

Friends of Southfield Park

Accounts & Trustees' Report for the period

1st April 2023 – 31st August 2024





Friends of Southfield Park

Trustees' Report

For the period 1st April 2023 - 31st August 2024

The trustees present their annual report and financial statements of the charity for the period from 1st April 2023 – 31st August 2024.

The charity's accounting period used to be 1st April – 31st March, but it was changed to 1st September – 31st August to align with the school year after being approved at the previous AGM. This report and accounts therefore cover a period of 17 months: the "gap" from 1st April 2023 – 31st August 2023 in addition to the financial year from 1st September 2023 – 31st August 2024.

Full name of association: Friends of Southfield Park School

Registered with the Charity Commission under number: 1110233

Registered address: Southfield Park Primary School
Long Grove Road
Epsom
Surrey
KT19 8TF

Trustees: Lauren Banyard
Fiona O'Rooke
Alison Morgan – from 24th April 2023
Laura Lawson (Treasurer) – from 24th April 2023
Laura Sell – until 24th January 2024
Somprathay Nhouvanisvong (Treasurer) – until 24th April 2023

Objects of the Association

The objects of the Friends of Southfield Park School are to advance the education of pupils in the school in particular by:

- (1) developing effective relationships between the staff, parents and others associated with the school; and
- (2) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Financial review and review of achievements and performance

We have produced two sets of accounts to cover the extended 17-month period – one for 1st April to 31st August 2023 and one for the full year 1st September 2023 to 31st August 2024 – and here will review those periods separately.



A brief summary of the main activities and achievements of the PTA during the period from 1st April to 31st August 2023

Total raised during that period: £8,512 (before any expenses)

Total spent: £7,813

Net income: £699

We had a balance of £20,242 in our bank account and petty cash at the end of this period.

Fund-raising activities and events

The Summer Fair in June 2023 raised £4,872 which was £1,000 more than the previous year.

The refreshments at the end-of-year school production of High School Musical made £220 – a nearly identical amount to the previous year.

In this period, we also had successful Doughnut Sales, Pre-loved Uniform Sales and Bag2School (second-hand clothes donations). We also made a good amount from “passive” sources, including Your School Lottery, Easyfundraising Easy2Name name label commissions and had our last payment from Amazon Smile which ended in February 2023. There was also a £250 donation from an employer via matched giving.

Donations to school

We paid further instalments towards the Grow Cook Enjoy project in which the children grow food in the raised beds (which were provided by the Friends in the previous year) and go on to cook a dish with the ingredients. We also contributed watering cans to this project.

We also again paid for Pond Dipping sessions to help the children learn about wildlife and habitats.

To mark the occasion of the Coronation of Charles III in May 2023, we gave each child a commemorative bookmark. We also paid for art supplies for related projects at school.

We funded a visit by the author Lucy Noguera in June which was very well-received.

We were really pleased to be able to fund nearly £400 worth of equipment for the school's new Sensory Room. This included a white noise machine, bean bags, weighted blanket, clock, glitter tubes, lights, flipchart, craft equipment, as well as curtains, storage units and extension leads.

We again paid for the DJ for the Year 6 Leavers' Party (£180).

We also hosted a coffee morning in July for those who would be new starters at the school in September 2024.



In addition to this, we were also able to buy new equipment that the Friends needed – tables, uniform storage chest and a gazebo (£666). We also bought a gazebo for the school (£190) which will, we hope, last for years to come!

A brief summary of the main activities and achievements of the PTA during the period from 1st September 2023 to 31st August 2024

Total raised during that period: £17,646 (before any expenses)

Total spent: £30,494

Net loss: -£12,848

We had quite a surplus of funds as project requests seemed to have slowed since Covid and so we were glad to be able to fund some large projects again and spent more than we made this year! This still left us with a balance of £7,299 at the end of the year.

Fund-raising activities and events

We made an effort to hold more Pre-loved Uniform Sales this year and made £955 over the year from these. This of course is good for us to make more money and to help keep the stock to a manageable level, and it is a benefit to parents to get very reasonably priced uniform at £1 per item.

In November 2023, we held the Friends' Quiz Night, which was the first one since before Covid. We had a brilliant quiz master, Tony, who gave his time (and questions!) for no charge and the event raised just short of £500. As with all these events, it is also hoped that it contributed to bringing the school community together and forging closer links between the school and parents.

Christmas Cards raised £539 – these provide a consistent level of income every year.

The Christmas Jumper Sale was a useful addition, giving £60.

The Christmas Fair made just over £3,600. This was a good result, but was a bit down on the previous year. It was a bitterly cold day (approx -2°C) which may have put some off attending! In addition, we had to make a last-minute decision to move the Fair inside the school due to the cold, which meant that the layout was not quite as we would have preferred and crowding may have stopped so much money being spent. It was decided in future years to plan for the Christmas Fair to be inside to avoid having to make last-minute decisions based on the weather.

As in previous years, we requested second-hand books and a donation of £1 per child for World Book Day in March 2024. All children could then choose a new-to-them book. It is always a popular event. We raised £268, meaning nearly two-thirds of the pupils made the donation.



We had the Easter Disco at the end of the spring term – always a popular event – which raised just over £1,000.

