

**Friends of Manby Lodge**  
**(Registered Charity Number 1099272)**  
**Manby Lodge Infant School, Princes Road, Weybridge, KT13 9DA**  
**Report to the Trustees**  
**1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

**Aims and Purpose of the Charity**

The charity aims to raise funds to support the school as requested by the Head Teacher and staff of the school and it aims to enhance the school community by actively engaging parents and therefore pupils within the school. It also provides a forum for parents and teachers to communicate.

**Trustees**

Current trustees are:

Jacqueline Brand (Chair), Rachel McIlroy (Treasurer), Charlotte Dury, Elaine Henderson.

All parents and carers are automatically enrolled as members of Friends of Manby Lodge (FoML). The official roles (Chair, Treasurer and Secretary) are held by parent volunteers and they are nominated during the AGM each year.

**Fundraising Activities**

During the period, FoML raised gross income of **£51,240** compared to £42,795 in 2021/22. This resulted in total net income after interest and expenses of **£31,587** compared to £30,718 in 2021/22.

This was another fantastic year for the charity, especially given the difficult economic situation. We were able to continue some of our usual events and introduce some new ones also. There was a fantastic spirit amongst the parent community which contributed to this incredible amount.

Here are the events generating the most net income:

	<b>2022-2023 (net)</b>	<b>2021-2022 (net)</b>	<b>2020-2021 (net)</b>	<b>2019-2020 (net)</b>
Christmas Fair	£6,186	£5,486	-	£4,162
Summer Ball	£11,627	£12,033	-	-
Summer Fair	£4,427	£3,291	-	-
Sponsored Event	£2,897	£1,589	-	£399
Quiz Night	£1,661	£1,461	-	£1,836
Ad Hoc Donations	£246	£865	£4,235	-
Self-Portrait Keepsakes	£1,079	-	-	-
Christmas Class Fundraiser	-	-	£11,868	-

Matching Funding from Google for various events generated £4,189 over this period.

Further match funding from Salesforce for Summer Fair generated £3,130 which entered our accounts in the next accounting year (2023-2024) and so is not included in these results (as the accounts are prepared on a receipt and payments basis). A further £300 match funding from Sky for the Summer Fair has been approved and we are awaiting for the funds to arrive.

Cake sales generated net income of £1,098 (£1,338 in 2021-2022) and Preloved uniform generated a record breaking net income of £755 (£426 in 2021-2022), highlighting our aim to help the environment by recycling uniform wherever possible.

FoML donated £321 to The British Red Cross Turkey-Syria Appeal in February 2023.

It has been another record breaking year driven by the generosity of the parents.

#### **Funds Applied to Benefit Manby Lodge**

Funds used for the school's benefit during the year were £23,817. The largest items of expenditure came from a contribution to garage renovation of £7,000 and contribution towards the replacement of the Year 1 canopy (£4,000). Learning subscriptions also totalled £4,145. We contributed towards school trips (£1,472), SEN equipment (£250), a new Fridge/Freezer for milk and fruit supplies for the children (£288) on top of the usual funds that are applied to the school.

We will continue to contribute £7,000 per year towards the garage renovation for the next two accounting years (2023-2024 and 2024-2025).

#### **Net Income and Funds Carried Forward.**

During the period, income exceeded expenditure by £7,770.

At the year-end (31st August 2023) Friends of Manby Lodge held net cash reserves of £25,781 in the HSBC account, all of which are considered unrestricted in nature.

**Rachel McIlroy**  
**FoML Treasurer**  
**23rd January 2024**

## **Report to the Trustees of Friends of Manby Lodge (Registered Charity Number 1099272)**

### **On the accounts for the year ended 31 August 2023**

#### **Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2023. 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 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.

Christopher Cork (ACA)

23rd January 2024

**Friends of Manby Lodge**  
**(Registered Charity Number 1099272)**  
**Receipts and Payments Accounts**  
**For the year from 1 September 2022 to 31 August 2023**

**Receipts and payments**

	<b>Unrestricted funds</b>	
	<b>Year Ended</b>	<b>Year Ended</b>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Fundraising activities	50,994	41,930
Donations	246	865
<b>Total gross receipt income</b>	<b>51,240</b>	<b>42,795</b>
<b>Payments</b>		
<i>Costs of fundraising activities:</i>		
Direct costs	(17,864)	(11,321)
Charity operating costs	(1,266)	(644)
Donations made	(321)	-
Bank charges	(120)	(112)
Prior year expenses	(82)	-
Costs of charitable activities	(23,817)	(25,765)
<b>Total payments</b>	<b>(43,470)</b>	<b>(37,842)</b>
<b>Net of receipts</b>	<b>7,770</b>	<b>4,953</b>

**Statement of assets and liabilities as at 31 August 2023**

	<b>Unrestricted funds</b>	
	<b>As at</b>	<b>As at</b>
	<b>31 August</b>	<b>31 August</b>
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash funds</b>	<b>25,781</b>	<b>18,011</b>

**Notes to the receipts and payments accounts**

*Basis of preparation*

The charity's accounts are prepared on a receipts and payments basis as outlined by Charity Commission guidance note CC16b. Receipts and payments are therefore treated as income and expenditure for the year.

