



Report to the trustees/ members of

Charity Name

Eleonor Palmer School Association

On accounts for the year ended

31st August 2022

Charity no (if any)

802466

Set out on pages

1, 2 + 3

(Please add a number to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022

Responsibilities and basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~\*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

David Cunningham Green

Date:

22 V 2023

Name:

DAVID CUNNINGHAM GREEN

Relevant professional qualification(s) or body (if any):

Chartered Accountant (retired)

Member of ICAEW 1965 - 2011

Address:

2 Hugo Road

London

N19 5RU

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

A large rectangular box with a black border. Inside the box, there is a single purple diagonal line running from the bottom-left towards the top-right. In the center-right area of the box, the text "N/A." is handwritten in purple ink.

## Eleanor Palmer School Association

Financial Accounts of the charity for the year ended 31<sup>st</sup> August 2022

### Receipts and Payments

|   | 2022          | 2021          |
|---|---------------|---------------|
|   | £             | £             |
| <b>PTA Trading Account</b>                  |               |               |
| <b>Income</b>                               |               |               |
| Xmas Fair                                   | 5,631         | 7,499         |
| Xmas Trees                                  | -             | 1,405         |
| Summer Fair                                 | 6,327         | 11,935        |
| Cake Sales                                  | 2,196         | -             |
| Gift Aid Receipt - Kate's Gates             | 2,404         | -             |
| CBC Night                                   | 2,436         | -             |
| Summer Concert                              | 1,417         | -             |
| Bingo                                       | 1,696         | -             |
| Open House                                  | 214           | -             |
| Summer Fair (Previous Year)                 | 45            | -             |
| Bank Interest                               | <u>135</u>    | <u>95</u>     |
|   | <u>22,501</u> | <u>20,934</u> |
| <b>Expenditure</b>                          |               |               |
| Insurance                                   | 122           | 116           |
| Scrap project                               | 274           | 229           |
| Reusable Water Bottle                       | -             | 387           |
| General Costs                               | <u>176</u>    | <u>-</u>      |
|   | <u>572</u>    | <u>732</u>    |
| <b>Net Trading Receipts</b>                 | <u>21,929</u> | <u>20,202</u> |
| <b>Endowment Fund</b>                       |               |               |
| Interest Received                           | <u>733</u>    | <u>635</u>    |
| <b>Development Fund<br/>(Keep it EP)</b>    |               |               |
| Donations Received                          | <u>32,910</u> | <u>28,392</u> |
| <b>Total Receipts in year</b>               | <u>55,572</u> | <u>49,229</u> |
| <b>Total Payments to School in the year</b> | <u>80,335</u> | <u>24,000</u> |

## Eleanor Palmer School Association

Financial Accounts of the charity for the year ended 31<sup>st</sup> August 2022

### Summary and Statement of Assets

| 2022                      | Receipts      | Brought forward | Paid to School  | Carried Forward |
|---------------------------|---------------|-----------------|-----------------|-----------------|
| PTA Trading Account       | 21,929        | 22,540          | - 30,500        | 13,969          |
| Kate's Gates Fund Raising | <u>-</u>      | <u>10,630</u>   | <u>-10,630</u>  | <u>-</u>        |
|                           | 21,929        | 33,170          | -41,130         | 13,969          |
| Endowment Fund Interest   | 733           | 12,160          | -               | 12,893          |
| Development Fund          | <u>32,910</u> | <u>34,259</u>   | <u>- 39,205</u> | <u>27,964</u>   |
|                           | <u>55,572</u> | <u>79,589</u>   | <u>- 80,335</u> | <u>54,826</u>   |
| <b>2021</b>               |               |                 |                 |                 |
| PTA Activities Surplus    | 20,202        | 26,337          | -24,000         | 22,539          |
| Kate's Gates Fund Raising | <u>10,630</u> | <u>-</u>        | <u>-</u>        | <u>10,630</u>   |
|                           | 30,832        | 26,337          | -24,000         | 33,169          |
| Endowment Fund Interest   | 635           | 11,525          | -               | 12,160          |
| Development Fund          | <u>28,392</u> | <u>5,868</u>    | <u>-</u>        | <u>34,260</u>   |
|                           | <u>59,859</u> | <u>43,730</u>   | <u>-24,000</u>  | <u>79,589</u>   |

**The charity's bank account at 31<sup>st</sup> August 2022 is represented by the above three accounts:**

|   | 2022          | 2021           |
|---|---------------|----------------|
|   | £             | £              |
| PTA Trading Account   | 13,969        | 33,169         |
| Endowment Fund Accumulated Interest   | 12,893        | 12,160         |
| Development Fund (Keep it EP)   | <u>27,964</u> | <u>34,260</u>  |
| <b>Cash at Bank</b>   | <u>54,826</u> | <u>79,589</u>  |
| <b>Endowment Fund at cost</b><br>(Market value 2022 £37,797; 2021 £39,239)) | <u>23,526</u> | <u>23,526</u>  |
| <b>Total Assets</b>   | <u>78,352</u> | <u>103,115</u> |

#### Notes to the Accounts

1. The Eleanor Palmer School Association adopted its present Constitution on 1<sup>st</sup> October 2019.
2. The Endowment Fund is set up under the Development Committee, which is independent of the PTA Committee. It is set up to further the school's operating process in the long term. The initial money was provided by donations and is invested in the IM CAF Investment Fund-UK Equity B Income Fund.

