

Trustees' Annual Report (TAR)

For financial year ending 31 July 2025

This template is designed for a UK charity preparing a Trustees' Annual Report alongside year-end accounts. Replace all highlighted guidance text with your charity's information.

St Bede Home & School Association

Trustees' Annual Report

For the year ended 31 July 2025

Charity number: 1080716

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1. Reference and Administrative Details

Charity name

St Bede Home & School Association

Charity registration number

1080716

Principal address

St Bede C of E Primary School
Gordon Road
Winchester
SO23 7DD

Trustees during the year

The trustees of the association are the elected committee members serving during the financial year.

- Nicola Dolman (Chair)
- Gemma Andem (Treasurer)
- Giles Hammond (Secretary)
- Charlotte Harvey (Former Secretary)
- Amy Wilmott (Trustee)
- Emily Briar (Co-Secretary)

Bankers

Barclays Bank plc

2. Structure, Governance and Management

Governing document

St Bede Home & School Association is an unincorporated charitable association governed by its constitution, as amended at the Annual General Meeting held on 19 September 2012.

Trustee recruitment and appointment

Committee members and trustees are elected annually by members of the association at the Annual General Meeting in accordance with the constitution. The committee is made up primarily of parent volunteers, together with representatives from the school, who work together to support the school community through fundraising and community events.

Organisational structure

The charity is managed by a volunteer committee consisting of officers and committee members. Regular meetings are held throughout the year to plan events, monitor finances and agree expenditure in support of the school.

Risk management

The trustees have considered the major risks to which the charity is exposed and are satisfied that appropriate systems and procedures are in place to manage those risks and safeguard the charity's assets.

3. Objectives and Activities

Charitable objectives

The objective of the association is to advance the education of pupils attending St Bede Church Of England Primary School by developing effective relationships between staff, parents and others associated with the school, and by engaging in activities or providing facilities and equipment which support the school and advance the education of the pupils.

Public benefit

The trustees confirm that they have complied with the duty under section 17 of the Charities Act 2011 to have due regard to the Charity Commission's public benefit guidance.

Activities undertaken

During the year, the association organised and supported a range of fundraising and community activities for pupils, families and the wider school community.

Fundraising activities included:

- Christmas Fayre
- Summer Fayre
- Christmas tree sales
- School discos
- Teddy Bede sales
- Pop-up shops
- Café events
- Quiz events
- Leavers' activities
- Personalised cards and gifts
- Recycling initiatives
- Sponsorship and donations
- easyfundraising
- ASDA Cashpot initiative

These activities helped strengthen the school community while raising funds to support the pupils and school.

4. Achievements and Performance

The association had another successful year of fundraising and community engagement.

Income taken during the year amounted to £30,323.39. The largest fundraising contributors included the Christmas Fayre, Summer Fayre, sponsorship activities and Christmas tree sales.

There was a total of £8,493.68 event expenses. Giving total profits of £21,829.71. Fundraising profits were generated from activities included:

- Christmas Fayre: £5,994.00
- Summer Fayre: £5,901.78
- Sponsorship: £3,988.87
- Quiz: £1,931.06
- Christmas Trees: £1,074.31
- Disco: £993.84
- Teddy Bede: £585.83
- Xmas Cards & Gifts: £350.77
- Direct Donations: £324.87
- Recycling: £160.00
- Café: £148.17
- Leavers: £123.84
- Fireworks: £100.00
- ASDA Cashpot: £93.57
- easyfundraising: £58.80

The association continued to support the school through financial contributions towards educational resources, enrichment opportunities and wider school improvements.

During the year, donations and support provided to St Bede Church Of England Primary School totalled £16,320.96. Funding provided included:

- Annual contribution to the school: £7,000
 - The Ridiculous Rhyme Show: £1,260
 - Green SEND Sofa project: £208.34
 - Pantomime shortfall contribution: £615.50
 - Samba Day enrichment activity: £725
 - Leavers' hoodies: £346
 - Site maintenance support: £1,000
 - Cameras and devices: £2,800
 - Laptop parts and repairs: £1,295
 - Design & Technology resources: £500
 - SATs ice creams: £148.80
 - EYFS storage: £334
 - Sports Day ice lollies: £88.32
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5. Financial Review

Financial position

Total spend during the year was £25,531.14, comprising of:

£8,493.68 event expenses

£16,320.96 to St Bede Church Of England Primary School

£716.50 of committee/administrative expenses, which included:

- Newsletter printing: £178.00
- Reusable Plastic glasses: £71.39
- Membership and liability insurance: £162.00
- Storage boxes: £72.00
- Reusable Bread baskets: £22.99
- Annual music licence: £91.32
- SumUp machines: £118.80

The charity therefore recorded a net surplus for the year of £4,792.25, representing the difference between total income and total expenditure for the financial year.

