

**The Brookfield Primary School Association**

**Registered Charity No. 1007492**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

**CONTENTS**

<b>Page</b>	
1	Legal and Administrative Details
2-5	Report of Trustees
6-7	Independent Examiner's report
8	Balance Sheet
9	Statement of Financial Activities
10-12	Notes to the Accounts

**The Brookfield Primary School Association**

**Registered Charity No. 1007492**

**ORGANISATIONAL PROFILE**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

**TRUSTEES**

Co-Chair	Sophie Wong
Co-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**  
**Practical Accounting Training Ltd**  
Equitable House, 2nd Floor  
10 Woolwich New Road  
London, SE18 6AB



# Trustees' Annual Report for the period

From (start date)       to (end date)

## Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
 Postcode

### 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 Wong	Co-Chair		
2	Nicolai Gentchev	Co-Chair		
3	Robert Minto	Treasurer		
4				
5				
6				
7				
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16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Section A**

**Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

**Section B**

**Structure, governance and management**

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

How the charity is constituted  
(eg trust, association, company)

Trustee selection methods  
(eg appointed by, elected by)

Additional governance issues (optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
  - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## 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 had a challenging financial year from August 2020 to August 2021 due to Covid.

The school normally holds two major fairs - the Winter Fair and Summer Fair. In 2020, the Summer Fair was cancelled due to the Covid pandemic.

In December 2020, the Winter Fair was cancelled, due to rising Covid cases.

In Summer term 2021, the Summer Fair was downgraded to a neighbourhood walking event, to reduce possible Covid transmission. This was also cancelled in the end due to rising cases.

There was no quiz, or barn dance.

This materially affected the income of the charity compared to normal years. However, due to a build up of funds prior to covid, normal spending commitments to Brookfield school were maintained.

There was a separate 'Tech Fundraiser' to raise money for families to get access to chromebooks for home use, as many school families didn't have the resources for home learning. This was added to the school's separate funding commitment.

**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)

*RJM*

Full name(s)

Robert J S Minto

Position (eg Secretary, Chair, etc)

Treasurer

Date

DDMMYY

**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 2021 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 (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 , ACIPP  
Practical Accounting Training Ltd,  
Equitable House, 2nd Floor  
10 Woolwich New Road, London, SE18 5AB

Date 19/08/22



**THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION**

**Registered Charity No. 1007492**

**BALANCE SHEET**  
**AS AT 31 AUGUST 2021**

	<u>Notes</u>	<u>2020/21</u> £	<u>2019/20</u> £
Fixed Assets		-	-
Current Assets			
Cash at Bank and in hand	2	62,548	114,370
Creditors: Amount due within One Year			
Other Creditors	3	(2,827)	(2,827)
Net Assets/Liabilities		<u>59,721</u>	<u>111,543</u>
Reserves			
General Funds		59,721	111,543
Restricted Funds:		-	-
		<u>59,721</u>	<u>111,543</u>

Approved by the Management Committee on 28th July 2022

and signed on their behalf by:

Robert Minto  
Treasurer

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1007492

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	2020/21 Total Funds £	2019/20 Total Funds £
<b>Resources Arising</b>					
Donations and Legacies		11,274		11,274	12,846
Income from Charitable Activities	5	6,493	0	6,493	23,674
Bank Interest		0	0	-	116
Other Income		211			
<b>Total Income</b>		<b>17,978</b>	<b>0</b>	<b>17,767</b>	<b>36,635</b>
<b>Direct Charitable Expenditure</b>	6	69,800	-	69,800	5,917
<b>Total Expenditure</b>		<b>69,800</b>	<b>0</b>	<b>69,800</b>	<b>5,917</b>
<b>Resources retained for further use</b>		<b>(51,822)</b>	<b>-</b>	<b>(52,033)</b>	<b>30,719</b>
<b>Transfer between Funds</b>					
<b>Net Movement in Funds</b>					
<b>Reconciliations of Funds</b>					
Brought forward 01/09/2020		111,543	0	111,543	80,824
 Carried forward 31/08/2021		<b>59,721</b>	<b>0</b>	<b>59,721</b>	<b>111,543</b>

**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 (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.

**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

Registered Charity No. 1140590

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

2 Cash at Bank and in Hand	2020/21		2019/20	
	£		£	
CAF Gold Account BSA Deposit Account(xxxx3615)	45,961		84,556	
CafCash Account BSA Deposit Account(xxxx7079)	14,739		25,180	
PayPal Bank	922		3,708	
Petty Cash	926		925	
	<u>62,548</u>		<u>114,370</u>	

  

3 Creditors	2020/21		2019/20	
	£		£	
Amounts Due within One Year				
Due Brookfield School	<u>2,827</u>		<u>2,827</u>	

  

4 Incoming Resources	Unrestricted		Restricted		2021/20		2019/20	
	£		£		£		£	
Auction	-		-		-		23,096	
Descretional donations	5,788		5,788		5,788		156	
Easy fundraising	705		705		705		422	
Total CapitalProject Income	<u>6,493</u>		-		<u>6,493</u>		<u>23,674</u>	
<b>Donations</b>								
Bake Sales	51		51		51		173	
Barn Dance	-		-		-		2,758	
Coffee	163		163		163		19	
Discounts/Refund Given	-		-		-		3	
Film Night	-		-		-		120	
Forest School	29		29		29		581	
Other events	913		913		913		28	
Summer Fair	745		745		745		368	
Tea Towels	-		-		-		1,463	
Winter Fair	2,034		2,034		2,034		6,249	
Tech Fundraiser	2,800		2,800		2,800			
Unapplied Cash Payment Income	1,395		1,395		1,395			
Sundry Income	250		250		250			
Year 6 leavers	2,894		2,894		2,894		1,083	
<b>Total</b>	<u>11,274</u>		-		<u>11,274</u>		<u>12,846</u>	

THE BROOKFIELD PRIMARY SCHOOL ASSOCIATION

Registered Charity No. 1140590

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2021

**6 Resources Expended**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank Charges	76		76	60
Dues and Subscriptions	363		363	244
Office/General Administrative Expenses	600		600	106
Charitable activities	68,761		68,761	5,523
<b>Totals</b>	<b>69,800</b>	<b>-</b>	<b>69,800</b>	<b>5,933</b>