*Prior year income and expenditure*

Income and payments for the year ended 31 August 2022 have been restated to remove the impact of float transfers in and out of the bank account of £1,795, meaning that gross receipt income and expenditure are lower than amounts previously reported by the same amount. Accordingly for 2023, float receipts and payments (both of £2,400) are shown as income and expenditure in *Appendix A* (for the purposes of cash tracking) but are offset in full in the above table. There is no impact on net receipts in either year due to this presentational adjustment.

# Appendix A

Friends of Manby Lodge 2022-2023 Summary			
Receipts and Payments for the period 1 September 2022 - 31 August 2023			
	Receipts	Direct Costs	Net
1 Pre-loved uniform/costume/wellies + Caps Sale	£ 797.45	£ 42.00	£ 755.45
2 Welcome Drinks	£ 545.15	£ 90.26	£ 454.89
3 Pumpkin Presentation	£ 240.52	£ 50.96	£ 189.56
4 Book Sale	£ 33.00	£ -	£ 33.00
5 Ad Hoc Donations	£ 246.42	£ -	£ 246.42
6 Commissions - e.g. Easy Fundraising, Amazon Smile, Stikins, Y2 hoodies	£ 430.81	£ -	£ 430.81
7 Bake Sale, Tuck Shop, Ice Cream Stall	£ 1,234.72	£ 136.48	£ 1,098.24
8 Christmas Fair	£ 7,333.62	£ 1,146.79	£ 6,186.83
9 Self-Portrait Keepsakes	£ 2,771.82	£ 1,692.69	£ 1,079.13
10 Summer Ball	£ 22,642.03	£ 11,014.62	£ 11,627.41
11 January Active Challenge #manbyactive23	£ 2,905.85	£ 7.98	£ 2,897.87
12 Manby Love	£ 195.57	£ 23.91	£ 171.66
13 Pancake Stall	£ 86.77	£ 15.67	£ 71.10
14 Mother's Day Shop	£ 883.97	£ 176.36	£ 707.61
15 Spring Hat Parade	£ 96.05	£ 44.06	£ 51.99
16 Quiz Night	£ 3,629.86	£ 1,968.06	£ 1,661.80
17 Summer Fair	£ 5,437.94	£ 1,010.32	£ 4,427.62
18 Father's Day Shop	£ 769.86	£ 411.87	£ 357.99
19 Canvas Raffle	£ 740.65	£ 31.41	£ 709.24
20 Weybridge Community Fair	£ 180.79	£ -	£ 180.79
	£ -	£ -	£ -
	£ -	£ -	£ -
25 Floats	£ 2,400.00	£ 2,400.00	£ -
Misc. Expenses			
30 PTA Membership	£ -	£ -	£ -
31 Miscellaneous Stationery/Postage/Gifts	£ -	£ 175.96	£ (175.96)
32 PTA equipment	£ -	£ 108.30	£ (108.30)
33 Licence Fees + Subscriptions	£ -	£ 264.00	£ (264.00)
34 Charity Donations	£ -	£ 321.47	£ (321.47)
35 Misapplied funds	£ 36.80	£ 36.80	£ -
	£ -	£ -	£ -
37 Glow Sticks + Wands	£ -	£ 680.78	£ (680.78)
<b>Funds Raised Net of Direct Costs</b>	<b>£53,639.65</b>	<b>£ 21,850.75</b>	<b>£ 31,788.90</b>
40 Bank charges	£ -	£ 120.28	£ (120.28)
41 21-22 expenses carried over	£ -	£ 82.02	£ (82.02)
42 Small Donations Gift Aid and Interest	£ -	£ -	£ -
<b>Total Income after direct costs</b>	<b>£53,639.65</b>	<b>£ 22,053.05</b>	<b>£ 31,586.60</b>
<b>FUNDS APPLIED TO BENEFIT SCHOOL:</b>			
A Year 2 Christmas Pantomime Visit		£ 463.85	
B YR and Y1 Pantomime		£ 798.00	
C Contribution to Y1 Canopy		£ 4,000.00	
D SEN Equipment		£ 250.00	
E Fridge/Freezer for milk and fruit supplies for children		£ 288.00	
F Bedtime Stories		£ 36.21	
G Pancake Competition		£ 10.99	
H School trip contributions		£ 1,471.50	
I End of Year Ice Cream Treat for the whole school		£ 962.50	
J Contribution to logo mat		£ 245.00	
K Contribution to Learning subscription		£ 4,145.00	
L Contribution to photocopier		£ 1,794.00	
M Contribution to Enrichment budget		£ 2,000.00	
N Y2 Leavers events - Stationary Shop + When I grow up prints		£ 351.48	
O Garage renovation		£ 7,000.00	
<b>TOTAL</b>		<b>£23,816.53</b>	
<b>HSBC</b>			
Balance at 1 September 2022			£ 18,011.15
Balance at 31 August 2023			£ 25,781.25
Total Credits for the period			£ 53,639.65
Total Debits for the period			£ 45,869.58
<b>Total after Credits/Debits</b>			<b>£ 7,770.07</b>
Total Funds on 1 September 2022 in banks			
Total Funds at 1 September 2022 held by school			
Total Funds at 31 August 2023			
Debtor at 31 August 2023			
Creditor at 31 August 2023			
<b>Excess of Expenditure over Income in Year Ended 31 August 2023</b>			