



# Friends of Bowmansgreen School

Report for the year ended 31 August 2023

Charity Registration Number: 1101829

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## Officers and Advisers:

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**Registered Office and  
operational address**

Bowmansgreen Primary School  
Telford Road  
London Colney  
St Albans  
Hertfordshire  
AL2 1PH

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**Trustees**

Angela Duce (*Chair*)  
Danielle Farenden (*Treasurer*)  
Liz Alderson (*Co-Treasurer*)  
Sian Riches (*Secretary*)

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**Head Teacher**

Anna Lippa

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**Bankers:**

NatWest Bank  
10 St Peter's Street  
St Albans  
AL1 3LY

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**Independent Reviewer:**

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**Contact details:**

**website:** [www.bowmansgreen.herts.sch.uk](http://www.bowmansgreen.herts.sch.uk)  
**email:** [fobs@bowmansgreen.herts.sch.uk](mailto:fobs@bowmansgreen.herts.sch.uk)

## Introduction from the Chair

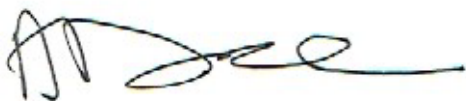
It has been an absolute privilege to have been co-opted as the Chair of the Friends of Bowmansgreen School (FOBS) since July 2022 and elected with my fellow trustees at our Annual General Meeting in November 2022.

It has been quite a year for FOBS. On a July evening in 2022 after the impact of Covid had left the school without any activities for sometime, what turned out to be a very large group of parents gathered to see how we could raise FOBS from the ashes. With four of us co-opted into the governing roles, we spent the Summer holidays going over the paperwork, setting up a new bank account and registering with the Charity Commission and the new FOBS was born. Little did we know how welcome the programme of activities would be and how successful the Parent, Teacher and Friends Association would become in such a short period of time.

There are so many people to thank for the past year, that I really can't mention everyone individually. From those who are there at every event and collection to those who take a bigger part in the every day running of what has become a much larger charity than we started with, we couldn't achieve what we have done without everyone's effort and commitment.

I give my heartfelt thanks to my fellow trustees, Danielle Farenden, Liz Alderson and Sian Riches who hit the ground running, managing the finances, organising volunteers, managing the technology and ticket sites, the registers, the licences, the cash-counting, the banking, the administration, insurance, the policies as well as taking a role in all the events. We couldn't have achieved the success that we did during the year without the resourcefulness of Sabrina Miller who was co-opted to the committee. Sabrina's ideas and research have meant that we were able to source discounted tickets for the Pantomime and for a Legoland trip and along with Liz Alderson, found the company who put on our first Circus event. Sabrina also has an incredible ability to seek our bargains which meant that our Mother's Day and Father's Day sales were incredibly successful and a source of excitement for all the children who loved independently choosing a present for their parents.

On behalf of the trustees, I offer my sincere thanks and admiration to all of our team of volunteers who have worked diligently throughout the year to provide an exciting array of events that have enhanced the education of our children and reinvigorated our school community.



**Angela Duce**

## Trustees Report

The Trustees are pleased to present their combined annual report and accounts for the year ended 31 August 2023 which have been prepared in *accordance with the accounting policies set out in the note to these accounts*.

### Governance and Structure

Governance	<p>The Friends of Bowmansgreen School, a Parent, Teacher and Friends Association and is a charity, founded in 2004, which, during the year was governed under a Constitution dated 2008 which sets out its objects and powers.</p> <p>The trustees are elected at an Annual General Meeting of the charity. The Trustees may also co-opt up to two people who are willing to sit on the committee. New trustees are recruited and appointed from the membership.</p> <p>All trustees receive a copy of the Constitution and Rules and the Charity Commission guidance “The Essential Trustee”.</p> <p>Trustee Meetings are held at least once every half term and members are invited to attend these meetings.</p>
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### Objectives and Activities

