

# FRIENDS OF BULLERS WOOD SCHOOL

England & Wales · Charity number 1024413

## Details

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Other names	BULLERS WOOD SCHOOL FOR GIRLS PARENT STAFF ASSOCIATION, FRIENDS OF BULLERSWOOD
Status	Registered
Legal form	Other
Registered	1993-10-15
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Bullers Wood School for Girls St. Nicolas Lane Chislehurst BR7 5LJ
Phone	02084672280
Email	<a href="mailto:friendsofbullerswoodgirls@gmail.com">friendsofbullerswoodgirls@gmail.com</a>
Website	<a href="http://www.bullerswood.bromley.sch.uk/?page_id=159">http://www.bullerswood.bromley.sch.uk/?page_id=159</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUPILS OF THE SCHOOL.

**Activities:** Fundraising benefitting the community, pupils and the school.

## Classification

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- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People, The General Public/mankind

## Geography

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- **Area of benefit:** IN PRACTICE LONDON BOROUGH OF BROMLEY
- Bromley
- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£58,503	£25,009	-	-
2024-08-31	£34,305	£24,833	-	-
2023-08-31	£37,644	£48,827	-	-
2022-08-31	£49,370	£80,294	-	-
2021-08-31	£46,119	£21,649	-	-

## Trustees

Name	Role	Appointed
<b>Veronica Huxtable</b>	Chair	2025-02-13
Helen Tricard		2018-06-13
Kerstin Retzlaff		2022-01-25
Liz Kirby		2025-02-12
Lucy Brooks		2022-01-25
Mike O'Connor		2018-06-18
Paul Palmer		2022-01-29
Peter Taylor		2022-01-25
Sophie Anne Mercer		2022-01-25
Victoria Virtue- Boussie		2025-02-13

**FRIENDS OF BULLERS WOOD SCHOOL**

England & Wales - Charity number 1024413

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# Accounts

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# Friends of Bullers Wood

## Trustees' Annual Report and Accounts

Period: 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025

### Reference and Details

<b>Charity Name</b>		Friends of Bullers Wood School	
<b>Other Names by which charity is known</b>		FoBW	
<b>Registered Charity Number</b>		1024413	
<b>Charity's Address</b>		St Nicolas Lane, Chislehurst, Kent, BR7 5LL	
<b>Charity Trustees</b>			
<b>Trustee Name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Appointed by</b>
Veronica Huxtable	Chair		Committee meeting
Victoria Virtue-Boussie	Deputy Chair	13 <sup>th</sup> February 2025	Committee meeting
Mike O'Connor	Treasurer		Committee meeting
Mike Feely	Trustee		Committee Meeting
Paul Palmer	Trustee		Committee Meeting
Peter Taylor	Trustee		Committee Meeting
Sophie Anne Mercer	Trustee		Committee Meeting
Liz Kirby	Trustee	12 <sup>th</sup> February 2025	Committee Meeting
Kerstin Retzlaff	Trustee		Committee Meeting
Any committee member who participates in voting is regarded as a Trustee. All of the above have served on the committee throughout 2024-2025		Our constitution states that the management of the Association shall be vested in a Committee composed of <ul style="list-style-type: none"> <li>• The President (the Head Teacher)</li> <li>• 2 members of staff</li> <li>• 12 parent members</li> <li>• Co-opted members</li> </ul>	
<b>School Representation</b>			
S Hardwick		Head Teacher; President of the Trustees	
D Nguyen		Teacher	
J Lille		Teacher	
J Wyman		Teacher	
<b>Banks</b>			
NatWest Bank, Sidcup		Historical accounts and reserve accounts for funds raised directly by events and other activities	
Lloyds Bank, Bromley		Main account principally for parent donations under standing orders. This is managed by the school's Finance office.	

<b>Governing Document</b>	Constitution, last amended 2019
<b>How constituted</b>	The Head Teacher as President, with two other teachers on the committee, voluntary representation by 12 parents, and additional co-opted members.
<b>Trustee selection</b>	Election at AGM. Additional membership when appropriate



# Friends of Bullers Wood

<b>Additional issues</b>	<p>There is a child protection policy. Criminal Records Bureau checks are carried out for Trustees if they are to have free access to the school or are to have regular contact with school students.</p> <p>The school decides whether CRB checks are required for individual Trustees and arranges for them.</p> <p>Prior to obtaining CRB checks Trustees should be escorted while at school.</p> <p>There is a GDPR policy.</p>
	<p>All trustees give their time voluntarily and receive no remuneration.</p>
<b>Objectives</b>	<p>To raise funds for school projects for the benefit of the students generally. Funds are not provided for the benefit of individual students.</p>
<b>Main activities</b>	<p>Typical activities for fund raising in the year to 31<sup>st</sup> August 2025;</p> <ul style="list-style-type: none"> <li>• Christmas Fayre and Hamper raffles</li> <li>• Easter Hamper raffles</li> <li>• Bags2School clothing collection</li> <li>• Easy Fundraising (money back via retail sites)</li> <li>• Quiz Nights, Concerts and other events</li> </ul>
<b>Public Benefit</b>	<p>The public benefit is met by agreeing donations to the school for use for specific projects.</p> <p>Agreement is obtained through committee meetings, and receipts are provided for all funding. Funding timings are dependent on the availability of staff during term times and provision of finalised receipts.</p>
<b>Financial Review</b>	<p>The financial report is appended to this document. It shows a current fund of £91,156 which has been reconciled to the bank statements as at 31<sup>st</sup> August 2025. The report has been prepared on a cash basis following the Receipts and Payments methodology.</p> <p>Of the £58,503 funds received throughout the financial year, £19,715 was from donations through covenants and £24,810 was from fund-raising through events and sponsorships. There were Gift Aid claims for both 2023/24 and 2024/25 totalling £13,977. Note the 2023/24 late claim was not recognised in the 2023/24 Accounts as we made a note that we would account for it on a cash basis.</p> <p>During the year a total of £21,815 was paid from FOBW to the school for projects and equipment that are detailed in the minutes of the PTA meetings where bids are discussed and agreed. As this amount was lower than the income for the year, there has been a substantial increase in reserves available for future projects.</p>
<b>Surplus Funds</b>	<p>All funds are retained on deposit for allocation to agreed projects.</p> <p>We maintain sufficient balance to enable necessary expenditure for refreshments and licences for events, and for a suitable float at those events.</p>
<b>Acknowledgement and Thanks</b>	<p>We are indebted to the many people who volunteer to participate in committee meetings and at the various events.</p>