At 31 July 2025, the charity held cash balances of £23,997.47.

Principal funding sources

The charity's principal sources of funding were fundraising events, sponsorship, donations and community activities organised throughout the school year.

Investment policy

The charity does not currently hold any investments.

Going concern

The trustees consider that the charity remains a going concern and has sufficient reserves to continue its charitable activities for the foreseeable future.

6. Reserves Policy

The trustees aim to maintain unrestricted reserves of approximately £5,000 in order to provide financial stability, cover unforeseen expenditure and ensure the continuation of the association's activities.

At 31 July 2025, unrestricted reserves exceeded this target level and the trustees are satisfied that the charity remains in a sound financial position.

During the year, the association's income exceeded the threshold requiring independent examination for the first time. The trustees intend to formally appoint an independent examiner at the next Annual General Meeting in accordance with the constitution and Charity Commission requirements.

7. Plans for Future Periods

The association intends to continue organising community fundraising events and activities during the next financial year in order to strengthen the school community and provide continued financial support to the school.

Future priorities include:

- Maintaining successful annual fundraising events
- Supporting school enrichment opportunities
- Encouraging volunteer participation
- Identifying additional fundraising opportunities
- Continuing to provide financial support for school resources and activities

8. Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law, the Charities Act 2011 and applicable accounting standards and regulations.

The trustees are responsible for keeping adequate accounting records and for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The trustees intend to appoint an independent examiner for the accounts in accordance with Charity Commission requirements.

St Bede Home & School Association Registered Charity No. 1080716 1st August 2024 - 31st December 2025					Profit	-8261	-249.39	148.17	2830.01	4994	0	0	0	0	0	289.41	160	6	0	100	0	15.76	0	32.96
					Income	0	0	167.05	2930	7892.37	0	0	0	0	0	289.41	160	6	0	100	0	15.76	0	11,560.59
					Outgoing	-8261	-249.39	-18.88	-99.99	-2898.37	0	0	0	0	0	0	0	0	0	0	0	0	0	(11,527.63)
date	Payee	description	Type	St Bede	Committee	Cafe	Xmas Trees	Xmas Fayre	Xmas cards & gifts	Summer Fayre	Leavers	Disco	Ice Lollies	Teddy Bede	Recycling	Sponsorship	Quiz	Fireworks	ASDA cashpot	easyfundraising	Direct Donations	⌘ Total		
10/12	Nicola D	ikea	paypal					-37.25															(37.25)	
10/12	Nicola D	dukes valley glasses	paypal		-71.39																		(71.39)	
10/12	Nicola D	bookers	paypal					-254.74															(254.74)	
10/12	Nicola D	majestic	paypal					-373.88															(373.88)	
11/12	St Bede HCC	test payment (for sofa)	bacs		-1																		(1.00)	
11/12	Mirlum G	crafts stall	bacs					-15															(15.00)	
13/12	Nicola D	missing xmas tree	paypal				-49.99																(49.99)	
13/12	Timothy S	missing xmas tree	bacs				-50																(50.00)	
Total Outgoings						-8261	-249.39	-18.88	-99.99	-2898.37	0	0	0	0	0	0	0	0	0	0	0	0	(11,527.63)	
date	Payee	description	Type	St Bede	Committee	Cafe	Xmas Trees	Xmas Fayre	Personalised cards & gifts	Summer Fayre	Leavers	Disco	Pop Up Shop (lollies/cakes)	Teddy Bede	Recycling	Sponsorship	Quiz	Fireworks	ASDA cashpot	easyfundraising	Direct Donations	Total		
Profit														289.41	160	6	0	100	0	15.76	0	32.96		

