



Charity Number: 1100167

Friends of Warley - Parent Teacher Association
Annual Report and Accounts
For the year ended 31st August 2024



Charity Number: 1100167

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

CONTENTS

| | |
|--|----|
| General Information..... | 1 |
| Trustees Report..... | 2 |
| Independent Examiner's Report..... | 4 |
| Income Statement..... | 6 |
| Statement of Assets..... | 7 |
| Breakdown of Fundraising Activities..... | 8 |
| Breakdown of Running Costs..... | 9 |
| Breakdown of Donations to Warley Primary School..... | 10 |



Charity Number: 1100167

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

GENERAL INFORMATION

Charity Name: Friends of Warley – Parent Teacher Association

Charity number: 1100167

Address: Warley Primary School, Chindis Lane, Brentwood, CM14 5LF

Trustees:

Billie Barnes – Chair

Carina Thomson – Event Planner

Clare Murray, FCA – Treasurer

Bankers: NatWest Bank, High Street, Brentwood, CM14

Independent Examiner: Sandra Forster, CPA



Charity Number: 1100167

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

TRUSTEE REPORT

The trustees present their report for the year ended 31st August 2024.

GOVERNING DOCUMENT

The Governing Document of the charity is its constitution, which is reviewed annually at AGM.

OBJECTIVES

We are a group of working parents who voluntarily give our time to organise fundraising events. Key roles are assigned to the working committee, based on skillsets. Recruitment is done on a promotional and call for volunteer basis.

We work closely with the headteacher and other staff members to determine how the funds raised should benefit Warley Primary school.

ACTIVITIES AND ACHIEVEMENTS

The objective of our charity is to arrange fun events for students and parents whilst raising funds to benefit the learning of all students at Warley Primary School and at the same time promote effective relationships between school staff and parents.

During the year 2023/24, we had specific targets to raise funds for a forest school and an outdoor learning space.

Highlights of the year:

We held many events during this successful year, all of which are only possible with the help of the teachers and parent volunteers. To call out a few – Fun Run, Inflatables Day, Wine Tasting, Cinema Night, Bingo - as well as the ever-popular SummerFest and Winter Wonderland semi-annual fayres.



Charity Number: 1100167

We continue to support the parents with an affordable pre-loved uniform online shop, which also promotes sustainability.

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

TRUSTEE REPORT (continued)

PUBLIC BENEFIT STATEMENT

The trustees have complied with the relevant regulation to have due regard to guidance on public benefit.

FINANCIAL REVIEW

The charity had income of £34,084 during the year with expenses of £11,515. Donations to the school totalled £27,445.

At the end of the year, the charity had reserves of £12,423.

Billie Barnes - Chair

Clare Murray, FCA - Treasurer



Charity Number: 1100167

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

INDEPENDENT EXAMINER'S REPORT

The Charity's gross income has exceeded £25,000 and therefore an audit or independent examination of the accounts is required. As the gross income is less than £1,000,000, an independent examination suffices the requirements of the Charity Commission.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ('the Act').

It is my responsibility:

- * to examine the accounts under s145 of the Act,
- * to follow the procedures laid down in the General Directions given by the Charity Commission (under s145(5)(b)) and
- * to 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 Directives given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and the comparison of the accounts presented with those records. It also includes



Charity Number: 1100167

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 I do not express an audit opinion on the view presented in the accounts.

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

INDEPENDENT EXAMINER'S REPORT (continued)

INDEPENDENT EXAMINER'S STATEMENT

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

a. to keep accounting records in accordance with s.130 of the Act; and

b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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.

S. FORSTER, CPA

27 June 2025



Charity Number: 1100167

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

INCOME STATEMENT

| | £ | £ |
|-------------------------------------|---------------|------------------------------|
| Income from fundraising activities | 32,584 | |
| Donation from Tesco | <u>1,500</u> | |
| | | 34,084 |
| Expenses: | | |
| Expenses for fundraising activities | 11,134 | |
| Running expenses | 381 | |
| Donations to Warley Primary School | <u>27,445</u> | |
| | | (38,960) |
| Loss for the year | £ | <u><u>(4,876)</u></u> |



Charity Number: 1100167

Note: the accounts have been prepared on a receipts and payments basis.

