trust.

All these events have helped to build and maintain the sense of community within the school, and the funds that have been donated to charities have helped them to continue their work in the wider community.

In addition, throughout the year the Trustees have worked to promote the use of the Classlist secure online database within the parent community. This has proved to be very successful, and over 400 parents have now registered to use it.

Financial Review

Net income for the 12-month period to 31 July 2018 was £2,496. Total income was £27,957, and total expenditure was £25,461, and therefore 91% of income was contributed towards St. Christopher School and other charities. Funds carried forward at the end of the period totalled £8,715 (2016/17 £6,219).

The charity does not have a reserves policy, but the Trustees look to maintain enough money in the bank accounts to fund all forthcoming expenditure.

Declarations

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's Trustees

Signatures



Full names

Janine Lambert

Joanne Seeley

Position

Co-Chair

Co-Chair

Date 17-5-19

17/5/19

Section A Statement of Financial Activities

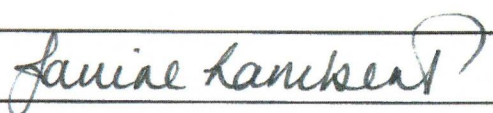
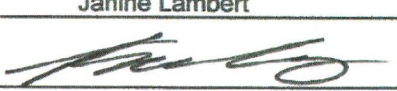
	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Incoming resources				
Note 3				
Income and endowments from:				
Donations and legacies	5,325	-	5,325	4,633
Charitable activities	6,990	15,639	22,628	15,575
Other trading activities	-	-	-	-
Investments	4	-	4	1
Separate material item of income	-	-	-	-
Other	-	-	-	-
Total	12,318	15,639	27,957	20,209
Resources expended				
Note 4				
Expenditure on:				
Raising funds	402	-	402	306
Charitable activities	9,420	15,639	25,059	22,283
Separate material item of expense	-	-	-	-
Other	-	-	-	-
Total	9,822	15,639	25,461	22,589
Net income/(expenditure) before investment gains/(losses)	2,496	-	2,496	-2,380
Net gains/(losses) on investments	-	-	-	-
Net income/(expenditure)	2,496	-	2,496	-2,380
Extraordinary items	-	-	-	-
Transfers between funds	-	-	-	-
Other recognised gains/(losses):				
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-
Other gains/(losses)	-	-	-	-
Net movement in funds	2,496	-	2,496	-2,380
Reconciliation of funds:				
Total funds brought forward	6,219	-	6,219	8,599
Total funds carried forward	8,715	-	8,715	6,219

Section B

Balance Sheet

		Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Fixed assets					
Intangible assets		-	-	-	-
Tangible assets		-	-	-	-
Heritage assets		-	-	-	-
Investments		-	-	-	-
Total fixed assets		-	-	-	-
Current assets					
Stocks		-	-	-	-
Debtors	Note 5	511	400	911	-
Investments		-	-	-	-
Cash at bank and in hand	Note 6	19,348	8,809	28,157	15,657
Total current assets		19,859	9,209	29,068	15,657
Creditors: amounts falling due within one year	Note 7	482	9,209	9,691	-
Net current assets/(liabilities)		19,377	-	19,377	15,657
Total assets less current liabilities		19,377	-	19,377	15,657
Creditors: amounts falling due after one year	Note 7	10,662	-	10,662	9,438
Provisions for liabilities		-	-	-	-
Total net assets or liabilities		8,715	-	8,715	6,219
Funds of the Charity					
Endowment funds		-	-	-	-
Restricted income funds		-	-	-	-
Unrestricted funds		8,715	-	8,715	6,219
Revaluation reserve		-	-	-	-
Total funds		8,715	-	8,715	6,219

Signed by one or two trustees on behalf of all the trustees

Signature	Date of approval
	17-5-19
Janine Lambert	
	17/5/19.
Joanne Seeley	

Note 1 Basis of preparation**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

the Statement of Recommended Practice: 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 16 July 2015, and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

1.3 Accounting policies

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Note 2 Accounting policies**2.1 INCOME****Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Donations

Donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

2.2 EXPENDITURE AND LIABILITIES**Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Deferred income

An item of deferred income has been included in the accounts. It is not material.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