# Friends of Bullers Wood

## Declaration

Report Prepared by Mike O'Connor, Treasurer and agreed by Trustees led by the Chair, Lucy Brooks and Deputy-Chair, Helen Tricard.

### Signature

Full Name	Mike O'Connor
Position	Treasurer
Date	4 <sup>th</sup> January 2026

FRIENDS OF BULLERS WOOD SCHOOL

RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2025

2025  
£

2024  
£



# Friends of Bullers Wood

## **RECEIPTS**

Appeal Fund	19,715	24,334
Fund Raising	24,810	9,911
HMRC Gift Aid	13,977	-
Bank Interest	1	60
	<b>58,503</b>	<b>34,305</b>

## **PAYMENTS**

Fund Raising	3,032	1,680
PTA UK Subscription	162	153
Donation: Bullers Wood School (see Notes)	21,815	23,000
	25,009	24,833
<b>Net Income for the Year</b>	<b>33,494</b>	<b>9,472</b>

## **STATEMENT OF ASSETS AND LIABILITIES as at 31<sup>ST</sup> AUGUST 2024**

<b>Accumulated Fund at 31/08/24</b>	62,662	53,190
(Less Deficit) / Add Excess for the year	33,494	9,472
<b>Accumulated Fund at 31/08/25</b>	<b>96,156</b>	<b>62,662</b>

## **Represented by:**

### **Bank Balances and Receivables**

Appeal Capital Deposit Account (NatWest Reserve ****840)	72	72
Appeal Current Account (NatWest ****580)	5,338	75
Staff Association Current Account(NatWest Account ****092)	8,730	210
School Current Account (Lloyds, Covenants)	82,016	62,305
<b>Total Bank Balance</b>	<b>96,156</b>	<b>62,662</b>

## **Notes**

2025 HMRC Gift Aid Claim includes missed claim for 2024 – accounted for on a cash basis.



# Friends of Bullers Wood

I report to the trustees on my examination of the accounts of The Friends of Bullers Wood School Trust (the Charity) for the year ended 31<sup>st</sup> August 2023, in accordance with the Charities Act 2011 (the Act) which are set out on the immediately preceding pages.

## **Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the Audit requirements of Section 144 of the Act do not apply opting instead to recognise the requirements of Section 145 (1)(a) of the Act. It is therefore to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under 145(5) of the Act whether particular matters have come to my attention.

## **Basis of Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and any comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit, and consequently I do not express an Audit opinion on the view given by the accounts.

## **Independent Examiner's Statement**

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination:

1. which give me reasonable cause to believe that in any material respect the requirement
  - to keep accounting records in accordance with Section 130 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act have 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, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Trust's constitution have not been met.

Travis Macilwain  
78 Cowcross Street, Farringdon, EC1M 6EJ

Signature dated 6<sup>th</sup> January 2026



# Friends of Bullers Wood

## **Formal Policies on Governance Issues.**

### **Risk management policy**

The charity is bound by the obligations of the school and the rules regarding the use of the premises.

### **Written investment policy**

The charity makes no formal investments other than through the use of bank accounts. The charity will endeavour to retain monies as efficiently as possible in its various accounts.

### **Written safeguarding policy**

The charity is governed by the school's policies which relate in particular to the need for people to comply with government guidance on working with people of school age. Some trustees may be permitted to work unescorted subject to completion of the necessary approvals. Outside school times, for example during events, the trustees and volunteers should be permitted unrestricted access, but would normally be working with other colleagues.

### **Paying staff**

All people working with FoBW are doing so as volunteers. They are unpaid.

### **GDPR**

The charity ratified a privacy policy, compliant with GDPR in June 2018.

