

## **Trustees' Annual Report for the year ended 31 July 2023**

Charity name: Friends of Woodcote Primary School  
Charity Address: Dunsfold Rise, Coulsdon, Surrey, CR5 2ED  
Charity number: 1076574  
Trustees: Helen Constantinou-Mantilas – Chair  
Maureen Coughlan – Secretary  
Josephine Suppiah – Treasurer

### **Structure, governance and management**

The type of governing document is the constitution and the charity is set up as a trust.  
Trustees are elected and resign at the annual general meeting.

### **Activities and objectives in the year**

Fundraising for Woodcote Primary School to provide extra resources for the school and pupils. Funds are raised through various fundraising events; the main events are the Summer and Christmas Fairs.

### **Achievements and performance**

The charity raised £21,456 through fund raising events (prior year £23,130). The charity was able to make various purchases and donations for the benefit of the children at Woodcote Primary school.

### **Financial review**

Funds raised are kept in the Charity current account to ensure funds are available for future events.

Signed on behalf of the Charity's Trustees

Signature



Name Josephine Suppiah  
Position Treasurer  
Date 20 Feb 2023

**Report of the Accountant to the Members of The Friends of Woodcote Primary School**

I have undertaken a review of the accounts prepared by The Friends of Woodcote Primary School for the year ended 31 July 2023 and have referenced the underlying books and records maintained by the Association.

The scope of my review was significantly less than that of a statutory audit.

All necessary adjustments have been made and I believe that the accounts show a true and fair view of the state of affairs of the Association as at 31 July 2023.

Signed By

A handwritten signature in black ink, appearing to read 'Helen Bowling', with a long horizontal flourish extending to the right.

Helen Bowling

**Friends of Woodcote Primary School**  
**Annual accounts for the Year Ended 31 July 2023**

**Statement of Financial Activities**

	Note	Year Ended 31 July 2023 £	Year Ended 31 July 2022 £
<b>Incoming Resources</b>			
Fundraising events	3	47,662.18	52,448.31
Other income	4	513.40	573.46
Bank interest		1.07	0.04
<b>Total incoming resources</b>		<b>48,176.65</b>	<b>53,021.81</b>
 <b>Resources Expended</b>			
Cost of fundraising events	3	(26,205.71)	(29,317.88)
Purchases and donations for Woodcote Primary School	5	(11,625.47)	(21,272.07)
Other costs	6	(927.92)	(170.55)
Depreciation	7	(222.55)	(365.59)
<b>Total resources expended</b>		<b>(38,981.65)</b>	<b>(51,126.09)</b>
 <b>Net movement in funds</b>		<b>9,195.00</b>	<b>1,895.72</b>
 <b>Total funds brought forward</b>		<b>40,783.22</b>	<b>38,887.50</b>
 <b>Total funds carried forward</b>		<b>49,978.22</b>	<b>40,783.22</b>

**Friends of Woodcote Primary School**  
**Annual accounts for the Year Ended 31 July 2023**

**Balance sheet**

	Note	31 July 2023 £	31 July 2022 £
<b>Fixed assets</b>			
Tangible assets	7	<u>1,330.44</u>	<u>1,552.99</u>
<b>Current assets</b>			
Stock		-	-
Debtors and prepayments	8	925.00	-
Cash at bank and in hand	9	<u>51,662.34</u>	<u>43,076.43</u>
<b>Total current assets</b>		<u>52,587.34</u>	<u>43,076.43</u>
<b>Creditors: amounts falling due within one year</b>	10	<u>(3,939.56)</u>	<u>(3,846.20)</u>
<b>Net current assets</b>		<u>48,647.78</u>	<u>39,230.23</u>
<b>Net Assets</b>		<u>49,978.22</u>	<u>40,783.22</u>
<b>Represented by:</b>			
Brought forward		40,783.22	38,887.50
Movement in the year		<u>9,195.00</u>	<u>1,895.72</u>
Carried forward		<u>49,978.22</u>	<u>40,783.22</u>

All funds are unrestricted.

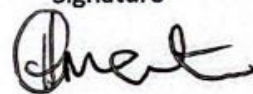
Signed on behalf of the Trustees

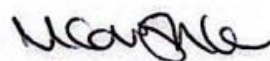
Helen Constantinou-Mantilas , Chair

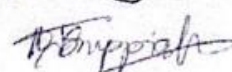
Maureen Coughlan , Secretary

Josephine Suppiah, Treasurer

Signature







Date of  
approval

25/2/2024

20/2/2024

20/02/2024

**Friends of Woodcote Primary School**  
**Annual accounts for the Year Ended 31 July 2023**

**Notes to the accounts**

**Note 1: Basis of preparation**

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with applicable Accounting Standards
- and with the Charities Act.

