



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From: 01/09/20

To: 31/08/21

Charity name: Friends at Balfour

Charity registration number: 1070234

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Friends at Balfour – commonly known as FAB, raise funds to enhance the educational experience of the pupils at Balfour Primary School
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	<p>Over the academic year of 2020/21, Friends at Balfour have raised funds from a range of events. As a result of Covid, some of our usual "in person" events were cancelled during the year, and we turned to raffles and virtual events.</p> <p>The primary activities used for fundraising during 2020/21 included summer and Christmas raffles, donations for non-school uniform days, hosting a circus, and sale of Christmas Cards and teatowels designed by the pupils.</p> <p>Funds raised are then spent via a donation to the school for agreed equipment and activities which enhance the educational experience for the children at the school.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>There are currently three roles in the committee: Chair Secretary and Treasurer. These roles are re-elected annually at the AGM. Additionally we have two further trustees to provide some independence. As we are a "Friends Association" all parents, carers and staff are automatically members. Everyone's views, thoughts and ideas are always welcome.</p> <p>Friends at Balfour holds it's AGM in October each year, and also meet once a month at Balfour Primary School where everyone is welcome to attend. The Friends at Balfour committee are responsible for making decisions on how funds are spent, with guidance from staff at the school.</p> <p>Sub committees are set up to manage events, and trustees meet once a quarter to ensure governance is adhered to.</p>

## 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.	<p>Para 1.20</p> <p>The committee raised over £21,800 during the year through the activities and events put on during the year. The fundraising activities have been different from previous years as the committee needed to think of alternative activities that replaced in-person events for much of the year due to the disruption from Covid-19.</p> <p>The committee was able to donate £25,900 to help fund new play equipment and to help fund school trips and activities with further the children's educations.</p> <p>Significant donations for 2021/22 academic year were:</p> <table> <tr> <td>KS1 New play equipment</td><td>£ 19,650</td></tr> <tr> <td>Year Group spends:</td><td>£ 4,050</td></tr> <tr> <td>Science Week activities</td><td>£ 1,250</td></tr> </table> <p>The donation to the school relating to 2020/21 activities was paid over in 2021/22 Academic year. During 2020/21, a payment of £4,350 was paid in relation to 2019/20 activities.</p>	KS1 New play equipment	£ 19,650	Year Group spends:	£ 4,050	Science Week activities	£ 1,250
KS1 New play equipment	£ 19,650						
Year Group spends:	£ 4,050						
Science Week activities	£ 1,250						

### 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	The charity has unspent an uncommitted reserves of £20,900. This includes a £5,000 buffer for unexpected expenditure.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A £5,000 buffer is maintained to allow for unexpected costs or loss of income. The level of this buffer is reviewed annually.

Amount of reserves held	Para 1.22	£5,000 buffer plus £15,900 to donate to the school in future years.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

#### 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 (trust deed, royal charter)	Para 1.25	NCPTA Model Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Parent Teacher 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	Election by Committee

#### 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	Friends at Balfour
Other name the charity uses	FAB
Registered charity number	1070234
Charity's principal address	Balfour Primary School Balfour Road Brighton BN1 6NE

### 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	Dirk Fairclough	Chair		AGM
2	Louise Pool	Secretary		AGM
3	Haley Woollard	Treasurer		AGM
4	Beth Warner	n/a		AGM
5	Benoit Marle	n/a		AGM
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

Director name	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

### 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)	<i>Louise Poole</i>	<i>Dirk Fairclough</i>
Full name(s)	LOUISE HELEN POOLE	DIRK FAIRCLOUGH
Position (eg Secretary, Chair, etc)	SECRETARY	CHAIR

Date

27/6/2022



## Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
------------------------	---------------------------------	----	-------------------------------

