



Trustees' Annual Report for the period						
		Period start date			Period end date	
From	01	09	2022	To	31	08 2023

## Section A Reference and administration details

Charity name	FRIENDS OF GREEN LANE SCHOOL
Other names charity is known by	THE FRIENDS, GREEN LANE FRIENDS
Registered charity number (if any)	1075131
Charity's principal address	GREEN LANE PRIMARY AND NURSERY SCHOOL
	GREEN LANE
	WORCESTER PARK
Postcode	KT4 8AS

### 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	ILONA LOUISE BEATON	CHAIR	APPOINTED 09/09/22 RESIGNED 16/06/23	AT 2022 AGM AT 2023 AGM
2	CHARLOTTE MARY CARTER	TREASURER SECRETARY	APPOINTED 09/09/22 RESIGNED 16/06/23 APPOINTED 16/06/23	AT 2022 AGM AT 2023 AGM AT 2023 AGM
3	LYNDSEY EVANS	CHAIR	APPOINTED 16/06/23	AT 2023 AGM
4	MICHAEL FOX	TREASURER	APPOINTED 16/06/23	AT 2023 AGM
5	AMY BOLTON	VICE-CHAIR	APPOINTED 16/06/23	AT 2023 AGM
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CONSTITUTION (PARENTKIND MODEL TEMPLATE FEB 2018)
How the charity is constituted (eg. trust, association, company)	TRUST (UNINCORPORATED ASSOCIATION OF PARENTS, CARERS AND TEACHERS OF CHILDREN AT THE SCHOOL)
Trustee selection methods (eg. appointed by, elected by)	ELECTED FROM MEMBERSHIP AT AGM

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>The Friends is comprised of parents, guardians/carers and teachers of children at the school, as well as other school staff and volunteers.</p> <p>The charity is governed by a minimum of two trustees (as per the constitution) but may have as many as is deemed necessary. From June 2023 the charity has benefitted from the election of four trustees appointed as listed on page 1.</p> <p>All trustees give their time voluntarily and receive no remuneration or benefits. The trustees work closely with the Senior Leadership Team at the school to achieve the aims and purposes (objectives) of the charity.</p>
--

## Summary of the objects of the charity set out in its governing document

To advance the education of pupils in the school in particular by: 1. Developing effective relationships between the staff, parents and others associated with the school 2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We have given careful consideration to the Charity Commission's guidance on public benefit to ensure that the activities and events held during the year have helped to achieve the charity's objectives and provide a benefit to the beneficiaries.

The main activities of the Friends are fundraising in line with our objectives and sponsorship of various school initiatives and resources for the benefit of the children attending the school.

Our fundraising has included key events and fundraising sales as well as additional donations and match funding contributions.

Fundraising events were also held to encourage social cohesion and parent engagement.

### FUNDRAISING AND EVENTS RUN INCLUDED:

- Disco
- Fireworks Night
- Christmas Events – gift shop, tree sales, cards
- Pizza nights in (take away kits)
- Loose Change Collection
- Non-uniform days
- Cake, donuts and ice lolly sales
- Circus Evening
- Prize Draw - Hampers
- Summer Fair

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are grateful for the continued, invaluable contribution of all volunteers. Without these volunteers we would not be able to run events to achieve our fundraising targets to enrich the children's' education and experience and to develop effective relationships with the broader school community.

**Summary of the main achievements of the charity during the year****FUNDS RAISED WERE SPENT ON:**

- Frames, posters and inspirational quotes around school, positive postcards
- Playground and Sports Equipment
- Christmas Crafts and Christmas tree decorating
- Classroom Easels
- Eco committee litter pickers and high viz jackets
- 8 new iPads and covers
- Resources for teachers and clubs, e.g. phonics books and sewing machine
- Subsidising School trips and visits
- New Flagpole for school Eco flag
- Bigger storage container for Friends equipment going forward
- classroom resources
  - o Fun Friday games and crafts
  - o Books and rewards
  - o Chair cushions and kids stools
  - o Extra stationery
  - o Class Pets – Snails!
  - o Baking/cooking/trying new foods in class in relation to topic

Saving for MUGA - Multi-Use Games Area (as agreed by previous committee and currently in planning permission phase)

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The cash funds balance at the end of this year was £31,157, compared to the previous year which was £30,389. The funds were retained due to an agreement with the Senior Leadership Team at the school to raise and donate £35,000 towards the proposed MUGA, otherwise all the surplus was spent in year towards the charity's objectives.

The charity also aims to retain sufficient cash funds from year to year to outlay for upcoming events in the Autumn terms – mainly the disco and fireworks events e.g. for vendor deposits or other upfront event running costs.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's main source of funding is through fundraising events, donations and matched funding.

The subsequent expenditure has been solely used with the objective to enhance the school's learning environment and provide much needed additional funding to the school.

Given the charity is saving towards the MUGA, this year a savings account was opened with Natwest bank to earn interest on the reserves.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

L. Evans

C. Carter

Full name(s)

LYNDOSEY EVANS

CHARLOTTE CARTER

Position (eg Secretary, Chair, etc)

CHAIR

SECRETARY

Date

16/05/2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Green Lane School

1075131

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2022

To

31/08/2023

### 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 £
<b>A1 Receipts</b>					
EVENT FUNDRAISING	46,168	-	-	46,168	41,524
OTHER FUNDRAISING	2,394	-	-	2,394	3,762
MATCH FUNDING	1,546	-	-	1,546	3,386
INTEREST ON DEPOSIT ACCOUNT	361	-	-	361	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>50,469</b>	<b>-</b>	<b>-</b>	<b>50,469</b>	<b>48,672</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>50,469</b>	<b>-</b>	<b>-</b>	<b>50,469</b>	<b>48,672</b>
<b>A3 Payments</b>					
COST OF FUNDRAISING EVENTS	27,813	-	-	27,813	16,515
OPERATING COSTS (INC. SUBSCRIPTIONS)	619	-	-	619	818
GREEN LANE SCHOOL RESOURCES	15,816	-	-	15,816	10,572
CHARITY IMPROVEMENTS	5,453	-	-	5,453	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>49,701</b>	<b>-</b>	<b>-</b>	<b>49,701</b>	<b>27,905</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>49,701</b>	<b>-</b>	<b>-</b>	<b>49,701</b>	<b>27,905</b>
<b>Net of receipts/(payments)</b>	<b>768</b>	<b>-</b>	<b>-</b>	<b>768</b>	<b>20,767</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>30,389</b>	<b>-</b>	<b>-</b>	<b>30,389</b>	<b>9,622</b>
<b>Cash funds this year end</b>	<b>31,157</b>	<b>-</b>	<b>-</b>	<b>31,157</b>	<b>30,389</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Natwest Current Account	623	-	-
	Natwest Reserve Account	30,361	-	-
	Petty Cash	173	-	-
	<b>Total cash funds</b>	<b>31,157</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

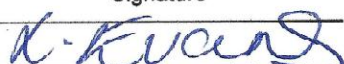

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	LYNDSLEY EVANS	16/5/24
	CHARLOTTE CARTER	16/05/24



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Friends of Green Lane School

On accounts for the year  
ended

2023

Charity no  
(if any)

1075131

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 DD/MM/YYYY.

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:

11 May 2024

Name:

Miss Chloe Teresa Matthews

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

Cyber Security Consultant, KPMG

Address:

19 the Shummings, Boxgrove Rd  
Guildford GU4 2NG



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.