Continued

3. The PTA Fund is set up for the general support of the school and the fund is raised by the PTA Committee.
4. Development Fund (Keep it EP) is set up under the Development Committee which is independent of the PTA Committee. It is funded by donations and is generally utilised for specific needs of the school.
5. These accounts are compiled on a cash basis. Donations being made to the Association may have an element of Gift Aid or tax paid, reclaimable from the Inland Revenue, which is not included in these accounts.
6. The total funds of the Eleanor Palmer School Association are applied to advance the education of the pupils of the school. The Charity is therefore able to provide and assist in the provision of facilities not normally provided by the education authority.



## Trustees' Annual Report for the period

From 1 September 2021 To 31 August 2022

Charity name: Eleanor Palmer School Association

Charity registration number: 802466

### Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The objective of the Charity is to advance the education of the pupils in Eleanor Palmer Primary School, Lupton Street, NW5 2JA (the "School"). In furtherance of this object the Charity may: a) Develop more extended relationships between the staff, parents, guardians, carers and others associated with the school; b) Engage in activities which support the School and advance the education of the pupils attending it; and c) Provide and assist in the provision of facilities for education at the School (not normally provided or inadequately funded by the Local Education Authority). |
| 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 | EPSA aims to make all activities/projects for the year accessible to everyone in the school; all families are actively encouraged to participate in all events. The funds paid over to the school in the year were : - £10,630 – Gates. £20,000 – SEN Donation. £19,205 – Development fund (school discretion as to how funds are utilised). £30,500 as approved at the AGM in Nov 2021 being £15,000 – School trips, £10,000 Art therapist, £5,000 – phonics books, £500 – staff room costs.   |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The trustees declare that they have, throughout their activities, had regard to the guidance issued by the Charity Commission on public benefit.  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                        | SORP reference |  |
|------------------------|----------------|--|
| Policy on grant making | Para 1.38      |  |

|  |           |  |
|--|-----------|--|
| Policy on social investment including program related investment | Para 1.38 |  |
| 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>The charity has raised funds through various events.</p> <p>The main events were as follows:</p> <p>Summer Fair - £6,327 (£11,388 inc receipts post year end)</p> <p>Christmas Fair - £5,631 (£6,971 inc receipts post year end)</p> <p>Development fund donations including Run Kids Run (sponsored event) - £32,910 (including gift aid received in the period)</p> <p>Cake sales - £2,196</p> <p>CBC Night - £2,436</p> <p>Summer Concert – £1,417</p> <p>Bingo - £1,696</p> <p>The charity AGM in November 2022 voted on how to deploy these funds, which will be detailed in subsequent reporting.</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                                       | Para 1.41 |  |

|                    |  |  |
|--------------------|--|--|
| against objectives |  |  |
| Other              |  |  |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | Cash at bank £54,826<br>Endowment fund at cost £23,526<br>Total Assets £78,352   |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | The charity does not have a specific policy on reserves. Sufficient reserves are retained to cover the charity's regular expenditure for the following year. A financial purpose of the charity is to maximise contribution to the school. |
| Amount of reserves held  | Para 1.22 | The current account balance for the charity on 31 August 2022 was £54,826.   |
| Reasons for holding zero reserves  | Para 1.22 | N/A  |
| Details of fund materially in deficit  | Para 1.24 | N/A  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A  |

### 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 (Current form adopted 1 October 2019) |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | Trustees incorporated as a body                    |
| 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 | Election to post                                   |

### 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                | Eleanor Palmer School Association                           |
| Other name the charity uses | Eleanor Palmer PTA  |
| Registered charity number   | 802466  |
| Charity's principal address | Eleanor Palmer School<br>Lupton Street<br>London<br>NW5 2JA |
|                             |   |

**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 | Mrs Caroline Emlyn-Jones |                 |                                   |   |
| 2 | Mr Vincent McCabe        |                 |                                   |   |
| 3 | Ms Esther Lane           |                 |                                   |   |
| 4 | Ms Lucy Whitaker         | Treasurer       | 22/11/21 – 31/8/22                |   |

**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   | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A |

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

|     |
|-----|
| N/A |
|-----|


**Other optional information**

|  |
|--|
|  |
|--|

## 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)                        | Lucy Whitaker   |  |
| Position (eg Secretary, Chair, etc) | Treasurer   |  |
| Date                                | 26/5/2023   |  |