

Friends of St Mary's & St Peter's School Charity Commission Annual Report 2024

Charity Number: 1077471

Address: SMSP Primary School, Somerset Road, Teddington, Middlesex, TW11 8RX

Trustees: Benjamin Ayliffe, Louise Ward

Our Aim:

The object of the Charity is to develop effective relationships between the Staff, Parents and others associated with the school in order to raise funds to provide facilities, equipment and resources that support the School and advance the education and experiences of the pupils.

We do two main things:

- *Raise funds to enhance and enrich the learning of all the children at SMSP.*
- *Support and grow the vibrant and engaged community of parents and carers around the school.*

With increasing pressure on school budgets, the work the Friends does is incredibly important. We raise extra funds to help ensure all children in school get the highest quality, most stimulating and rewarding learning possible. With the help of class reps and volunteers, the Friends organises a number of events during the school year, like the Christmas Bazaar, Quiz Night, School Disco and Summer Fair.

Our Structure:

The [Friends](#) is run by a committee, made up of the following members:

- *Chair:* Ben Ayliffe
- *Secretary:* Louise Ward
- *Co-Treasurer:* Claire Cretella

- *Co-Treasurer: Sarah Hoskins*

The Committee helps with the day-to-day running of the Friends, overseeing fundraising events throughout the year, managing our finances, building an engaged community of parents and carers, supporting class reps and regularly liaising with the school.

The Friends Committee meets once a term, with an AGM held annually in the autumn term. Committee members are elected by parents and carers to serve for a year at the AGM. The standing agenda for our meetings includes updates on the progress of fundraising events, a finance review, news from the, discussions on how the Friends can best spend the money we raise, and space to explore new ideas to raise money and bring the school community closer together. All parents and carers from the school automatically become members of the Friends and are welcome to attend all of our meetings.

Annual Objectives:

- *Creating a community in which parents can meet and get to know each other.*
- *Supporting the school by raising funds to enhance, enrich and improve the learning experiences for its children.*
- *Host a number of fundraising events over the school year, including the Christmas and Summer Fairs, Quiz Nights and School Discos.*
- *Holding space for coordination and collaboration across class reps, who are responsible for organising key fundraising events like fairs.*
- *Liaising with SMSP School leadership to provide a bridge and contact point between parents, carers and the school itself.*

Our Achievements:

SMSP Friends Calendar

Event	Date	Responsible
Friends AGM	26th Sept	Friends Committee
Community Event	12th Oct (TBC)	Friends Committee
Christmas Bazaar	7th Dec	Year 5
Christmas Tree Sale	7th Dec	Parents
School of DJ	7th Feb	Parents
Friends Meeting	12th March	Friends Committee
Bingo	21st March	Year 1
Music Bingo	21st March	Friends Committee
London Mini-Marathon	TBC	Parents
Big Quiz Night	25th April	Parents
Community Event	3rd May (TBC)	Friends Committee
SATS Disco	16th May	Year 4
Friends Meeting	5th June	Friends Committee
Get Active	14th June	Parent / Committee
Summer Party	19th June	Friends Committee
New Reception Welcome Event	26th June	Friends Committee
Summer Fair	5th July	Reception / Year 3 / Year 2

Cake Sales	Date
Year 5	13th Sept 24
Year 1	27th Sept 24
Year 6	4th Oct 24
Reception	11th Oct 24
Year 3	22nd Nov 24
Pre-School	13th Dec 24
Year 2	17th Jan 25
Year 6	7th Feb 25
Year 4	TBC
Pre-School	28th Mar 25
Year 2	25th April 25
Year 5	9th May 25
Reception	6th June 25
Year 1	20th June 25
Year 4	11th July 25

Friends of SMSP



Welcome to the Friends!

We're the SMSP PTR. This past year the Friends have raised over £50,000 for the school, helping organise events like the Summer Fair, Quiz Night and the School Disco.

We've got a busy year of social and fundraising events planned - from the Christmas Bazaar to a Summer River Cruise - and want to get as many parents and carers involved as we can!

Your support is critical. Without it, the Friends won't be able to provide essentials for our children to thrive at SMSP. Please join in!

Sarah, Louise, Claire & Ben
Friends Committee

WHAT WE HELP WITH

The money we raise pays for...

Class tissues, glue & pens
£2000

Library
£1500

Curriculum Week
£4000

Playground Benches
£2300

Learning Subscriptions
£11,000

Y6 Leavers Party
£1500

Drinking Fountains
£1700

Wellbeing Week
£5000

Christmas Panto
£900

Curriculum Resources
£6000

Hardship Fund
£3000

Y2 & 3 Reading Books
£2600

Get involved!