**FRIENDS OF BULLERS WOOD SCHOOL**

England & Wales - Charity number 1024413

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# Accounts

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# Friends of Bullers Wood

## Trustees' Annual Report and Accounts

Period: 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024

### Reference and Details

<b>Charity Name</b>		Friends of Bullers Wood School	
<b>Other Names by which charity is known</b>		FoBW	
<b>Registered Charity Number</b>		1024413	
<b>Charity's Address</b>		St Nicolas Lane, Chislehurst, Kent, BR7 5LL	
<b>Charity Trustees</b>			
<b>Trustee Name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Appointed by</b>
Lucy Brooks	Chair		Committee meeting
Helen Tricard	Deputy Chair		Committee meeting
Mike O'Connor	Treasurer		Committee meeting
Mike Feely	Trustee		Committee Meeting
Paul Palmer	Trustee		Committee Meeting
Peter Taylor	Trustee		Committee Meeting
Sophie Anne Mercer	Trustee		Committee Meeting
Kirsten Burton	Trustee		Committee Meeting
Kerstin Retzlaff	Trustee		Committee Meeting
Any committee member who participates in voting is regarded as a Trustee. All of the above have served on the committee throughout 2021-2022		Our constitution states that the management of the Association shall be vested in a Committee composed of <ul style="list-style-type: none"> <li>• The President (the Head Teacher)</li> <li>• 2 members of staff</li> <li>• 12 parent members</li> <li>• Co-opted members</li> </ul>	
<b>School Representation</b>			
S Hardwick		Head Teacher; President of the Trustees	
D Nguyen		Teacher	
J Lille		Teacher	
J Wyman		Teacher	
<b>Banks</b>			
NatWest Bank, Sidcup		Historical accounts and reserve accounts for funds raised directly by events and other activities	
Lloyds Bank, Bromley		Main account principally for parent donations under standing orders. This is managed by the school's Finance office.	
<b>Governing Document</b>	Constitution, last amended 2019		
<b>How constituted</b>	The Head Teacher as President, with two other teachers on the committee, voluntary representation by 12 parents, and additional co-opted members.		



# Friends of Bullers Wood

<b>Trustee selection</b>	Election at AGM. Additional membership when appropriate
<b>Additional issues</b>	<p>There is a child protection policy. Criminal Records Bureau checks are carried out for Trustees if they are to have free access to the school or are to have regular contact with school students.</p> <p>The school decides whether CRB checks are required for individual Trustees and arranges for them.</p> <p>Prior to obtaining CRB checks Trustees should be escorted while at school.</p> <p>There is a GDPR policy.</p> <p>All trustees give their time voluntarily and receive no remuneration.</p>
<b>Objectives</b>	To raise funds for school projects for the benefit of the students generally. Funds are not provided for the benefit of individual students.
<b>Main activities</b>	<p>Typical activities for fund raising in the year to 31<sup>st</sup> August 2023;</p> <ul style="list-style-type: none"> <li>• Christmas Fayre and Hamper raffles</li> <li>• Easter Hamper raffles</li> <li>• Bags2School clothing collection</li> <li>• Easy Fundraising (money back via retail sites)</li> <li>• Quiz Nights, Concerts and other events</li> </ul>
<b>Public Benefit</b>	<p>The public benefit is met by agreeing donations to the school for use for specific projects.</p> <p>Agreement is obtained through committee meetings, and receipts are provided for all funding. Funding timings are dependent on the availability of staff during term times and provision of finalised receipts.</p>
<b>Financial Review</b>	<p>The financial report is appended to this document. It shows a current fund of £62,662 which has been reconciled to the bank statements as at 31<sup>st</sup> August 2024. The report has been prepared on a cash basis following the Receipts and Payments methodology.</p> <p>Of the £34,000 funds received throughout the financial year, £24,000 was from donations through covenants and £10,000 was from fund-raising through events and sponsorships. There will be a late claim for 2022/2023 and 2023/2024 Gift Aid of around £12,000 which is an amount consistent with previous years, but as the actual amount is unknown at the time of submitting the Annual Report and Accounts for 2023/2024 we have decided not to provision for it and will account for it on a cash basis when received in the 2024/2025 Financial Year.</p> <p>During the year a total of £23,000 was paid from FOBW to the school for projects and equipment that are detailed in the notes to the accounts below. As this amount was lower than the income for the year, there has been an increase in reserves available for future projects.</p>
<b>Surplus Funds</b>	<p>All funds are retained on deposit for allocation to agreed projects.</p> <p>We maintain sufficient balance to enable necessary expenditure for refreshments and licences for events, and for a suitable float at those events.</p>



Quasi Proas T'anta  
Strive to your 'Almost

# Friends of Bullers Wood

<b>Acknowledgement and Thanks</b>	We are indebted to the many people who volunteer to participate in committee meetings and at the various events.
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## Declaration

Report Prepared by Mike O'Connor, Treasurer and agreed by Trustees led by the Chair, Lucy Brooks and Deputy-Chair, Helen Tricard.

### Signature

<b>Full Name</b>	<b>Mike O'Connor</b>
<b>Position</b>	<b>Treasurer</b>
<b>Date</b>	<b>10<sup>th</sup> June 2025</b>

**FRIENDS OF BULLERS WOOD SCHOOL**



# Friends of Bullers Wood

## RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2024

	2024	2023
	£	£
<b>RECEIPTS</b>		
Appeal Fund	24,334	28,986
Fund Raising	9,911	8,623
HMRC Gift Aid	-	-
Bank Interest	60	35
	<u>34,305</u>	<u>37,644</u>
<b>PAYMENTS</b>		
Fund Raising	1,680	1,392
PTA UK Subscription	153	140
Donation: Bullers Wood School (see Notes)	23,000	47,295
	<u>24,833</u>	<u>48,827</u>
<b>Net Income for the Year</b>	<u><b>9,472</b></u>	<u><b>(11,183)</b></u>

## STATEMENT OF ASSETS AND LIABILITIES as at 31<sup>ST</sup> AUGUST 2024

<b>Accumulated Fund at 31/08/23</b>	53,190	64,373
(Less Deficit) / Add Excess for the year	9,472	(11,183)
<b>Accumulated Fund at 31/08/24</b>	<u><b>62,662</b></u>	<u><b>53,190</b></u>

### **Represented by:**

#### **Bank Balances and Receivables**

Appeal Capital Deposit Account (NatWest Reserve ****840)	72	4,012
Appeal Current Account (NatWest ****580)	75	1,754
Staff Association Current Account(NatWest Account ****092)	210	9,453
School Current Account (Lloyds, Covenants)	62,305	37,971
<b>Total Bank Balance</b>	<u><b>62,662</b></u>	<u><b>53,190</b></u>