**1.2 Change in basis of accounting**

There have been no change to the accounting policies since last year.

**Note 2: Accounting policies**

**INCOMING RESOURCES**

**Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

**Volunteer help**

The value of any voluntary help received is not included in the accounts.

**EXPENDITURE AND LIABILITIES**

**Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**ASSETS**

**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.  
Equipment, fixtures and fittings are depreciated over 10 years, on a straight line basis.

**Stocks and work in progress** These are valued at the lower of cost or market value.

**Friends of Woodcote Primary School**  
**Annual accounts for the Year Ended 31 July 2023**

**Notes to the accounts (continued)**

**Note 3: Fundraising Events**

	Year Ended 31 July 2023			Year Ended 31 July 2022		
	Income £	Costs £	Net income £	Income £	Costs £	Net income £
Summer Fair	14,649.85	(4,694.66)	9,955.19	11,924.18	(3,719.63)	8,204.55
Christmas Fair	11,077.02	(5,191.67)	5,885.35	9,133.17	(2,423.10)	6,710.07
Uniform sales and fundraising events	1,403.33	(293.43)	1,109.90	2,593.80	(568.28)	2,025.52
totebags			-		(582.66)	(582.66)
Christmas fundraising	402.29	(79.06)	323.23	1,097.79	(486.95)	610.84
Year6 Disco and Show	638.80	(469.15)	169.65	482.00	(83.74)	398.26
Krispy Kreme	1,103.20	(840.00)	263.20	1,168.66	(107.66)	1,061.00
Theatre club	7,295.18	(6,804.76)	490.42	23,134.44	(19,211.68)	3,922.76
Mothers Day Gifts	734.54	(695.57)	38.97	528.14	(529.48)	(1.34)
Fathers Day gifts	413.48	(581.00)	(167.52)	319.36	(451.50)	(132.14)
Yes Day	716.56	-	716.56	2,066.77	(1,153.20)	913.57
Fireworks	9,227.93	(6,556.41)	2,671.52			
	<u>47,662.18</u>	<u>(26,205.71)</u>	<u>21,456.47</u>	<u>52,448.31</u>	<u>(29,317.88)</u>	<u>23,130.43</u>

**Note 4: Other Income**

	Year Ended 31 July 2023 £	Year Ended 31 July 2022 £
Easyfundraising and charity matching	371.07	48.99
Sundry other income	142.33	524.47
	<u>513.40</u>	<u>573.46</u>

**Note 5: Purchases and Donations for Woodcote Primary School**

	Year Ended 31 July 2023 £	Year Ended 31 July 2022 £
Class Christmas presents	1,188.19	1,077.07
Equipment for the school	2,832.42	-
Free activities / treats for the children	2,083.79	-
KS1 Playground Equipment	3,026.07	10,000.00
Garden Project		6,500.00
Safeguarding FOB		2,500.00
Leavers books	2,495.00	895.00
Leavers Party photo booth		300.00
	<u>11,625.47</u>	<u>21,272.07</u>

**Note 6: Other Costs**

	Year Ended 31 July 2023 £	Year Ended 31 July 2022 £
Stationery, postage and sundry	-	32.48
Insurance	140.00	128.00
Web Hosting	165.44	10.07
PTFA general expense	622.48	-
	<u>927.92</u>	<u>170.55</u>

**Friends of Woodcote Primary School**  
**Annual accounts for the Year Ended 31 July 2023**

**Notes to the accounts (continued)**

**Note 7: Tangible fixed assets**

	<b>Equipment, fixtures and fittings £</b>
<b>Cost</b>	
Balance brought forward at 1 August 2022	4,508.40
Additions	-
Disposals	-
Balance carried forward at 31 July 2023	<u>4,508.40</u>
<b>Depreciation</b>	
Balance brought forward at 1 August 2022	2,955.41
Depreciation charge for year	222.55
Disposals	-
Balance carried forward at 31 July 2023	<u>3,177.96</u>
<b>Net book value</b>	
At 31 July 2022	<u>1,552.99</u>
At 31 July 2023	<u>1,330.44</u>

