



Trustees' Annual Report for the period

From 1 September 2023 to 31 August 2024

Charity name: Friends of Offham School

Charity registration number: 1060517

Objectives and Activities

| SORP reference | | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The objective of the association (the objects) is to advance the education of pupils in Offham Primary school, in particular by: <ul style="list-style-type: none"> - Developing effective relationships between the staff, parents and others associated with the school - Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils |
| 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 | The charity hosted a number of events in the year such as a sponsored read, colour run, community cricket match, disco, quiz night, ice lolly and Christmas craft sales. It also applied for and received grants and corporate donations. The proceeds of which were donated to Offham Primary School to purchase equipment or enhance facilities such as the resurfacing and extension of the playground. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. |

Achievements and Performance

| | | |
|----------------|-----------|--|
| SORP reference | | |
| | Para 1.20 | <p>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.</p> <p>The key achievement during the year was raising sufficient funds to extend and resurface the school's playground and the work completed by October 2024. It was painted with line markings to enrich playtimes and PE lessons for the benefit of the children's physical and mental wellbeing and is an invaluable asset for the school with the potential to create an additional revenue stream through external hire.</p> <p>We also hosted a large number of events aiming to bring the school community together for the benefit of the school and the children. We forged key relationships in the local area with the parish council, the village cricket club, jointly hosting an event raising over £2,000 and local businesses, some of which made significant donations to our playground appeal.</p> |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | <p>Cash at bank at the year end was £23.9k with grants awarded but not received of £9.3k. Costs of £21.5k related to the playground works had been incurred but not yet paid out.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The charity will hold a reserve amount of £500 for emergencies and to ensure the following year always has a starting balance. No balance higher than £3,000 will be kept for more than two years. This enables parents at the school to see the money used for the benefit of their children.</p> |
| Amount of reserves held | Para 1.22 | £11.8k |
| Reasons for holding zero reserves | Para 1.22 | Not applicable |
| Details of fund materially in deficit | Para 1.24 | None |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | There are currently no uncertainties about the charity's ability to continue as a going concern. |

Structure, Governance and Management

| | | | |
|---|-----------|--|--|
| Description of charity's trusts: | | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution adopted on 12 November 1996 as amended on 01 Oct 2018, as amended on 04 May 2021, as amended on 20 September 2024 | |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | Unincorporated association | |
| 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 | Trustees are elected or re-elected annually at the Annual General Meeting held in September | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Friends of Offham School |
| Other name the charity uses | Offham School PFA |
| Registered charity number | 1060517 |
| Charity's principal address | Offham Primary School, Church Road, Offham, Kent ME19 5NX |
| | |

Names of the charity trustees who manage the charity

| Trustee name | Office (if any) | Dates acted if not for whole year | |
|---------------------|-------------------------|-----------------------------------|----|
| Sarah Hodson | Chair | | 1 |
| Rebecca Simmons | Treasurer | | 2 |
| Bethan Boyd | Secretary | From 25/9/23 | 3 |
| Catherine Muggleton | Vice-chair from 12/1/24 | From 25/9/23 | 4 |
| Cara Spearpoint | | From 25/9/23 to 22/8/24 | 5 |
| Hannah Norton | | | 6 |
| Leigh Freeman | | From 25/9/23 | 7 |
| Rachael Lupton | | From 25/9/23 | 8 |
| Erica Price | | From 21/1/23 | 9 |
| | | | 10 |

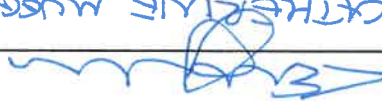
No trustees hold title to property belonging to the charity.

No funds are held as custodian trustees on behalf of others

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) | CATHERINE MUGGLETON |
| Position (eg Secretary, Chair, etc) | VICE CHAIR |
| Date | 25/6/2025 |

Income and Expenditure Account
Year ending 31 August 2024

| | | 2024 | 2023 |
|---------------------|-------------------------------------|---------------|--------------|
| Income | | £ | £ |
| | Money In | 42,328 | 7,227 |
| of which: | PTFA Events | 15,983 | |
| | Corporate Donations | 11,260 | |
| | Grants | 5,000 | |
| | Gift Aid | 748 | |
| | Bank Interest | 37 | |
| | Grants Awarded but not yet received | 9,300 | |
| Total Income | | 42,328 | 7,227 |

| | | | |
|--------------------------|---------------------------|---------------|---------------|
| Expenditure | | | |
| | Money Out | 41,888 | 29,234 |
| of which: | Overheads | 182 | |
| | Events costs | 2,077 | |
| | School requests | 18,147 | |
| | Playground costs incurred | 21,481 | |
| Total Expenditure | | 41,888 | 29,234 |

| | | | |
|----------------------------|--|------------|-----------------|
| Surplus / (Deficit) | | 441 | (22,007) |
|----------------------------|--|------------|-----------------|

Balance Sheet
As at 31 August 2024

| | | 2024 | 2023 |
|-----------------------------|------------------------|-----------------|---------------|
| Current Assets | | | |
| | Grants due | 9,300 | - |
| | Current Account | 6,563 | 11,028 |
| | Business Reserve | 17,001 | 11 |
| | Petty Cash | 371 | 371 |
| Total Current Assets | | 33,235 | 11,410 |
| Liabilities | Playground costs owing | (21,481) | - |
| Net Assets | | 11,754 | 11,410 |

Restricted funds

Amounts held in bank accounts for specific projects

| | |
|---------------|--------|
| Playground | 18,481 |
| Reading Books | 582 |

19,063

There were no restricted funds in 2022/23.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Charity Name

Friends of Eltham School

On accounts for the year
ended

2024

Charity no.:

1060517

Company no.:

Set out on pages

1 - 2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 08 2024

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent
examiner's statement


~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]].~~ Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other 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.

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

| | | | |
|--|---|-------|----------|
| Signed: |  | Date: | 17.06.25 |
| Name: | Margaret Christina Rebrin | | |
| Relevant professional qualification(s) or body (if any): | CIMA (The Chartered Institute of Management Accountants) 990178375 | | |
| Address: | Millside House, Grosvenor Road, Severnside TN15 7JH | | |

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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