### **Notes**

Payment to Bullers Wood School of £23,000 was (in the main) made up of;

ACTIVPANEL 9 75 - 2 X PENS & CABLE PACK	2,100
Furniture	3,045
75" Newline Interactive Screen	1,794
3 YEAR DIGITAL SUBSCRIPTION LANGUAGE	1,595
ACTIVPANEL 9 75 - 2 X PENS & CABLE PACK	1,559
ABIG GEARED PRINTING PRESS (60X90)	1,550
Connevans Phonak Roger Touchscreen	1,489
SHIMPO ASPIRE TABLETOP WHEEL CONTROL	1,200
JSTOR ANNUAL ACCESS FEE	914
N1102 NETBALL POSTS PAIR	864
N510 NETBALL POSTS PAIR	864
Connevans Phonak Roger Focus II	772
DISPLAY NOTICEBOARD	672
F5202 FOOTBALL POSTS PAIR	540
F777 WEIGHTS	470
ECONOMIC BOOKS EKHR72	330



Quasi Proas T'anta  
Srebe to your 'Almost

# Friends of Bullers Wood

## **Independent Examiners Reports to the Trustees of The Friends of Bullers Wood School**

I report to the trustees on my examination of the accounts of The Friends of Bullers Wood School Trust (the Charity) for the year ended 31<sup>st</sup> August 2023, in accordance with the Charities Act 2011 (the Act) which are set out on the immediately preceding pages.

## **Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the Audit requirements of Section 144 of the Act do not apply opting instead to recognise the requirements of Section 145 (1)(a) of the Act. It is therefore to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under 145(5) of the Act whether particular matters have come to my attention.

## **Basis of Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and any comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit, and consequently I do not express an Audit opinion on the view given by the accounts.

## **Independent Examiner's Statement**

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination:

1. which give me reasonable cause to believe that in any material respect the requirement
  - to keep accounting records in accordance with Section 130 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act have 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, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Trust's constitution have not been met.

Travis Macilwain  
78 Cowcross Street, Farringdon, EC1M 6EJ

Signature dated 13<sup>th</sup> June 2025



Quasi Proxi Tanta  
Strive to your 'Almost'

# Friends of Bullers Wood

## **Formal Policies on Governance Issues.**

### **Risk management policy**

The charity is bound by the obligations of the school and the rules regarding the use of the premises.

### **Written investment policy**

The charity makes no formal investments other than through the use of bank accounts. The charity will endeavour to retain monies as efficiently as possible in its various accounts.

### **Written safeguarding policy**

The charity is governed by the school's policies which relate in particular to the need for people to comply with government guidance on working with people of school age. Some trustees may be permitted to work unescorted subject to completion of the necessary approvals. Outside school times, for example during events, the trustees and volunteers should be permitted unrestricted access, but would normally be working with other colleagues.

### **Paying staff**

All people working with FoBW are doing so as volunteers. They are unpaid.

### **GDPR**

The charity ratified a privacy policy, compliant with GDPR in June 2018.

**FRIENDS OF BULLERS WOOD SCHOOL**

England & Wales - Charity number 1024413

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# Accounts

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Quod Proes Tenta  
Serve to your 'Ultima'

# Friends of Bullers Wood

## Trustees' Annual Report and Accounts

Period: 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023

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Any committee member who participates in voting is regarded as a Trustee. All of the above have served on the committee throughout 2021-2022		Our constitution states that the management of the Association shall be vested in a Committee composed of <ul style="list-style-type: none"> <li>• The President (the Head Teacher)</li> <li>• 2 members of staff</li> <li>• 12 parent members</li> <li>• Co-opted members</li> </ul>	
<b>School Representation</b>			
S Hardwick		Head Teacher; President of the Trustees	
K Parsons		Teacher	
Lola Reffel		Finance; not a Trustee	
K Harris		Authorised co-signatory; not a Trustee	
<b>Banks</b>			
NatWest Bank, Sidcup		Historical accounts and reserve accounts for funds raised directly by events and other activities	
Lloyds Bank, Bromley		Main account principally for parent donations under standing orders. This is managed by the school's Finance office.	
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<b>How constituted</b>	The Head Teacher as President, with two other teachers on the committee, voluntary representation by 12 parents, and additional co-opted members.		



# Friends of Bullers Wood

<b>Trustee selection</b>	Election at AGM. Additional membership when appropriate
<b>Additional issues</b>	<p>There is a child protection policy. Criminal Records Bureau checks are carried out for Trustees if they are to have free access to the school or are to have regular contact with school students.</p> <p>The school decides whether CRB checks are required for individual Trustees and arranges for them.</p> <p>Prior to obtaining CRB checks Trustees should be escorted while at school.</p> <p>There is a GDPR policy.</p> <p>All trustees give their time voluntarily and receive no remuneration.</p>
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<b>Surplus Funds</b>	<p>All funds are retained on deposit for allocation to agreed projects.</p> <p>We maintain sufficient balance to enable necessary expenditure for refreshments and licences for events, and for a suitable float at those events.</p>



# Friends of Bullers Wood

<b>Acknowledgements and Thanks</b>	We are indebted to the many people who volunteer to participate in committee meetings and at the various events.
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## Declaration

Report Prepared by Mike O'Connor, Treasurer and agreed by Trustees led by the Chair, Lucy Brooks and Deputy-Chair, Helen Tricard.