Objectives	<p>The object of the association (the objects) is to advance the education of pupils in the school in particular by:</p> <ul style="list-style-type: none"><li>• Developing effective relationships between the staff, parents and others associated with the school</li><li>• Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</li></ul>
Activities	<p>The first FOBS event was a bag2school collection where we collected unwanted clothing and other items for reuse and recycling. Our first event happened to coincide with Mrs Stanley’s Macmillan coffee morning and this turned out to be her most successful coffee morning to date so the ‘marriage’ of the coffee morning and bag2school collection began.</p> <p>We held the first disco using a formula that had been used for many years at school with some changes made throughout the year as we worked to get it more efficient and easier to manage. Introducing reusable cups, offering an all-inclusive price and the option to ‘pay-it-forward’ means that every child is able to attend if they wish to and the three discos we held through the year have been extremely well attended and supported by both staff at the school and the committed team of experienced and new volunteers. Offering facepainting to every child is no mean feat and we thank each and every volunteer who has helped with these events, whether on the day or behind the scenes.</p> <p>Cauliflower Cards returned to Bowmansgreen in time for Christmas, after a hiatus the previous year and it is these regular events that ensure that we maintain the momentum and keep the children and school engaged in FOBS activities.</p>

On November 26th we embarked on our biggest fundraiser of the year. With little experience and only a few weeks work, we held our Winter Fair. We were able to utilise stock that was discovered in the cupboard and container which kept many of our costs down and ensured that we were able to achieve a record amount of fundraising. Along with this, we were incredibly fortunate to receive Match Funding. Even if we hadn't raised as much as we did, it was amazing to see the school open to the community for the first time in three years and to see how packed the event was.

The Summer Fair, whilst not the event we planned due to the extreme weather, was another day full of fun and it was great to have so many volunteers getting into the spirit to deliver another success for the school and community. During the day we had 63 volunteers and many more that supported us in the lead up to the event.

In the four years prior to this year, the FOBS turnover totalled £31k and we have nearly equalled this amount in a single year which has been both incredible but also has raised some challenges as it has required extra administration and organisation. It also means that we still have work to raise the expectations within school of what can be achieved if we are able to keep on the trajectory we are on. During the year we funded PE bags for all new starters – not just those who start in Reception, we contributed to the Leavers Hoodies, we purchased banded books for the school reading scheme and outdoor gym equipment for the playgrounds as well as tidying up and replacing equipment in Reception.

### Approach to Fundraising

Whilst our initial approach was to reinvigorate the community of Bowmansgreen Primary School following the impact of the lockdowns due to Covid-19, our willing band of volunteers were soon very ambitious for the future of FOBS. Throughout the year, we aimed to hold one major event and a disco each term to provide positive experiences to the children and to provide a consistent level of fundraising. These are interspersed with smaller sales throughout the year.

It is important that our events reflect the ethos and values that our children are being taught in school and that FOBS events do not negatively impact or disrupt the children's education. Our events on school days are held with minimal disruption with easy set up and we appreciate the support of the school staff in facilitating these.

Our aim is to keep the cost of events and ticket sales as low as possible and where we can, we provide free or subsidised tickets to those that need them. We are also mindful to ensure that events are accessible to everyone including children with Special Educational Needs or Disability, carrying out an equality impact assessment as part of every event.



# **TREASURER'S REPORT**

## **2022/2023**

## Charity Accounts

- The financial year runs from 1<sup>st</sup> September until 31<sup>st</sup> August.
- The attached supporting Charity Accounts, presented for the Financial Year 2022/2023 have been prepared on a receipts and payments basis and have been complied in accordance with the guidelines issued by the Charity Commission.
- The Accounts have been independently reviewed by Sharon Hall (FCCA) and signed off.

## 2022/2023 Financial Year Summary

Opening Cash Balance:	£0
Income:	£30,284.45
Expenditure:	£18,131.44
<b>Closing Cash Balance:</b>	<b>£12,153.01</b>

Accounts are included in Appendix 1.