## Section A Receipts and payments

		Unrestricted funds		Restricted funds		Endowment funds		Total funds	Last year
		to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>									
Christmas Book	675	-	-	-	-	-	675	-	-
Christmas Cards	7,043	-	-	-	-	-	7,043	5,389	5,389
Christmas Fair	-	-	-	-	-	-	-	7,494	7,494
Christmas Raffle	3,193	-	-	-	-	-	3,193	-	-
Corporate Donations	-	-	-	-	-	-	-	428	428
Donations	7,403	-	-	-	-	-	7,403	1,787	1,787
Easter Egg Hunt	-	-	-	-	-	-	-	2	2
Easy Fundraising	498	-	-	-	-	-	498	461	461
FAB 100 Club	2,935	-	-	-	-	-	2,935	2,330	2,330
Fireworks	-	-	-	-	-	-	-	1,473	1,473
Happy Circus	6,381	-	-	-	-	-	6,381	-	-
Last Years Income	69	-	-	-	-	-	69	2,652	2,652
Movie afternoon	-	-	-	-	-	-	-	1,613	1,613
Quiz Nights	-	-	-	-	-	-	-	2,999	2,999
Scavenger Hunts	616	-	-	-	-	-	616	-	-
Summer Raffle	2,454	-	-	-	-	-	2,454	-	-
Swimming	-	-	-	-	-	-	-	11,003	11,003
Teatowels	2,803	-	-	-	-	-	2,803	-	-
Virtual Balloon Races	552	-	-	-	-	-	552	-	-
<b>Sub total (Gross income for AR)</b>	34,621	-	-	-	-	-	34,621	-	37,632

**A2 Asset and investment sales,  
(see table).**

	-	-	-	-	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	34,621	-	-	-	-	-	34,621	-	37,632

**A3 Payments**

Christmas Book	265	-	-	-	-	-	265	-	-
Christmas Cards	4,788	-	-	-	-	-	4,788	3,582	3,582
Christmas Fair	-	-	-	-	-	-	-	3,063	3,063
Christmas Raffle	152	-	-	-	-	-	152	-	-
Donation to School	-	-	-	-	-	-	-	13,724	13,724
Easter Egg Hunt	-	-	-	-	-	-	-	468	468
Equipment	-	-	-	-	-	-	-	2,076	2,076
FAB 100 Club	1,176	-	-	-	-	-	1,176	825	825
Fireworks	-	-	-	-	-	-	-	449	449
Happy Circus	3,971	-	-	-	-	-	3,971	-	-
Last Years expenditure	5,078	-	-	-	-	-	5,078	6,865	6,865
Miscellaneous Costs	188	-	-	-	-	-	188	202	202
Movie afternoon	-	-	-	-	-	-	-	538	538
Quiz Nights	-	-	-	-	-	-	-	1,348	1,348
Scavenger Hunts	53	-	-	-	-	-	53	-	-
Summer Raffle	132	-	-	-	-	-	132	-	-
Swimming	-	-	-	-	-	-	-	10,009	10,009
Teatowels	1,625	-	-	-	-	-	1,625	-	-
<b>Sub total</b>	17,399	-	-	-	-	-	17,399	-	43,149

**A4 Asset and investment  
purchases, (see table)**

	-	-	-	-	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-	-	-	-	-
<b>Total payments</b>	17,399	-	-	-	-	-	17,399	-	43,149

**Net of receipts/(payments)**

<b>A5 Transfers between funds</b>	17,223	0	0	0	0	0	17,223	-	5,517
<b>A6 Cash funds last year end</b>	0	0	0	0	0	0	0	-	-
<b>Cash funds this year end</b>	29,988	0	0	0	0	0	29,988	35,505	35,505
	47,211	0	0	0	0	0	47,211	29,988	29,988

# Section B Statement of assets and liabilities at the end of the period

Categories Details

## B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash at bank	47,120	-	-
Petty Cash	91	-	-
<b>Total cash funds</b>	<b>47,211</b>	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

Unrestricted to nearest £

Restricted to nearest £

Endowment to nearest £

Details

	-	-	-

## 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)
Happy Circus	Unrestricted	(352)	
FAB 100 Club	Unrestricted	(42)	
Donation to School	Unrestricted	(25,915)	

## B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

Signature Louise Pootu Louise Pootu  
 Signature Dirk Poirclough Dirk Poirclough  
 Print Name  
 Date of approval 27/6/2022 27/6/2022





Independent examiner's report on the  
accounts

Report to the trustees/  
members of

Friends at Balfour

On accounts for the year  
ended

31 August 2021

Charity no  
(if any)

1070234

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021

Responsibilities and basis  
of report

As the charity's trustees, 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 all 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 in connection with the examination (~~other than that disclosed below~~ \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:

21/06/22

Name:

Daniel Stickland CPFA

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

Chartered Institute of Public Finance Accountants

Address:

12 Brangwyn Avenue

Brighton

BN1 8XG

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.

n/a