### Signature

<b>Full Name</b>	<b>Mike O'Connor</b>
<b>Position</b>	<b>Treasurer</b>
<b>Date</b>	<b>17<sup>th</sup> June 2024</b>

**FRIENDS OF BULLERS WOOD SCHOOL**



# Friends of Bullers Wood

## RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022

	2023 £	2022 £
<b>RECEIPTS</b>		
Appeal Fund	28,986	29,182
Fund Raising	8,623	13,550
HMRC Gift Aid	-	6,634
Bank Interest	35	4
	<u>37,644</u>	<u>49,370</u>
<b>PAYMENTS</b>		
Fund Raising	1,392	1,749
PTA UK Subscription	140	128
Donation: Bullers Wood School (see Notes)	47,295	78,417
	<u>48,827</u>	<u>80,294</u>
<b>Net Income for the Year</b>	<u><b>(11,183)</b></u>	<u><b>(30,924)</b></u>

## STATEMENT OF ASSETS AND LIABILITIES as at 31<sup>ST</sup> AUGUST 2022

<b>Accumulated Fund at 31/08/22</b>	64,373	95,297
(Less Deficit) / Add Excess for the year	<u>(11,183)</u>	<u>(30,924)</u>
<b>Accumulated Fund at 31/08/23</b>	<b>53,190</b>	<b>64,373</b>

### **Represented by:**

#### **Bank Balances and Receivables**

Appeal Capital Deposit Account (NatWest Reserve ****840)	4,012	3,977
Appeal Current Account (NatWest ****580)	1,754	35,001
Staff Association Current Account(NatWest Account ****092)	9,453	9,776
School Current Account (Lloyds, Covenants)	37,971	8,985
HMRC Gift Aid monies receivable as at 31.8.22, received 28.9.22	-	6,634
<b>Total Bank Balance</b>	<u><b>53,190</b></u>	<u><b>64,373</b></u>

### **Notes**

Payment to Bullers Wood School of £47,295 was made up of (*nb rounds to £47,000*);  
 £18,000 Gym changing room refurbishment  
 £14,000 Artificial grass at the Dalo building  
 £ 5,000 PE Equipment  
 £ 1,000 Picnic Tables  
 £ 2,000 Teaching and Display Boards  
 £ 2,000 Licences, subscriptions and talks  
 £ 2,000 Books and science equipment  
 £ 2,000 Hardware, matting, cabinets  
 £ 1,000 Art and other equipment



Quod Proas Tenta  
Serve to your Utmost

# Friends of Bullers Wood

## **Independent Examiners Reports to the Trustees of The Friends of Bullers Wood School**

I report to the trustees on my examination of the accounts of The Friends of Bullers Wood School Trust (the Charity) for the year ended 31<sup>st</sup> August 2023, in accordance with the Charities Act 2011 (the Act) which are set out on the immediately preceding pages.

### **Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the Audit requirements of Section 144 of the Act do not apply opting instead to recognise the requirements of Section 145 (1)(a) of the Act. It is therefore to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under 145(5) of the Act whether particular matters have come to my attention.

### **Basis of Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and any comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit, and consequently I do not express an Audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination:

1. which give me reasonable cause to believe that in any material respect the requirement
  - to keep accounting records in accordance with Section 130 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act have 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, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Trust's constitution have not been met.

Travis Macilwain  
Director of International Accounting & Finance  
OpenExchange, 78 Cowcross Street, Farringdon, EC1M 6EJ

Signature dated 17<sup>th</sup> June 2024



# Friends of Bullers Wood

## **Formal Policies on Governance Issues.**

### **Risk management policy**

The charity is bound by the obligations of the school and the rules regarding the use of the premises.

### **Written investment policy**

The charity makes no formal investments other than through the use of bank accounts. The charity will endeavour to retain monies as efficiently as possible in its various accounts.

### **Written safeguarding policy**

The charity is governed by the school's policies which relate in particular to the need for people to comply with government guidance on working with people of school age. Some trustees may be permitted to work unescorted subject to completion of the necessary approvals. Outside school times, for example during events, the trustees and volunteers should be permitted unrestricted access, but would normally be working with other colleagues.

### **Paying staff**

All people working with FoBW are doing so as volunteers. They are unpaid.

### **GDPR**

The charity ratified a privacy policy, compliant with GDPR in June 2018.

**FRIENDS OF BULLERS WOOD SCHOOL**

England & Wales - Charity number 1024413

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# Accounts

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# Friends of Bullers

## Trustees' Annual Report and Accounts

Period: 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022

### Reference and Details

<b>Charity Name</b>		Friends of Bullers Wood School	
<b>Other Names by which charity is known</b>		FoBW	
<b>Registered Charity Number</b>		1024413	
<b>Charity's Address</b>		St Nicolas Lane, Chislehurst, Kent, BR7 5LL	
<b>Charity Trustees</b>			
<b>Trustee Name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Appointed by</b>
Lucy Brooks	Chair		Committee meeting (AGM Jan13 <sup>th</sup> 2020)
Helen Tricard	Deputy Chair		Committee meeting
Mike O'Connor	Treasurer		Committee meeting (AGM June 18 <sup>th</sup> 2018)
Mike Feely	Trustee	25 January 2022	Committee Meeting
Paul Palmer	Trustee	25 January 2022	Committee Meeting
Peter Taylor	Trustee	25 January 2022	Committee Meeting
Sophie Anne Mercer	Trustee	25 January 2022	Committee Meeting
Britta Wicke	Trustee	25 January 2022	Committee Meeting
Kirsten Burton	Trustee	25 January 2022	Committee Meeting
Kerstin Retzlaff	Trustee	25 January 2022	Committee Meeting
Any committee member who participates in voting is regarded as a Trustee. All of the above have served on the committee throughout 2021-2022		Our constitution states that the management of the Association shall be vested in a Committee composed of <ul style="list-style-type: none"> <li>• The President (the Head Teacher)</li> <li>• 2 members of staff</li> <li>• 12 parent members</li> <li>• Co-opted members</li> </ul>	
<b>School Representation</b>			
S Hardwick		Head Teacher; President of the Trustees	
K Parsons		Teacher	
Lola Reffel		Finance; not a Trustee	
K Harris		Authorised co-signatory; not a Trustee	



# Friends of Bullers Wood

## Banks

NatWest Bank, Sidcup	Historical accounts and reserve accounts for funds raised directly by events on their activities
Lloyds Bank, Bromley	Main account principally for parent donations under standing orders. This is managed by the school's Finance office.

