

**Friends of Steyning Primary School**

**Registered Charity number 1038857**

**Trustees report and accounts for the Year Ended 31<sup>st</sup> August  
2025**

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## Charity Information

**Charity Name:** FSPS Friends of Steyning Primary School

**Charity Registration Number:** 1038857

**Charity registration date:** 21<sup>st</sup> June 2024

**Principal Address:** Steyning Primary School, Shooting Field, Steyning, BN44 3RQ

### **Trustees serving during the year:**

1. Lindsey Spencer-Mitchell – Chair
2. Hayley Emmins – Treasurer
3. Carla Bartella – Secretary
4. Helen Price

**Bankers:** HSBC. Storrington Branch

Independent examiner: Lisa Fyfe (ACA)

# **Annual Report of the Trustees**

## **For the year ended 31 August 2025**

### **Structure, Governance and Management**

#### **Governing Document**

The PTA is constituted as an unincorporated charitable association and is governed by its constitution. The charity's purposes and rules are set out in the governing document.

#### **Recruitment and Appointment of Trustees**

Trustees are elected annually at the Annual General Meeting. All parents and guardians of children attending Steyning Primary School are eligible to stand for election. The Head Teacher and staff representatives may attend meetings but are not voting trustees. New trustees receive an induction covering their responsibilities, the charity's activities, and relevant Charity Commission guidance.

#### **Organisational Structure**

The PTA is managed by a committee of trustees who meet as needed during the school year. Day-to-day decisions are delegated to officers, while significant financial decisions and policy matters are made collectively by the trustee board. The Head Teacher maintains close liaison with the committee to ensure activities align with the school's educational objectives.

#### **Risk Management**

The trustees have examined the major strategic, business and operational risks faced by the charity. Systems and procedures have been established to mitigate these risks, including public liability insurance, adherence to safeguarding policies, and financial controls requiring dual authorisation for payments.

### **Objectives and Activities**

#### **Charitable Purposes**

The PTA's objects are:

1. To advance the education and experience of pupils at Steyning Primary School by providing and assisting in the provision of facilities for education and play not normally provided by the Local Authority
2. To foster relationships between staff, parents and the wider community
3. To engage in activities that support the school and advance the education of its pupils

## Main Activities

During the year, the PTA organised various fundraising and community events including an Easter Wonka Bar sale, Summer Colour Run, Fireworks Display and Christmas Gift Shop. These events not only raised funds but strengthened the school community and provided valuable social and educational experiences for children and families.

The trustees have regard to the Charity Commission's guidance on public benefit when planning activities, ensuring that all events are inclusive and accessible to the entire school community regardless of financial circumstances.

## Achievements and Performance

### Fundraising Activities

The PTA successfully organised several events during the year, with highlights including:

1. **Fireworks Display** - raised £4,099 and attracted 1000 attendees
2. **Sponsored Colour Run** - raised £3,777
3. **Regular activities** - ongoing fundraising through lolly sales, Christmas Gift Shop, Wonka Bar sales, uniform sales, pantomime etc - £1481

Total funds raised during the year for these activities: **£9,357**

### Grants and Donations Made

Funds raised were used to benefit pupils through:

1. **Mud Kitchens** - £700
2. **Fish and Chips for Year 6 leavers** - £250
3. **Books** – £526
4. **Glass Cabinet for trophies** -£60

Total expenditure on these charitable activities: **£1536**

These purchases have directly enhanced the educational experience by providing play equipment for Early Years Children and subsidising a school trip to the beach for all Year 6 leavers (fish and chips).

### Community Engagement

Beyond fundraising, the PTA fostered community spirit through social events that brought families together and strengthened relationships between parents, teachers and pupils.

## Financial Review

### Financial Position

The charity's income for the year was £25,813, primarily from fundraising events and donations. Expenditure totalled £18,850, leaving a surplus of £6963. The charity's reserves at year-end stood at £11,011.

Full financial statements, including receipts and payments, are attached to this report.

### **Reserves Policy**

The trustees maintain a reserves policy to ensure financial stability. The target reserve level is £2,000. This provides a buffer for planned major purchases and ensures the charity can meet its obligations. Current reserves are above this target.

### **Principal Funding Sources**

The charity's income derives entirely from voluntary donations, fundraising events, and related activities within the school community. We are grateful to all parents, families, staff and local supporters who contributed their time, money and effort.

### **Plans for Future Periods**

#### **Fundraising Plans**

In the coming year, the trustees plan to:

1. Continue successful regular events including the Easter Wonka Bar sale, Summer Colour Run, Annual Fireworks Event and Christmas Gift Shop.
2. Increase engagement through recruiting new parent volunteers with the new intake of Reception children.

