

The Brookfield Primary School Association

Registered Charity No. 1007492

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

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The Brookfield Primary School Association

Registered Charity No. 1007492

ORGANISATIONAL PROFILE
FOR THE YEAR ENDED 31 AUGUST 2023

TRUSTEES

Co-Chair	Sophie Mun Yin
Co-Chair	Nicolai Gentchev
Co-Treasurer	Robert Minto
Co-Treasurer	Graeme Blyth

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 2022 Period start date To 31 08 2023 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 primary 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 its first full year of being able to run events largely free from Covid restrictions.</p> <p>The charity held a Winter Fair, Summer Fair, and in June, it's third ever Auction night, which raised funds specifically in aid of a forest school garden.</p> <p>There was a school quiz in March, and throughout the year 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	CONSTITUTION
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	ASSOCIATION
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	APPOINTED BY MEMBERS, RATIFIED AT AGM

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	BROOKFIELD PRIMARY SCHOOL ASSOCIATION
Other name the charity uses	
Registered charity number	1007492
Charity's principal address	CHESTER ROAD LONDON N19 5DH

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	Co-Chair		
2	Nicolai Gentchev	Co-Chair		
3	Robert Minto	Co-Treasurer		
4	Graeme Blyth	Co-Treasurer		
5				
6				
7				
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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

--

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)	<i>Graeme Blith</i>	
Full name(s)	GRAEME BLITH	
Position (eg Chair, Treasurer, etc)	TREASURER	
Date	14/10/23	

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 2023 set out on pages 12-17.

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. 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.

I report in respect of my examination of the Charity's accounts carried out:-

- 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

Since the Charity's gross income does not exceed £250,000, I can confirm that I am qualified to undertake the examination because I am a full member of the Association of Charity Independent Examiner's (ACIE).

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

16/10/23
Date


THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

BALANCE SHEET
AS AT 31 AUGUST 2023

	<u>Notes</u>	<u>2022/23</u> £	<u>2021/22</u> £
Fixed Assets		-	-
Current Assets			
Cash at Bank and in hand	2	77,427	25,825
Debtors	3	700	0
Stock		234	
Creditors: Amount due within One Year			
Other Creditors	4	(50,574)	(4,174)
Net Assets/Liabilities		<u>27,787</u>	<u>21,651</u>
Reserves			
General Funds		27,787	21,651
Restricted Funds:		-	-
		<u>27,787</u>	<u>21,651</u>

Approved by the Management Committee on 14/10/23
and signed on their behalf by:


.....
Graeme Blyth
Trustee

The notes on pages 12-17 form part of these financial statements.

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2023

				2022/23	2021/22
	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
Resources Arising					
Donations and Legacies	6	33,611	951	34,562	20,838
Income from Charitable Activities	5	1,776	25,931	27,707	4,454
Bank Interest		153	-	153	32
Other Income	7	-	-	-	2,771
Total Income		<u>35,540</u>	<u>26,882</u>	<u>62,422</u>	<u>28,095</u>
Direct Charitable Expenditure	8	29,404	26,882	56,286	63,540
Total Expenditure		<u>29,404</u>	<u>-</u>	<u>56,286</u>	<u>63,540</u>
Resources retained for further use		6,136	26,882	6,136	(35,445)
Transfer between Funds					
Net Movement in Funds		0	0	0	0
Reconciliations of Funds					
Brought forward 01/09/2020		21,651	-	21,651	57,096
Carried forward 31/08/2021		<u><u>27,787</u></u>	<u><u>-</u></u>	<u><u>27,787</u></u>	<u><u>21,651</u></u>

All income and expenditure derive from continuing activities

The Statement of Financial Activities includes gains and losses recognised in the year.

The notes on pages 12-17 form part of these financial statements.

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

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. Reference to the "Charities SORP" refers to the Charities SORP (FRS 102): Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland. 2nd edition effective 1 January 2019.

1a. Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1b. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is possible that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1c. Government grants

Government grants are credited to the Statement of financial activities as the related expenditure is incurred.

The notes on pages 12-17 form part of these financial statements.

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

1d. Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1e. Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at amount prepaid.

1f. Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1g. Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

1h. Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1i. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Charity does not currently have any significant accounting estimates or areas of judgement.

The notes on pages 12-17 form part of these financial statements.

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023

2 Cash at Bank and in Hand

	2022/23	2021/22
	£	£
CAF Gold Account BSA Deposit Account(xxxx3615)	10,941	10,829
CafCash Account BSA Deposit Account(xxxx7079)	51,482	8,906
PayPal Bank	13,979	5,165
Petty Cash	1,025	925
Total	77,427	25,825

3 Debtors

	2022/23	2021/22
	£	£
Gift Aid receivable	700	0
Total	700	0

4 Creditors

	Amounts Due within One Year		2022/23	2021/22
			£	£
Capital Project Liabilities			26,882	0
Due Brookfield School			22,000	4,174
Independent Examiner fees			600	0
Other Creditors			1,092	0
Total Current Liabilities			50,574	4,174

5 Incoming Resources

	Unrestricted	Restricted	2022/23	2021/22
	£	£	£	£
Auction	-	17,489	17,489	50
Amazon	91	-	91	65
Discretionary donations & Gifts Aid	1,120	-	1,120	3,702
Easy fundraising	565	-	565	637
Specified Contribution	-	8,442	8,442	-
Total Capital Project Income	1,776	25,931	27,707	4,454

6 Donations

Donation	18,456	-	18,456	-
Bake Sales	2,155	-	2,155	1,149
Christmas Cards	84	-	84	101
Disco	3,047	-	3,047	-
Fun Run	-	951	951	-
Barn Dance	-	-	-	-
Coffee	-	-	-	72
Discounts/Refund Given	-	-	-	0
Halloween	-	-	-	282
Charitable activities	-	-	-	10,000
Film Night	-	-	-	-
Forest School	-	-	-	-
Other events	217	-	217	944
Quiz Night	1,087	-	1,087	-
Summer Fair	3,013	-	3,013	3,148
Tea Towels	-	-	-	-
Winter Fair	4,271	-	4,271	3,767
Tech Fundraiser	-	-	-	-
Unapplied Cash Payment Income	-	-	-	-
Sundry Income	-	-	-	-
Year 6 leavers	1,281	-	1,281	1,375
Total	33,611	951	34,562	20,838

The notes on pages 12-17 form part of these financial statements.

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023

7 Other Income	Unrestricted	Restricted	2022/23	2021/22
	£	£	£	£
Other Income	-	-	-	109
Ukraine Fundraising	-	-	-	2,659
For Third Party Charity	-	-	-	3
Total	-	-	-	2,771

8 Resources Expended	Unrestricted	Restricted	2022/23	2021/22
	£	£	£	£
Bank Charges	80	-	80	148
Capital Project Expenses	0	26,882	26,882	
Dues and Subscriptions	474	-	474	459
Office/General Administrative Expenses	100	-	100	-
Contribution to Brookfield	27,000	-	27,000	56,000
Professional Services	-	-	-	1,193
PayPal Fees	159	-	159	145
Year 6 Expenses	1,445	-	1,445	2,760
PayPal sundry expenses	145	-	145	41
Ukraine Fundraising	-	-	-	2,659
External entity	-	-	-	132
For Third Party Charity	-	-	-	3
Totals	29,404	26,882	56,286	63,540

The notes on pages 12-17 form part of these financial statements.