<b>Governing Document</b>	Constitution, last amended 2019
<b>How constituted</b>	The Head Teacher as President, with two other teachers on the committee, voluntary representation by 12 parents, and additional co-opted members.
<b>Trustee selection</b>	Election at AGM. Additional membership when appropriate
<b>Additional issues</b>	There is a child protection policy. Criminal Records Bureau checks are carried out for Trustees if they are to have free access to the school or are to have regular contact with school students. The school decides whether CRB checks are required for individual Trustees and arranges for them. Prior to obtaining CRB checks Trustees should be escorted while at school. There is a GDPR policy.
	All trustees give their time voluntarily and receive no remuneration.
<b>Objectives</b>	To raise funds for school projects for the benefit of the students generally. Funds are not provided for the benefit of individual students.
<b>Main activities</b>	Typical activities for fund raising in the year to 31 <sup>st</sup> August 2022; <ul style="list-style-type: none"> <li>• Christmas Hamper raffles</li> <li>• Easter Hamper raffles</li> <li>• Bags2School clothing collection</li> <li>• Easy Fundraising (money back via retail sites)</li> <li>• Quiz Nights and other virtual events</li> </ul>
<b>Public Benefit</b>	The public benefit is met by agreeing donations to the school for use for specific projects. Agreement is obtained through committee meetings, and receipts are provided for all funding. Funding timings are dependent on the availability of staff during term times and provision of finalised receipts.



# Friends of Bullers Wood

<p><b>Financial Review</b></p>	<p>The financial report is appended to this document. It shows a current fund of £64,373 which has been reconciled to the bank statements as at 31<sup>st</sup> August 2022. The report has been prepared on a cash basis following the Receipts and Payments methodology.</p> <p>Of the £49,000 funds received throughout the financial year, £29,000 was from donations through covenants, £13,000 was from fund-raising through events and sponsorships and almost £7,000 was tax paid on donations subsequently refunded through Gift Aid.</p> <p>During the year a total of £78,417 was paid from FOBW to the school for projects and equipment that are detailed in the notes to the accounts below. As this amount was higher than the income for the year, there has been a reduction in reserves available for future projects. However, the Trustees are in agreement that those reserves are sufficient, having built up over the previous 5 years where expenditure was lower than income.</p> <p>The school has a range of possible additional projects for fund allocation and actual allocation will depend on priorities. It is also prudent to retain some funds in case of any emergency requirement.</p>
<p><b>Surplus Funds</b></p>	<p>All funds are retained on deposit for allocation to agreed projects.</p> <p>We maintain sufficient balance to enable necessary expenditure for refreshments and licences for events, and for a suitable float at those events.</p>
<p><b>Acknowledgement and Thanks</b></p>	<p>We are indebted to the many people who volunteer to participate in committee meetings and at the various live and virtual events.</p> <p>We also thank Travis Macilwain, Independent Examiner, for reviewing the accounts.</p>

## Declaration

Report Prepared by Mike O'Connor, Treasurer and agreed by Trustees led by the Chair, Lucy Brooks and Deputy-Chair, Helen Tricard.

### Signature



**Full Name**  
**Position**  
**Date**

**Mike O'Connor**  
**Treasurer**  
**6<sup>th</sup> June 2023**

# Friends of Bullers Wood

**FRIENDS OF BULLERS WOOD SCHOOL**

## **RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Appeal Fund	29,182	29,825
Fund Raising	13,550	10,036
HMRC Gift Aid	6,634	6,255
Bank Interest	4	3
	<b><u>49,370</u></b>	<b><u>46,119</u></b>
<b>PAYMENTS</b>		
Fund Raising	1,749	361
PTA UK Subscription	128	123
Donation: Bullers Wood School (see Notes)	78,417	21,165
	<b><u>80,294</u></b>	<b><u>21,649</u></b>
<b>Net Income for the Year</b>	<b><u>(30,924)</u></b>	<b><u>24,470</u></b>

## **STATEMENT OF ASSETS AND LIABILITIES as at 31<sup>ST</sup> AUGUST 2022**

<b>Accumulated Fund at 31/08/21</b>	95,297	70,827
(Less Deficit) / Add Excess for the year	<b><u>(30,924)</u></b>	<b><u>24,470</u></b>



# Friends of Bullers Wood

Accumulated Fund at 31/08/22 64,373    95,297

## **Represented by:**

### **Bank Balances and Receivables**

Appeal Capital Deposit Account (NatWest Reserve ****840)	3,977	3,975
Appeal Current Account (NatWest ****580)	35,001	34,881
Staff Association Current Account (NatWest Account ****092)	9,776	23,632
School Current Account (Lloyds, Covenants)	8,985	32,809
HMRC Gift Aid monies receivable as at 31.8.22, received 28.9.22	6,634	-
<b>Total Bank Balance</b>	<b><u>64,373</u></b>	<b><u>95,297</u></b>