#### **Spending Plans**

Subject to fundraising success, the PTA aims to support the school by:

1. **Building a sandpit for all children to access** - estimated cost £5000
2. **Provide stationery, craft and learning equipment to each classroom** - estimated cost £500 per classroom
3. Maintaining a contingency fund to respond flexibly to emerging school needs

All spending decisions will be made in consultation with school leadership to ensure maximum educational benefit for pupils.

### **Trustees' Responsibilities Statement**

The trustees are responsible for preparing this Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

In preparing these financial statements, the trustees have adhered to the following requirements:

1. Prepare financial statements which give a true and fair view of the charity's financial activities.
2. Select suitable accounting policies and apply them consistently

3. Make judgements and estimates that are reasonable and prudent
4. State whether applicable accounting standards have been followed
5. Prepare the financial statements on a going concern basis unless it is inappropriate to assume the charity will continue operating

|                                                                                                                                       |                                       |                                 |             |                               |              |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------|-------------|-------------------------------|--------------|
|  <b>CHARITY COMMISSION<br/>FOR ENGLAND AND WALES</b> | Charity Name                          |                                 | No (if any) |                               | <b>CC16a</b> |
|                                                                                                                                       | <b>Receipts and payments accounts</b> |                                 |             |                               |              |
|                                                                                                                                       | For the period from                   | Period start date<br>01/09/2024 | To          | Period end date<br>31/08/2025 |              |

  

| Section A Receipts and payments                       |                                           |                                         |                                        |                                    |                                  |
|-------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------|------------------------------------|----------------------------------|
|                                                       | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest<br>£ | Endowment funds<br>to the nearest<br>£ | Total funds<br>to the nearest<br>£ | Last year<br>to the nearest<br>£ |
| <b>A1 Receipts</b>                                    |                                           |                                         |                                        |                                    |                                  |
| Donation Golding barn                                 | 461                                       | -                                       | -                                      | 461                                | -                                |
| Fireworks Night                                       | 11,664                                    | -                                       | -                                      | 11,664                             | -                                |
| Christmas shop ticket sales                           | 2,318                                     | -                                       | -                                      | 2,029                              | -                                |
| Uniform sales                                         | 35                                        | -                                       | -                                      | 35                                 | -                                |
| Pantomime ticket sales                                | 768                                       | -                                       | -                                      | 768                                | -                                |
| Pics and raffle from nativity                         | 416                                       | -                                       | -                                      | 416                                | -                                |
| wonka bar sales                                       | 2,048                                     | -                                       | -                                      | 2,475                              | -                                |
| Lolly sales                                           | 740                                       | -                                       | -                                      | 313                                | -                                |
| Colour run income                                     | 7,363                                     | -                                       | -                                      | 7,363                              | -                                |
|                                                       | -                                         | -                                       | -                                      | -                                  | -                                |
|                                                       | -                                         | -                                       | -                                      | -                                  | -                                |
| <b>Sub total (Gross income for AR)</b>                | <b>25,813</b>                             | <b>-</b>                                | <b>-</b>                               | <b>25,524</b>                      | <b>-</b>                         |
| <b>A2 Asset and investment sales, (see table).</b>    |                                           |                                         |                                        |                                    |                                  |
|                                                       | -                                         | -                                       | -                                      | -                                  | -                                |
|                                                       | -                                         | -                                       | -                                      | -                                  | -                                |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                           | <b>-</b>                         |
| <b>Total receipts</b>                                 | <b>25,813</b>                             | <b>-</b>                                | <b>-</b>                               |                                    | <b>-</b>                         |
| <b>A3 Payments</b>                                    |                                           |                                         |                                        |                                    |                                  |
| Mud kitchens for school                               | 700                                       | -                                       | -                                      | 700                                | -                                |
| Bank charges                                          | 60                                        | -                                       | -                                      | 60                                 | -                                |
| Sum Up Machines                                       | 188                                       | -                                       | -                                      | 188                                | -                                |
| Pantomime                                             | 600                                       | -                                       | -                                      | 600                                | -                                |
| New Gala Tent                                         | 786                                       | -                                       | -                                      | 786                                | -                                |
| Pizzas clean up day                                   | 123                                       | -                                       | -                                      | 123                                | -                                |
| Glass Cabinet                                         | 60                                        | -                                       | -                                      | 60                                 | -                                |
| Fireworks Costs                                       | 7,565                                     | -                                       | -                                      | 7,565                              | -                                |
| Christmas Shop costs                                  | 1,532                                     | -                                       | -                                      | 1,532                              | -                                |
| Parentkind                                            | 162                                       | -                                       | -                                      | 162                                | -                                |
| Nativity Pics and Raffle payment to school            | 416                                       | -                                       | -                                      | 416                                | -                                |
| Wonka Bar costs                                       | 1,618                                     | -                                       | -                                      | 1,618                              | -                                |
| Lollies and Sweets                                    | 678                                       | -                                       | -                                      | 833                                | -                                |
| Colour run costs                                      | 3,586                                     | -                                       | -                                      | 3,586                              | -                                |
| Fish and Chips Yr 6                                   | 250                                       | -                                       | -                                      | 250                                | -                                |
| School books                                          | 526                                       | -                                       | -                                      | 526                                | -                                |
| <b>Sub total</b>                                      | <b>18,850</b>                             | <b>-</b>                                | <b>-</b>                               | <b>19,005</b>                      | <b>-</b>                         |
| <b>A4 Asset and investment purchases, (see table)</b> |                                           |                                         |                                        |                                    |                                  |
|                                                       | -                                         | -                                       | -                                      | -                                  | -                                |
|                                                       | -                                         | -                                       | -                                      | -                                  | -                                |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                           | <b>-</b>                         |
| <b>Total payments</b>                                 | <b>18,850</b>                             | <b>-</b>                                | <b>-</b>                               | <b>19,005</b>                      | <b>-</b>                         |
| <b>Net of receipts/(payments)</b>                     | <b>6,963</b>                              | <b>-</b>                                | <b>-</b>                               | <b>6,519</b>                       | <b>-</b>                         |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                           | <b>-</b>                         |
| <b>A6 Cash funds last year end</b>                    | <b>4,048</b>                              | <b>-</b>                                | <b>-</b>                               | <b>4,048</b>                       | <b>-</b>                         |
| <b>Cash funds this year end</b>                       | <b>11,011</b>                             | <b>-</b>                                | <b>-</b>                               | <b>10,567</b>                      | <b>-</b>                         |