2.3 ASSETS**Debtors**

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Note 3 Analysis of income

		Unrestricted funds	Restricted income funds	Total funds	Prior year
Analysis		£	£	£	£
Donations and legacies:	Membership subscriptions	5,325	-	5,325	4,633
		-	-	-	-
		-	-	-	-
	Other	-	-	-	-
	Total	5,325	-	5,325	4,633
Charitable activities:	Fireworks Display	5,227	-	5,227	3,852
	Quiz Night	963	-	963	-
	Junior School Christmas Fayre	-	2,260	2,260	-
	Mothers' Day Gift Stall	399	-	399	358
	Fathers' Day Gift Stall	401	-	401	372
	Summer Ball	-	12,968	12,968	8,209
	Race Night	-	-	-	2,009
	Coffee Mornings	-	411	411	776
	Total	6,990	15,639	22,628	15,575
Income from investments:	Bank interest	4	-	4	1
		-	-	-	-
		-	-	-	-
	Other	-	-	-	-
	Total	4	-	4	1
TOTAL INCOME		12,318	15,639	27,957	20,209

Note 4 Analysis of expenditure

	Analysis	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year £
Expenditure on raising funds:	PayPal charges	285	-	285	188
	ParentKind membership	117	-	117	118
		-	-	-	-
	Other	-	-	-	-
	Total	402	-	402	306

Expenditure on charitable activities:	Fireworks Display	2,925	-	2,925	3,484
	Quiz Night	428	-	428	-
	Junior School Christmas Fayre	779	-	779	677
	Mothers' Day Gift Stall	321	-	321	230
	Fathers' Day Gift Stall	335	-	335	300
	Summer Ball	-	3,759	3,759	2,850
	Coffee Mornings	101	-	101	32
	Junior School Welcome Morning	35	-	35	35
	Junior/Senior School Social Evenings	647	-	647	335
	Screening of "Embrace"	308	-	308	-
	Christmas Parties	711	-	711	2,492
	Junior School Star Gazing Evening	22	-	22	-
	Junior School Easter Event	260	-	260	136
	Junior/Senior School Sports Days	166	-	166	58
	Marquee hire	1,734	-	1,734	2,894
	Summer Fair	145	-	145	60
	Parents' Circle Meetings	504	-	504	91
	Race Night	-	-	-	1,162
	Purchase of sundries	-	-	-	851
	Red Nose Day events	-	-	-	211
	Refreshments for "Joseph"	-	-	-	251
	Charitable donations (see below)	-	11,880	11,880	6,134
	Total	9,420	15,639	25,059	22,283

TOTAL EXPENDITURE	9,822	15,639	25,461	22,589
--------------------------	--------------	---------------	---------------	---------------

Other information:

Analysis of expenditure on charitable donations

Charity	Total this year £	Total prior year £
Macmillan Cancer Support	207	260
The Brain Tumour Charity	1,130	-
Water Aid	1,130	-
Dogs on the Street (DOTS)	85	-
Action for ME	120	-
The Sepsis Trust	9,209	-
Stroke Association	-	43
BBC Children in Need	-	146
Red Nose Day	-	326
JDRF	-	5,359
Total	11,880	6,134

Note 5 Debtors and prepayments

Trade debtors

Prepayments and accrued income

	This year £	Last year £
	400	-
	511	-
Total	911	-

Note 6 Cash at bank and in hand

Cash at bank

Cash in hand

	This year £	Last year £
	27,670	15,293
	487	364
Total	28,157	15,657

Note 7 Creditors and accruals**7.1 Analysis of creditors**

Accrual for charitable donation

Other accruals and deferred income

St Christopher School - balance on account

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
9,209	-	-	-
482	-	-	-
-	-	10,662	9,438
Total	9,691	10,662	9,438

7.2 Deferred income

A Race Night that was planned to take place in May 2018 was postponed until October 2018, and income arising of £365 was therefore deferred until the 2018/19 financial year.

Movement in deferred income account**Balance at the start of the reporting period**

Amounts added in current period

Amounts released to income from previous periods

Balance at the end of the reporting period

This year £	Last year £
-	-
365	-
-	-
365	-