**Note 8: Debtors and prepayments**

	<b>31 July 2023 £</b>	<b>31 July 2022 £</b>
<b>Trade debtors</b>	-	-
<b>Prepayments</b>	925.00	-
<b>Accrued Income</b>	-	-
	<u>925.00</u>	-

**Note 9: Cash at bank and in hand**

	<b>31 July 2023 £</b>	<b>31 July 2022 £</b>
<b>Current account</b>	51,383.34	42,798.50
<b>Deposit account</b>	79.00	77.93
<b>Petty cash</b>	200.00	200.00
	<u>51,662.34</u>	<u>43,076.43</u>

**Note 10: Creditors and accruals**

<b>Amounts falling due within one year</b>	<b>31 July 2023 £</b>	<b>31 July 2022 £</b>
<b>Accruals</b>	-	-
<b>Deferred Income</b>	3,939.56	3,846.20
	<u>3,939.56</u>	<u>3,846.20</u>

## Donations Summary

### Donations incurred to YE July 2023

15-Aug-22 DPC	WASP124	61752 WOODCOTE , 62142 , VIA ONLINE - PYMT , FP 15/08/22 10 , 10111114813250000N - leavers books	915.00	
20-Sep-22 DPC	WASP126	S P COUGHLAN , COUGHLANS , VIA MOBILE - PYMT - gingerbread reception year	65.00	
20-Sep-22 DPC	WASP127	'PIONEER ACADEMY , WPSI54 ANTIBULLY , VIA MOBILE - PYMT , FP 20/09/22 10 , 31121840983412000N	860.00	
23-Nov-22 DPC	WASP137	'HELEN MANTILAS , PRESENTS XMASS 22 , VIA MOBILE - PYMT	1,088.04	
28-Nov-22 DPC	WASP 142	'PIONEER ACADEMY , WPSI80 XMAS GIFTS , VIA MOBILE - PYMT , FP 25/11/22 10 , 33203935856291000N	100.15	
28-Nov-22 DPC	WASP 144	Picnic tables. Welly storage and playground equipment	3,026.07	
13-Dec-22 DPC	WASP 146	'MO , XMAS DINNER , VIA MOBILE - PYMT	108.99	
30-Jan-23 DPC	WASP 153	Big Pants Theatre show	545.44	
30-Jan-23 DPC	WASP 154	PIONEER ACADEMY , WPSI87 NOW PRESS PLAY, VIA MOBILE - PYMT , FP 30/01/23 10 , 26090703239072000N	2,832.42	
22-Mar-23 DPC	WASP 158	ROSHNI KANABAR , KINGS BOOKMARK , VIA MOBILE - PYMT , FP 22/03/23 10 , 51141421395940000N	504.36	
06-Jul-23 DPC	WASP 174	express copy , Woodcote Primary , VIA MOBILE - PYMT , FP 06/07/23 10 , 09145934941334000N - Leavers books	1,580.00	
			<b>11,625.47</b>	

### **Aug 23- to date - Actual Incurred**

20-Sep-23 DPC	PIONEER ACADEMY , WPSI132 CHAIRS , VIA MOBILE - PYMT , FP 20/09/23 10 , 27080225561299000N	1,680.00	
20-Sep-23 DPC	PIONEER ACADEMY , WPSI130 MOSAIC , VIA MOBILE - PYMT , FP 20/09/23 10 , 22075956731453000N	5,943.00	
20-Sep-23 DPC	PIONEER ACADEMY , WPSI129 PLAYG EQUI, VIA MOBILE - PYMT , FP 20/09/23 10 , 26080112858643000N	2,142.48	-1
20-Sep-23 DPC	PIONEER ACADEMY , WPSI131 GIRAFFE , VIA MOBILE - PYMT , FP 20/09/23 10 , 07075833919389000N	1,575.83	
29-Jan-24 DPC	Anti bullying workshop	1,190.00	
29-Jan-24 DPC	Colour Run	1,811.28	
			<b>14,342.59</b>

### **Committed cost - But not incurred yet**

Library revamp £1000	2,700.00
Hut by Yr 1 painting of outside wall - £500	
Old music hut - painting of treehouse on outside walls - £1200	

### **Agreed Jan 2024**

Now Press Play is £2549.18	5,549.18
Book corners £3000	
Allowance for Xmas gifts & Dinner	1,297.18
Allowance for reception cost	65.00
Allowance year 6 leavers	1,580.00
<b>Total spend committed for 2024</b>	<b>11,191.36</b>

### **Total Donations from Aug 22 - Jan 24**

<b>37,159.42</b>
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