



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> September 2022 To 31<sup>st</sup> August 2023**

**Charity name: St James C of E Primary School Fund**

**Charity registration number: 1049098**

## **Objectives and Activities**

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <b>The aims of the charity are to provide additional activities and/or resources for the curriculum at St James C of E Primary School, Weybridge.</b>  |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>The charity is responsible for collecting monies received for a number of reasons. These include inter alia:</b><br><b>Donations</b><br><b>Educational school visits/trips</b><br><b>Uniform sales</b><br><br><b>Monies received are used to pay for the above and surplus generated is used in accordance with its objectives.</b> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <b>The trustees have had the regard to the guidance issued by the Charity Commission on public benefit.</b>  |

## **Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |
| Contribution made by volunteers                                  | Para 1.38      |  |

|       |  |  |
|-------|--|--|
| Other |  |  |
|-------|--|--|

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <b>The school fund has continued to subsidise children on educational visits that support their learning. In addition, it has provided a variety of speakers and workshops to enhance the pupils learning experience throughout the year.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>The School Fund returned an in year deficit of £5,186, but ended the year with an overall surplus of £40,887.</b> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>All surplus funds are carried forward to the next accounting year as a cash balance.</b>                          |
| Amount of reserves held  | Para 1.22 | <b>£40,887</b>   |
| Reasons for holding zero reserves  | Para 1.22 | <b>N/A</b>   |
| Details of fund materially in deficit  | Para 1.24 | <b>N/A</b>   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>N/A</b>   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | <b>Declaration of Trust</b>   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | <b>Trustees</b>   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>Governing body is St James C of E Finance and Accommodation Committee.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

## Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | St James C of E Primary School Fund               |
| Other name the charity uses |   |
| Registered charity number   | 1049098   |
| Charity's principal address | Grotto Road,<br>Weybridge,<br>Surrey,<br>KT13 8PL |
|                             |   |

### **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  | Michele Dainty | Chair and Trustee |                                   | Chair of Governors  |
| 2  | Rebecca Murphy | Trustee           |                                   |   |
| 3  |                |                   |                                   |   |
| 4  |                |                   |                                   |   |
| 5  |                |                   |                                   |   |
| 6  |                |                   |                                   |   |
| 7  |                |                   |                                   |   |
| 8  |                |                   |                                   |   |
| 9  |                |                   |                                   |   |
| 10 |                |                   |                                   |   |
| 11 |                |                   |                                   |   |
| 12 |                |                   |                                   |   |
| 13 |                |                   |                                   |   |
| 14 |                |                   |                                   |   |
| 15 |                |                   |                                   |   |
| 16 |                |                   |                                   |   |
| 17 |                |                   |                                   |   |
| 18 |                |                   |                                   |   |
| 19 |                |                   |                                   |   |
| 20 |                |                   |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

## Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

### Additional information (optional)

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

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

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

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

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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



## Other optional information

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

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |   |   |
|-------------------------------------|---|---|
| Signature(s)                        |  |  |
| Full name(s)                        | MICHELE DAINTY  | REBECCA MURPHY  |
| Position (eg Secretary, Chair, etc) | CHAIR OF GOVERNORS  | HEADTEACHER AND TRUSTEE   |
| Date                                | 11/06/2024  |   |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St James C of E Primary School - Weybridge

1049098

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/09/2022

To

Period end date  
31/08/2023

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Donations and fundraising                             | 11,378                                 | -                                    | -                                   | 11,378                          | 16,578                        |
| Uniform   | -                                      | -                                    | -                                   | -                               | 894                           |
| Photographs   | -                                      | -                                    | -                                   | -                               | -                             |
| Book club/fairs                                       | -                                      | -                                    | -                                   | -                               | -                             |
| Educational visits/trips                              | 45,904                                 | -                                    | -                                   | 45,904                          | 39,473                        |
| Misc  | 847                                    | -                                    | -                                   | 847                             | -                             |
| Bank interest   | 96                                     | -                                    | -                                   | 96                              | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>58,225</b>                          | <b>-</b>                             | <b>-</b>                            | <b>58,225</b>                   | <b>56,945</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>58,225</b>                          | <b>-</b>                             | <b>-</b>                            | <b>58,225</b>                   | <b>56,945</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Uniform   | -                                      | -                                    | -                                   | -                               | 894                           |
| Book clubs/fairs                                      | -                                      | -                                    | -                                   | -                               | -                             |
| Educational visits                                    | 62,637                                 | -                                    | -                                   | 62,637                          | 58,001                        |
| Books/equipment                                       | -                                      | -                                    | -                                   | -                               | -                             |
| Photographs   | -                                      | -                                    | -                                   | -                               | -                             |
| Projects  | -                                      | -                                    | -                                   | -                               | -                             |
| Cycling/swimming                                      | -                                      | -                                    | -                                   | -                               | -                             |
| Subscriptions   | -                                      | -                                    | -                                   | -                               | -                             |
| Bank charges  | 774                                    | -                                    | -                                   | 774                             | 1,078                         |
| <b>Sub total</b>                                      | <b>63,411</b>                          | <b>-</b>                             | <b>-</b>                            | <b>63,411</b>                   | <b>59,973</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>63,411</b>                          | <b>-</b>                             | <b>-</b>                            | <b>63,411</b>                   | <b>59,973</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 5,186</b>                         | <b>-</b>                             | <b>-</b>                            | <b>- 5,186</b>                  | <b>- 3,028</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>46,073</b>                          | <b>-</b>                             | <b>-</b>                            | <b>46,073</b>                   | <b>49,101</b>                 |
| <b>Cash funds this year end</b>                       | <b>40,887</b>                          | <b>-</b>                             | <b>-</b>                            | <b>40,887</b>                   | <b>46,073</b>                 |





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
St James C of E Primary School Fund

**On accounts for the year  
ended**

31/08/2023

**Charity no  
(if any)** 1049098

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~\*) in connection with the examination which gives me cause to believe that in, any material respect:

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

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

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

**Signed:**

**Date:** 5 June 2024

**Name:**

Peter Bryant

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

FCA  
Institute of Chartered Accountants in England and Wales

**Address:**

Bryant & Co  
20 Rolleston Road, Holbury, Southampton, Hampshire SO45 2GB

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

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