| Section B Statement of assets and liabilities at the end of the period |                                                        |                                    |                                  |                                 |
|------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| Categories                                                             | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| B1 Cash funds                                                          | Cash at bank                                           | 11,011                             | -                                | -                               |
|                                                                        |                                                        | -                                  | -                                | -                               |
|                                                                        |                                                        | -                                  | -                                | -                               |
|                                                                        | <b>Total cash funds</b>                                | <b>11,011</b>                      | <b>-</b>                         | <b>-</b>                        |
|                                                                        | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|                                                                        | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| B2 Other monetary assets                                               |                                                        | -                                  | -                                | -                               |
|                                                                        |                                                        | -                                  | -                                | -                               |
|                                                                        |                                                        | -                                  | -                                | -                               |
|                                                                        |                                                        | -                                  | -                                | -                               |
|                                                                        |                                                        | -                                  | -                                | -                               |
|                                                                        |                                                        | -                                  | -                                | -                               |
|                                                                        | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
| B3 Investment assets                                                   |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
| B4 Assets retained for the charity's own use                           |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        |                                                        |                                    | -                                | -                               |
|                                                                        | Details                                                | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
| B5 Liabilities                                                         |                                                        |                                    | -                                |                                 |
|                                                                        |                                                        |                                    | -                                |                                 |
|                                                                        |                                                        |                                    | -                                |                                 |
|                                                                        |                                                        |                                    | -                                |                                 |
|                                                                        |                                                        |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees            | Signature                                              | Print Name                         |                                  | Date of approval                |
|                                                                        | H R Emmins                                             | Hayley Emmins                      |                                  | 19/06/2026                      |
|                                                                        |                                                        |                                    |                                  |                                 |

## Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees:**

**Signature:** \_\_\_\_\_

**Name:** Lindsey Spencer-Mitchell

**Position:** Chair of Trustees

**Date:** 9 July 2026

## Notes to the accounts

### Basis of Accounting

The financial statements have been prepared on a receipts and payments basis in accordance with the requirements for Charities.

The financial statements have been prepared on a going concern basis.

### Trustees Remuneration

No Trustee received remuneration or other benefits from the charity during the year.

### Related Party Transactions

There were no related party transactions during the year.

## **Independent Examiners Report to the Trustees of Friends of Steyning Primary School**

I report to the trustees on my examination of the accounts of Friends of Steyning Primary School for the year ended 31<sup>st</sup> August 2025.

I confirm that no material matters have come to my attention in connection of the examination giving me cause to believe that in any material respect;

- Accounting records were not kept as required by section 130 of the Charities Act 2011, or
- The accounts do not accord with those records

I have no concerns, nor have I come across any matters in connection with the examination, to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Signed

Lisa Fyfe (ACA)