## **Notes**

Payment to Bullers Wood School of £78,417 was made up of (*nb rounds to £79,000*);

£36,000 Outdoor Classroom

£10,000 Outdoor seating & picnic benches

£12,000 Technology equipment (monitors, visualisers, boards)

£4,000 Books (English, History, Science)

£3,000 Science equipment

£3,000 Music equipment

£3,000 PE equipment

£2,000 Art supplies

£4,000 General repairs (Toilet block refurbishment, flooring)

£2,000 Online learning subscriptions & sundry (Christmas Tree)

## **Independent Examiners Reports to the Trustees of The Friends of Bullers Wood School**

I report to the trustees on my examination of the accounts of The Friends of Bullers Wood School Trust (the Charity) for the year ended 31<sup>st</sup> August 2022, in accordance with the Charities Act 2011 (the Act) which are set out on the immediately preceding pages.

## **Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the Audit requirements of Section 144 of the Act do not apply opting instead to recognise the requirements of Section 145 (1)(a) of the Act. It is therefore to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under 145(5) of the Act whether particular matters have come to my attention.

## **Basis of Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and any comparison of the accounts presented with those records. It also includes consideration of any unusual items



# Friends of Bullers

or disclosures in the accounts and seeking explanation from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an Audit, and consequently I do not express an Audit opinion on the view given by the accounts.

# Wood

## **Independent Examiner's Statement**

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination:

1. which give me reasonable cause to believe that in any material respect the requirement
  - to keep accounting records in accordance with Section 130 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act have 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, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Trust's constitution have not been met.

Travis Macilwain  
Director of International Accounting & Finance  
OpenExchange, 78 Cowcross Street, Farringdon, EC1M 6EJ

Signature dated 14<sup>th</sup> June 2023

## **Formal Policies on Governance Issues.**

### **Risk management policy**

The charity is bound by the obligations of the school and the rules regarding the use of the premises.

### **Written investment policy**

The charity makes no formal investments other than through the use of bank accounts. The charity will endeavour to retain monies as efficiently as possible in its various accounts.

### **Written safeguarding policy**

The charity is governed by the school's policies which relate in particular to the need for people to comply with government guidance on working with people of school age. Some trustees may be permitted to work unescorted subject to completion of the necessary approvals. Outside school times, for example during



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Serve to your Ultimate

# Friends of Bullers

events, the trustees and volunteers should be permitted unrestricted access, but would normally be working with other colleagues.

## Wood

### **Paying staff**

All people working with FoBW are doing so as volunteers. They are unpaid.

### **GDPR**

The charity ratified a privacy policy, compliant with GDPR in June 2018.

**FRIENDS OF BULLERS WOOD SCHOOL**

England & Wales - Charity number 1024413

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# Accounts

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# Friends of Bullers Wood

## Trustees' Annual Report and Accounts Period: 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021 Reference and Details

<b>Charity Name</b>		Friends of Bullers Wood School	
<b>Other Names by which charity is known</b>		FoBW	
<b>Registered Charity Number</b>		1024413	
<b>Charity's Address</b>		St Nicolas Lane, Chislehurst, Kent, BR7 5LL	
<b>Charity Trustees</b>			
<b>Trustee Name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Appointed by</b>
Lucy Brooks	Chair		Committee meeting (AGM Jan13 <sup>th</sup> 2020)
Carrie Goodwin	Governor-Elected Community Governor		Committee meeting
Helen Tricard	Deputy Chair		Committee meeting
Mike O'Connor	Treasurer		Committee meeting (AGM June 18 <sup>th</sup> 2018)
Any committee member who participates in voting is regarded as a Trustee. All of the above have served on the committee at some time during the year 2020-21		Our constitution states that the management of the Association shall be vested in a Committee composed of <ul style="list-style-type: none"> <li>• The President (the Head Teacher)</li> <li>• 2 members of staff</li> <li>• 12 parent members</li> <li>• Co-opted members</li> </ul>	
<b>School Representation</b>			
Terry Millar		Head Teacher; President of the Trustees	
D Carter		Deputy Head Teacher	
		One other teacher can be appointed to the committee	
K D Abbott		Finance; not a Trustee	
K Harris		Authorised co-signatory; not a Trustee	
<b>Banks</b>			
NatWest Bank, Chislehurst		Historical accounts and reserve accounts for funds raised directly by events and other activities	



# Friends of

# Bullers Wood

Lloyds Bank, Bromley Main account principally for parent donations under standing orders. This is managed by the school's Finance Office.

<b>Governing Document</b>	Constitution, last amended 2019
<b>How constituted</b>	The Head Teacher as President, with two other teachers on the committee, voluntary representation by 12 parents, and additional co-opted members.
<b>Trustee selection</b>	Election at AGM. Additional membership when appropriate
<b>Additional issues</b>	There is a child protection policy. Criminal Records Bureau checks are carried out for Trustees if they are to have free access to the school or are to have regular contact with school students. The school decides whether CRB checks are required for individual Trustees and arranges for them. Prior to obtaining CRB checks Trustees should be escorted while at school. There is a GDPR policy.
<b>Objectives</b>	All trustees give their time voluntarily and receive no remuneration. To raise funds for school projects for the benefit of the students generally. Funds are not provided for the benefit of individual students.
<b>Main activities</b>	Typical activities for fund raising in the year to 31 <sup>st</sup> August 2021 were different to previous years as almost all 'events' became virtual, with online raffles replacing fayres; <ul style="list-style-type: none"> <li>• Christmas Hamper raffles</li> <li>• Easter Hamper raffles</li> <li>• Bags2School clothing collection</li> <li>• Easy Fundraising (money back via retail sites)</li> <li>• Quiz Nights and other virtual events</li> <li>• Local business sponsorship - George Proctor</li> </ul>
<b>Public Benefit</b>	The public benefit is met by agreeing donations to the school for use for specific projects. Agreement is obtained through committee meetings, and receipts are provided for all funding. Funding timings are dependent on the availability of staff during term times and provision of finalised receipts.