St Bede Home & School Association		Profit		-1547.84	-348.31	0	-1804.8	0	350.77	0	0	498.84	0	7	0	-188.08	1581.56	0	93.57	17.66	4.87	(1,334.76)
Registered Charity No. 1080716		Income		0	0	0	0	0	350.77	0	0	537.09	0	7	0	104	3042.15	0	93.57	17.66	4.87	4,157.11
1st Jan 2025 - 20th April 2025		Outgoing		-1547.84	-348.31	0	-1804.8	0	0	0	0	-38.25	0	0	0	-292.08	-1460.59	0	0	0	0	(5,491.87)
Charitable Activities (sale of donated goods and services)												Other Trading Activities (3rd party ticket sales, sponsorship in return of something)						Donations (gifts, grants, gifts in kind, sponsorships which are not pure donations)				
date	Payee	description	Type	St Bede	Committee	Cafe	Xmas Trees	Xmas Fayre	Personalised cards & gifts	Summer Fayre	Leavers	Disco	Ice Lollies	Teddy Bede	Recycling	Sponsorship	Quiz	Fireworks	ASDA cashpot	easyfundraising	Direct Donations	Total
14/1		sumup											5									5.00
15/1		sumup											165									165.00
16/1		sumup											90									90.00
17/1		sumup											80									80.00
21/1		sumup											75									75.00
22/1		sumup											117.09									117.09
23/1		sumup											5									5.00
																						0.00
11/2	easyfundraising	bacs																		17.66		17.66
12/2	MychildsArt	personalised xmas cards & g	bacs						350.77													350.77
20/2	Caz B	Vinted sales	bacs											7								7.00
25/2	multi	sumup															366					366.00
26/2		sumup															146.25					146.25
27/2		sumup															117					117.00
28/2		sumup															117					117.00
3/3	quiz night tickets	sumup																	93.57			93.57
4/3	quiz night tickets	sumup															438.74					438.74
6/3	quiz night tickets	sumup															43.83					43.83
7/3	quiz night tickets	sumup															341.22					341.22
10/3	quiz night bar takings	sumup															1472.11					1,472.11
11/3	£ donation minus fees	sumup																			4.87	4.87
26/3	skipping ropes	sumup															8					8.00
27/3	sumup																32					32.00
28/3	sumup																32					32.00
31/3	sumup																12					12.00
1/4	sumup																8					8.00
2/4	sumup																12					12.00
Total Income				0	0	0	0	0	350.77	0	0	537.09	0	7	0	104	3042.15	0	93.57	17.66	4.87	4,157.11
date	Payee	description	Type	St Bede	Committee	Cafe	Xmas Trees	Xmas Fayre	Personalised cards & gift	Summer Fayre	Leavers	Disco	Pop Up Shop (lollies/cakes)	Teddy Bede	Recycling	Sponsorship	Quiz	Fireworks	ASDA cashpot	easyfundraising	Direct Donations	Total
2/1	Parentkind	membership & insurance	bacs		-162																	(162.00)
16/1	Caz B	Homebase storage boxes	paypal		-72																	(72.00)
16/1	St Bede HCC	green sofa (minus £1 already	bacs	-207.34																		(207.34)
4/2	Nicola D	Aldi crisps	paypal									-38.25										(38.25)
7/2	Nicola D	Music Licence (year)	bacs		-91.32																	(91.32)
26/2	Karen Dinesen t/a	bacs					-1804.8															(1,804.80)
12/3	St Bede HCC	Panto shortfall	bacs	-615.5																		(615.50)
13/3	Nicola D	amazon (bread) baskets	bacs		-22.99																	(22.99)
13/3	Nicola D	bacs															-506.16					(506.16)
14/3	Caz B	paypal															-209.29					(209.29)
19/3	Nicola D	tesco prizes	bacs														-9.5					(9.50)
19/3	Nicola D	Bookers	bacs														-129.82					(129.82)
19/3	Nicola D	majestics	bacs														-605.82					(605.82)
27/3	Nicola D	Sarsen JFJ printing	paypal													-132						(132.00)
27/3	Nicola D	JFJ envelopes	paypal													-160.08						(160.08)
15/4	St Bede HCC	Samba day	chq 100262	-725																		(725.00)
Total Outgoings				-1547.84	-348.31	0	-1804.8	0	0	0	0	-38.25	0	0	0	-292.08	-1460.59	0	0	0	0	(5,491.87)
Profit				-1547.84	-348.31	0	-1804.8	0	350.77	0	0	498.84	0	7	0	-188.08	1581.56	0	93.57	17.66	4.87	(1,334.76)

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INDEPENDENT EXAMINER'S REPORT

St Bede Home & School Association
Registered Charity Number: 1080716
Year ending: 31 July 2025

I report on the accounts of St Bede Home & School Association for the year ended 31 July 2025.

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under the provisions of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts
- follow the procedures laid down in the General Directions given by the Charity Commission; and
- state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with those accounting records;

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Ahila Ganeshalingam

Qualifications: BSc (Hons) Actuarial Mathematics & Statistics

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