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

STATEMENT OF ASSETS

| | |
|------------------------|-----------------|
| Assets | £ |
| Current Account | 11,920 |
| Reserve Account | 503 |
| | <hr/> |
| | 12,423 |
| Total Assets | |
| Liabilities | - |
| | <hr/> |
| Net Assets | £ 12,423 |



Charity Number: 1100167

| | |
|-----------------------|-----------------|
| Reserves b/f | 17,300 |
| Loss for current year | (4,876) |
| | |
| Reserves c/f | £ 12,423 |

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

BREAKDOWN OF FUNDRAISING ACTIVITIES

| Fundraising Event | Income | Expenditure | Profit/Loss |
|---|-----------|-------------|-------------|
| Your School Lottery | £1,295.64 | £0.00 | £1,295.64 |
| Adventure Island | £583.20 | -£1,200.00 | -£616.80 |
| The Giving Machine | £376.55 | £0.00 | £376.55 |
| Meditation Night | £163.80 | -£10.00 | £153.80 |
| Uniforms Sale | £671.48 | £0.00 | £671.48 |
| Halloween Trail | £476.78 | -£266.83 | £209.95 |
| Non-Uniform/Donations/After School Sale | £165.24 | £0.00 | £165.24 |
| October Doughnuts | £583.58 | -£375.00 | £208.58 |
| Gift Shop Shelf | £418.71 | £0.00 | £418.71 |
| Wine Tasting | £1,534.08 | -£488.50 | £1,045.58 |
| Ice-cream Sale | £337.48 | -£120.65 | £216.83 |



Charity Number: 1100167

| | | | |
|-----------------|-------------------|--------------------|-------------------|
| Cinema Night | £1,874.55 | -£1,493.20 | £381.35 |
| Christmas Fayre | £8,247.64 | -£2,930.59 | £5,317.05 |
| Run4Fun | £5,144.12 | £0.00 | £5,144.12 |
| Wreath Making | £880.30 | -£411.04 | £469.26 |
| Penny Challenge | £718.50 | £0.00 | £718.50 |
| Bingo Night | £1,112.75 | -£672.77 | £439.98 |
| Summer Fayre | £5,668.75 | -£1,488.77 | £4,179.98 |
| Inflatable Day | £2,330.89 | -£1,676.97 | £653.92 |
| Total | £32,584.04 | -£11,134.32 | £22,949.72 |

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

BREAKDOWN OF RUNNING COSTS

| Running Costs | Expenditure |
|-------------------|-------------|
| Portable Lanterns | -£31.97 |
| Lottery Fee | -£20.00 |
| Tokens | -£100.80 |
| Parent Kind | -£153.00 |
| Shed Roof Felt | -£39.89 |
| Uniforms Boxes | -£21.00 |
| Domain | -£14.39 |



Charity Number: 1100167

| | |
|--------------|-----------------|
| TOTAL | -£381.05 |
|--------------|-----------------|

Friends of Warley - Parent Teacher Association

Annual Report and Accounts

For the year ended 31st August 2024

BREAKDOWN OF DONATIONS TO WARLEY PRIMARY SCHOOL

| Donations to School | Expenditure |
|----------------------------|--------------------|
| Fun Run Medals | -£236.87 |
| Skittle Man | -£50.00 |
| Panto | -£343.61 |
| Leavers' party | -£250.00 |



Charity Number: 1100167

| | |
|-----------------------|--------------------|
| 2024 School Donation | -£25,000.00 |
| Sensory Garden Plaque | -£8.99 |
| Tesco Donation | -£1,500.00 |
| Sports Day Lollies | -£55.46 |
| TOTAL | -£27,444.93 |