## 2022/2023 Reporting Summary

<b>CASH SUMMARY - Includes monies owed</b>	<b>YEAR END ONLY</b>
Balance Carried Forward	<b>0</b>
<b>Funds Raised FY22-23</b>	
Fundraising Events & Activities	18,463.53
Donations	95.00
	<b>18,558.53</b>
<b>Funds Spent FY22-23</b>	
Donations to School	- 5,627.82
Running Costs	- 3.01
Stock Purchases	- 774.69
	<b>- 6,405.52</b>
Funds	12,153.01
Reserves	- 5,000.00
<b>TOTAL FUNDS AVAILABLE</b>	<b>7,153.01</b>
Balance per Bank Account	12,153.01
<b>Variance</b>	<b>-</b>



## Fundraising Events & Activities

The net income raised from fundraising and associated activities for the year was **£18,463.53**. This excludes £157.10 of monies that were paid directly to school.

Breakdown by event/activity:

Accounts: FY22-23	Event Profit
<b>Fundraising Events &amp; Activities</b>	
Disco - 07.10	699.05
Disco - 03.02	623.06
Disco - 09.06	590.00
Bag2School - 30.09	180.00
Bag2School - 20.01	200.00
Bag2School - 21.04	-
Bag2School - 21.07	210.00
Stikins - 30.09	18.28
Colour Run - 02.10	60.00
Panto - 17.10	649.44
Cauliflower Cards - 10.10	143.50
Winter Fair - 26.11	6,813.19
Coffee & Cake - 20.01	161.59
Coffee & Cake - 21.04	124.36
Mother's Day - 14.03	136.15
Circus - 22.04	1,914.58
Father's Day - 16.06	310.73
Summer Fair - 15.07	3,663.17
Coronation Picnic - 05.05	343.91
Legoland - 30.06	443.39
St Albans Half Marathon	300.00
Lottery	808.10
Amazon Smile	71.03
<b>FUNDRAISING TOTALS</b>	<b>18,463.53</b>

## Other Income

We received donations totalling £95 for the year.

## Donations to School

We contributed a net total of **£5,627.82** to variety of projects.

Donation to School	£
Yr6 Hoodies	- 772.00
Christmas Crackers	- 53.46
Books	- 768.07
Gym Equipment	- 2,757.00
Coronation Bookmarks	- 513.24
PE Bags	- 399.50
EYFS + Reception Playground & Equipment	- 340.86
New Parent Packs	- 23.69
<b>DONATION TO SCHOOL TOTALS</b>	<b>- 5,627.82</b>

## Other Expenditure


There were various operating expenses incurred and the net total of these for the year were £3.01. This included an opening balance receipt of £301.41.

Purchases were made throughout the year to replenish items regularly used, such as face paints and glitter tattoos. Some items were purchased but remain unused and are available for use at future events. The total net spend on the these purchases was £774.69.

## Other Points of Note

- We set up a new bank account with NatWest which dual signatory authorisation is on all payments.
- We purchased three Sumup card readers to allow us to accept card payments.
- PTA website designed utilising Stripe payment functionality.
- We aim to keep a cash reserve balance of £5,000 to ensure we have sufficient funds to cover costs.

## Appendix 1

 CHARITY COMMISSION FOR ENGLAND AND WALES	Friends of Bowmansgreen School (FOBS)		1101829		CC16a
	Receipts and payments accounts				
	For the period from	01.09.2022	To	31.08.2023	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fundraising Events & Activities	29,566	-	-	29,566	2,448
Donations	95	-	-	95	-
Other Income	623	-	-	623	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,284	-	-	30,284	2,448
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,284	-	-	30,284	2,448
A3 Payments					
Fundraising Expenses	11,605	-	-	11,605	93
Running Costs	351	-	-	351	-
Donations to School	5,896	-	-	5,896	18,000
Stock Purchases	279	-	-	279	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	18,131	-	-	18,131	18,093
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,131	-	-	18,131	18,093
Net of receipts/(payments)	12,153	-	-	12,153	- 15,645
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	15,947
Cash funds this year end	12,153	-	-	12,153	301



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

FRIENDS OF BOWMANS GREEN

On accounts for the year  
ended

31 AUGUST 2023

Charity no  
(if any)

1101829

Set out on pages

1

(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 DD / MM / YYYY.

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:

18-10-23

Name:

SHARON HALL

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

FCCA

Address:

47 FURSE AVENUE

ST ALBANS, HERTS

AL4 9ND