



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Friends of Downview Primary School

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1100187

Set out on pages

3 and 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

Responsibilities and  
basis of report

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 (~~other than that disclosed below~~ \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

14/10/2024

Name:

Jayne Tressler FCCA ACA

Relevant professional  
qualification(s) or body  
(if any):

The Institute of Chartered Accountants in England and Wales (ICAEW)  
Association of Chartered Certified Accountants (ACCA)

Address:

22 Hinde Road

Bognor Regis

PO22 7QJ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Downview Primary School	1100187
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## Receipts and payments accounts

For the period from	01/09/2023	To	31/08/2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Voluntary receipts	95	-	-	95
Donations and grants	1,000	13,513	-	14,513
Fundraising events	19,487	-	-	19,487
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>20,582</b>	<b>13,513</b>	<b>-</b>	<b>34,095</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>20,582</b>	<b>13,513</b>	<b>-</b>	<b>34,095</b>
<b>A3 Payments</b>				
Costs of generating voluntary receipts	-	-	-	-
Cost of Fundraising events	6,219	-	-	6,219
Grants and donations made	8,968	8,642	-	17,610
Governance & admin costs	305	-	-	305
Activities and events to advance education	1,623	-	-	1,623
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>17,114</b>	<b>8,642</b>	<b>-</b>	<b>25,756</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>17,114</b>	<b>8,642</b>	<b>-</b>	<b>25,756</b>
<b>Net of receipts/(payments)</b>	<b>3,468</b>	<b>4,871</b>	<b>-</b>	<b>8,339</b>
<b>A5 Transfers between funds</b>				
<b>A6 Cash funds last year end</b>	<b>5,013</b>	<b>-</b>	<b>-</b>	<b>5,013</b>
<b>Cash funds this year end</b>	<b>8,481</b>	<b>4,871</b>	<b>-</b>	<b>13,352</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Bank account	8,477	4,871
	JustGiving Account	4	-
		-	-
	<b>Total cash funds</b>	<b>8,481</b>	<b>4,871</b>
	(agree balances with receipts and payments account(s))	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature

*Joanne Edwards*  
*Katherine Chute*

Print Name

Joanne Edwards  
Katherine Chute





# Trustees' Annual Report for the period

From (start date) **01/09/23** to (end date) **31/08/24**

Section A		Reference and administration details	
Charity name	<b>FRIENDS OF DOWNVIEW PRIMARY SCHOOL</b>		
Other names the charity is known by	—		
Registered charity number (if any)	<b>1100187</b>		
Charity's principal address	<b>DOWNVIEW PRIMARY SCHOOL</b> <b>WROXHAM WAY</b> <b>BOGNOR REGIS</b> <div style="text-align: right;">Postcode <b>P0228ER</b></div>		
Names of the charity trustees who manage the charity			
Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 <b>KATHERINE CHUTE</b>	<b>CHAIR</b>		<b>MEMBERS</b>
2 <b>LINDA SHEEHAN</b>		<b>FROM 02.11.2023</b>	<b>"</b>
3 <b>HANNAH PROVERBS</b>		<b>FROM 02.11.2023</b>	<b>"</b>
4 <b>SOPHIE HOLLIS</b>		<b>FROM 02.11.2023</b>	<b>"</b>
5 <b>CLAIRE WILSON</b>			<b>"</b>
6 <b>ELIZABETH PARRIS</b>			<b>"</b>
7 <b>KIRSTY SPOKES</b>	<b>SECRETARY</b>		<b>"</b>
8 <b>JOANNE EDWARDS</b>	<b>TREASURER</b>		<b>"</b>
9 <b>—</b>			
10 <b>—</b>			
11 <b>—</b>			
12 <b>—</b>			
13 <b>—</b>			
14 <b>—</b>			
15 <b>—</b>			
16 <b>—</b>			
17 <b>—</b>			
18 <b>—</b>			
19 <b>—</b>			
20 <b>—</b>			
Names of the trustees for the charity, if any (for example, any custodian trustees)			
Name	Dates acted if not for whole year		
<b>NONE</b>			

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
NONE		

Name of chief executive or names of senior staff members (optional information)

## Section B

## Structure, governance and management

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

CONSTITUTION DATED 8 JULY 2019

How the charity is constituted  
(eg trust, association, company)

UNINCORPORATED ASSOCIATION

Trustee selection methods  
(eg appointed by, elected by)

ELECTED BY MEMBERS

Additional governance issues (optional information)

You may choose to include additional  
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
  - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

WE HAVE ADOPTED THE FOLLOWING  
POLICIES IN THIS REGARD:-

- CODE OF CONDUCT
- CONFLICT OF INTEREST POLICY
- EQUAL OPPORTUNITIES POLICY
- FINANCIAL CONTROL AND EXPENSES POLICY
- RISK MANAGEMENT POLICY
- SAFEGUARDING POLICY
- SERIOUS INCIDENT REPORTING POLICY
- SOCIAL MEDIA POLICY
- VOLUNTEERING POLICY

ALL ADOPTED IN APRIL 2024



## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the education of the pupils by developing effective relationships between the school community and by arranging activities and providing facilities/equipment.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Supporting school-led initiatives, such as 'Read to Recycle', to help build effective relationships within the school community. Planning events/initiatives to enhance the pupils' educational experience, such as Elfridges. Planning events/initiatives focusing on raising funds to advance the education of the pupils. Fundraising focus this year was outdoor areas/resources. All Trustees have read the Charity Commission guidance on public benefit within the last year and we have developed a 'Decision Record' to document our considerations in this regard.

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Record-breaking year for us in terms of income generated - the Accounts for the year ending 31 August 2024 show net income of £27,477.62 before donations. A large proportion of this came from grant funding. To the Trustees' knowledge, this is the first year the charity has secured grant income, and we're proud of the positive impact this has had. Grant income has been used towards trips, an outdoor extension to our library and a brand new outdoor classroom for our EYFS pupils.

Our Spring Fayre in May 2024 was the biggest event we've ever held and we were proud to involve local businesses to boost our fundraising, whilst providing even more free activities to ensure everyone could participate. The Fayre raised an incredible £4,294.61 towards an outdoor stage, which was requested by the children on the School Council.

Other successful fundraising events included Flexible Friday, raising £1,010, Monster Mash discos, raising £1,217, Bonkas Bars, raising £677, and Elfridges, raising £942.

Elfridges, a Christmas shop for the children, was new type of event for us this year and proved extremely popular. The children chose from a selection of gifts for family and friends, taking charge of their own money. Around Mothers Day and Fathers Day, we ran free surprise shops to include every child. These events encouraged the children's independence and confidence and, at Elfridges, enabled them to practice their money skills. The feedback proved how well these events had met our charity objectives by enhancing the children's educational experience and building effective relationships between the school community.

We were pleased with the success of our first event for adults only, which was a quiz night. This raised £621 whilst bringing the school community together. We held our AGM at the event, which also helped us reach more members than are usually able to attend.

Overall, we supported the school to the tune of £19,233.30 this year, which is a great achievement.



## Section E

## Financial review

Brief statement of the charity's policy on reserves

The charity has a Financial Reserves Policy adopted in April 2024. We aim to maintain unrestricted reserves of £1,000. At the end of the financial year, we held unrestricted reserves of £8,481 and total restricted reserves of £4,871.

Details of any funds materially in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

*J Edwards*

Full name(s)

JOANNE EDWARDS

Position (eg Secretary, Chair, etc)

TREASURER

Date

03/02/24