# Friends of

# Bullers Wood

The financial report is appended to this document. It shows a current fund of £95,197 which has been reported to the bank statements as at 31<sup>st</sup> August 2021.

## Financial Review

Quod Poses Tenta  
Strive to your Utmost

Of the £46,000 funds received throughout the financial year, £30,000 was from donations through covenants, almost £10,000 was from fund-raising through events and sponsorships and just over £6,000 was a tax refund through Gift Aid.

During the year a total of £21,165 was paid from FOBW to the school for projects and equipment that are detailed in the notes to the accounts below. As this amount was lower than the income for the year, there has been an increase in reserves that will be allocated to projects and equipment in the next academic year. The detail for this is to be confirmed periodically by the Chair and Committee.

The school has a range of possible additional projects for fund allocation and actual allocation will depend on priorities. It is also prudent to retain some funds in case of any emergency requirement.

## Surplus Funds

All funds are retained on deposit for allocation to agreed projects. We maintain sufficient balance to enable necessary expenditure for refreshments and licences for events, and for a suitable float at those events.

## Acknowledgement and Thanks

We are indebted to the many people who volunteer to participate in committee meetings and at the various live and virtual events.

We also thank Patrick Kelly, Independent Examiner, for reviewing the accounts.

## Declaration

Report Prepared by Mike O'Connor, Treasurer and agreed by Trustees led by the Chair, Lucy Brooks and Deputy-Chair, Helen Tricard.

## Signature

**Full Name**  
**Position**  
**Date**

**Mike O'Connor**  
**Treasurer**  
**21<sup>st</sup> January 2022**



FRIENDS OF BULLERS WOOD SCHOOL

Quid Prodes Tanta  
Strive to your Utmost

# Friends of Bullers Wood

## RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2021

	2021 £	2020 £
<b>RECEIPTS</b>		
Appeal Fund	29,825	27,042
Fund Raising	10,036	7,891
Tax Refund	6,255	6,002
Bank Interest	3	18
	<u>46,119</u>	<u>40,953</u>
<b>PAYMENTS</b>		
Fund Raising	361	987
PTA UK Subscription	123	122
Donation: Bullers Wood School (see Notes)	21,165	42,490
	<u>21,649</u>	<u>43,599</u>
<b>Net Income for the Year</b>	<u>24,470</u>	<u>(2,646)</u>

## STATEMENT OF ASSETS AND LIABILITIES as at 31<sup>ST</sup> AUGUST 2021

<b>Accumulated Fund at 31/08/20</b>	70,827	73,473
(Less Deficit) / Add Excess for the year	24,470	(2,646)
<b>Accumulated Fund at 31/08/21</b>	<u>95,297</u>	<u>70,827</u>

### **Represented by:**

#### **Bank Balances**

Appeal Capital Deposit Account (NatWest Reserve)	3,975	3,975
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# Friends of

# Bullers Wood

****840)		
Appeal Current Account (NatWest) (**580)	4,881	28,506
Staff Association Current Account (NatWest Account ****092)	23,632	14,884
Cash in hand	-	-
	<b>62,488</b>	<b>47,365</b>
School Current Account (Lloyds, Covenants)	32,809	23,462
<b>Total</b>	<b>95,297</b>	<b>70,827</b>

## Notes

Payment to Bullers Wood School of £21,165 was made up of;  
£21,165 Toilet Block

## Independent Examiners Reports to the Trustees of The Friends of Bullers Wood School

I report on the accounts of the Trust for the year ended 31<sup>st</sup> August 2020 which are set out on the immediately preceding pages.

### Respective Responsibilities of Trustees and Examiner

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the Audit requirements of Section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is therefore to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under 43 (7) of the Act whether particular matters have come to my attention.

### Basis of Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and any comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit, and consequently I do not express an Audit opinion on the view given by the accounts.

### Independent Examiner's Statement



# Friends of

In connection with my examination, no matter has come to my attention:

# Bullers Wood

1. Which give me reasonable cause to believe that in any material respect the requirement
  - to keep accounting records in accordance with Section 41 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act have 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,
3. Which gives me reasonable cause to believe that in any material respect the accounting rules of the Trust's constitution have not been met.

Patrick Kelly  
Independent Examiner  
Suite A, 6 Honduras Street  
London EC1Y 0TH

Signature dated 11th April 2022

## **Formal Policies on Governance Issues.**

### **Risk management policy**

The charity is bound by the obligations of the school and the rules regarding the use of the premises.

### **Written investment policy**

The charity makes no formal investments other than through the use of bank accounts. The charity will endeavour to retain monies as efficiently as possible in its various accounts.

### **Written safeguarding policy**

The charity is governed by the school's policies which relate in particular to the need for people to comply with government guidance on working with people of school age. Some trustees may be permitted to work unescorted subject to completion of the necessary approvals. Outside school times, for example during events, the trustees and volunteers should be permitted unrestricted access, but would normally be working with other colleagues.

### **Paying staff**

All people working with FoBW are doing so as volunteers. They are unpaid.



# Friends of Bullers Wood

The charity ratified a privacy policy compliant with GDPR in June 2018.