We need your help to keep raising funds!

Our Accounts:

Treasurer Report August 2024

Fundraising (net of expenses)

	12m to 31/08/25	12m to 31/08/24
	Proposed Budget	Actual
Events	£	£
Summer Fair	20,000	14,080
Christmas Fair	2,000	17,871
Quiz Night	4,000	5,731
Christmas Trees	1,750	1,812
School of DJ	2,000	2,640
SATS Disco	750	(111)
Get Active	1,500	310
Mini Marathon	0	0
St James Fireworks	100	115
Bingo	1,000	1,016
Boat Party	1,000	1,160
New Event: wine bar quiz	2,000	
	36,100	44,624
Other Income		
Lottery	2,000	2,007
Christmas Cards	1,000	1,433
Uniform Sales	1,000	1,286
Y4 Movie Night Income	350	350
Partnership Schemes	0	0
Uniform Labels	0	22
Donations	1,000	2,772
Y3 Movie Night Income	350	345
	5,700	8,216
Insurance	(150)	(153)
Friends' Exoenses	(200)	(275)
Get Active prior year payment		(621)
Total Income for Period (net of expenses)	41,450	51,790

Donations to SMSF

	12m to 31/08/25	12m to 31/08/24
	Proposed Budget	Actual
	£	£
Subscriptions*	(11,000)	(11,000)
Dance Teacher	(10,000)	(10,000)
Curriculum Resources	(5,000)	(6,062)
Well-being week		(5,044)
Curriculum Week	(4,000)	(4,169)
IT Equipment	(3,000)	(138)
Y4 Music Tuition		0
Drinking Fountains		(1,643)
Y6 Leavers Events	(1,500)	(2,464)
Library Books	(1,500)	(1,119)
Christmas Celebrations	(900)	(900)
Pre-School	(500)	(397)
Y4 Movie Night payment	(350)	(350)
Reception Parents Evening		0
Lunch box trollies		(602)
Playground repairs		(1,105)
Mini Marathon		(497)
Y3 Movie Night payment	(350)	(350)
Lego Supplies		(213)
Y5 Helping Hands workshop		(135)
Miscellaneous		(125)
Total Expenditure for Period	(39,100)	(46,315)
Net Movement for Period	2,350	5,475

[illegible]

Memo - For Charities Commission Submission:		
Income 01/08/2023 - 31/08/2024		77,766.91
Expenditure 01/08/2023 - 31/08/2024		(72,316.56)
Net cash flow 01/08/2023 - 31/08/2024		5,475.35

Re: Friends 23/24 Audit

From Richard Cresswell <richcresswell@gmail.com>

Date Tue 24/06/2025 21:01

To Claire and Sarah Co-Treasurer <smspfriendstreasurer@hotmail.com>

I have reviewed the spreadsheets provided to me by Claire and Sarah, checked them against the supporting documents, bank statements, and receipts, and can confirm that there are no material issues with the Friends Accounts for the year ending 31 August 2024.

Regards,
Richard Cresswell

On Fri, 20 Jun 2025 at 09:31, Claire and Sarah Co-Treasurer
<smspfriendstreasurer@hotmail.com> wrote:

Hi Rich,

Thanks again for your help with the Friends 23/24 Audit.

All the information you will need is in the Google Drive [here](#).

In here is the draft accounts finance document, a folder of bank statements and folders for each school fundraising event, with the records for the transactions.

Happy to talk through if you need. The audit requires a cross check of the info from the bank statements and the invoices / expenses in the folders with the transactions recorded in the spreadsheet tab 'Bank Stmt FY23.24' to confirm the recording on the tab is accurate and then confirmation that the 'Finance Report YE 2024' tab is an accurate summary of the 'Bank Stmt FY23.24' tab for the years accounts. Once you are happy, I'd need an email from you confirming this is the case.

The wording used by the person who audited it last year was, "I have reviewed the spreadsheets provided to me by Jane and checked it against the supporting documents, banks statements and receipts and can confirm there are no material issues with the Friends Accounts for the Year Ending 31 August 2023." so something simple along those lines, edited appropriately would be fine.

The financial year ran 1 September 2023 - 31 August 2024.

Really appreciate you doing this for us - we need to file the accounts to the Charities Commission by 30th June, so if you can please have a look at it before then, would be much appreciated.

Thanks a lot,
Claire