At the Summer Fair in June 2024, we wanted to do something new and so had Manor Farm bring animals for the children to see and pet which was very popular! The Fair took £2,700 which was a good amount, but, again, a bit down on previous years. Attendance was affected by local events which clashed with the dates (eg scout and dance events) and the rainy weather. The farm increased our expenses and we only charged a low price for this attraction as we didn't want to exclude any child.

The refreshments at the end-of-year production of Mary Poppins made £148 – our expenses increased from last time.

Our Doughnut Sales are still popular and raised £730.

Your School Lottery provided nearly £700 over the year, but this has gone down compared to previous years as we have fewer supporters. We perhaps need to promote this more to get numbers up again as it is an easy source of income for the Friends. Other sources of funding included Easyfundraising, Stikins (name label commission) and Bag2School. We also received £240 from Matched Giving.

We also were able to benefit from interest income by keeping the majority of funds in our savings account and only moving amounts to our current account (which pays no interest) when needed and made £227 in interest over the year.

Donations to school

We were delighted to be able to fund some big projects for the school this year and put our income to good use.

In September, we paid for new tokens equipment – token tubes and the tokens themselves at a cost of £695. We also bought further lights and posters for the Sensory Room for £40.

As usual, we bought the crackers for Christmas lunch so every child had one (£181) and paid for the Pantomime (£1,469).

In December and January, we paid £4,663 for the new Music Room equipment – which included instruments (mostly percussion), plus storage units and extension leads.

The school had its first Arts Week in June 2024 – we paid £3,580 for dance, theatre and photography workshops and an extensive amount of craft supplies. This meant that the school didn't have to ask for any contributions from parents.



In July 2024, we paid just over £10,000 for new playground equipment which consisted of a large set of big outdoor wooden construction blocks and durable outdoor games and equipment (chess, dominoes, tunnels etc).

We also paid for further Grow Cook Enjoy workshops (and necessary compost) at a cost of £2,940.

We again contributed £800 towards the coach expense for Year 5's PGL trip and paid for the DJ for the Year 6 Leavers' Disco (£295).

Our final event of the school year was the new starters' coffee morning in July for parents of children starting at the school in September 2025.

For the Friends, we also bought an additional SumUp machine after one of ours stopped working (unfortunately out of warranty) and cases to protect all five of our machines at a cost of £88.

POLICIES

Risk management, financial controls and trustee expenses

The principal risks faced by the Friends are a lack of volunteers to run events (which could mean events are smaller and less profitable or cannot be run at all) and the risk of loss of money due to fraud or theft.

Volunteers are essential to our running and are actively sought in a number of ways and efforts are made to keep existing volunteers engaged. Communication is mainly through our Friends of Friends WhatsApp group and messages are sent to individual classes through our Friends' class reps. At the new starters' events, we now speak to new parents about the Friends and have a sign-up sheet for the WhatsApp group to encourage participation.

Our information page on the school website is actively maintained. We also post information on our Facebook page.

Cash is banked as soon as possible after it is collected. All petty cash is locked securely away.

Trustees are required to submit receipts for all expenses to the Treasurer, who retains paper and/or electronic copies of these on file. Any unusual or large items of expenditure need to be approved in advance by the trustees.

Previously, payments (to suppliers and for the reimbursement of expenses) were mostly made by cheque or cash, but we have now transitioned to making virtually all payments by



bank transfer. As a safeguard against fraud, two trustees must approve every payment on the bank's website. This is proving far more efficient.

Trustee conflicts of interest

The trustees have a legal duty to act only in the best interests of the Friends. They must not put themselves in any position where their duties as trustee may conflict with any personal interest they may have. If any conflict or potential arises, this should be brought to the attention of the trustees who will determine how to deal with the conflict, seeking external advice if deemed necessary. A record should be made of any such conflict arising and the action taken.

Serious incident reporting policy

A serious incident is an actual or alleged incident which results in or risks significant harm to the Friends' beneficiaries, volunteers or others, loss of the Friends' money/assets, damage to its property or harm to its work or reputation. If a serious incident takes place, it is the trustees' responsibility to report this to the Charity Commission.

Safeguarding

Our safeguarding policy follows the school's requirements.

Financial reserves

The trustees aim to maintain free reserves in unrestricted funds (i.e. that are available to spend on any of our charitable purposes) at a level which equates to approximately three months of unrestricted charitable expenditure. The trustees consider that a level of £3,000 will satisfy this requirement and will provide sufficient funds to respond to immediate financial requests from the school.

The charity generally has very low administrative costs (such as a small amount of stationery and the lottery licence from Epsom & Ewell Borough Council for £20 per year) and the only governance costs are for membership of Parentkind, which includes our insurance (this was £153 per annum in January 2024).

The balance of our bank accounts and cash in hand held as unrestricted funds at the end of the financial year on 31st August 2024 was £7,299, all of which is regarded as free reserves (at the end of the last accounting period, 31st March 2023, it was £19,578).

Structure, governance, and management

The charity is a registered charity.

The committee must hold at least three meetings every academic year. Meetings can be held physically or virtually. These meetings must comply with all other rules in the constitution, including chairing, taking of minutes and quorums. The trustees agree policies and



Friends of Southfield Park

Trustees' Report

For the period 1st April 2023 - 31st August 2024

procedures or change of bankers etc as required and consider periodically the risks and their management.

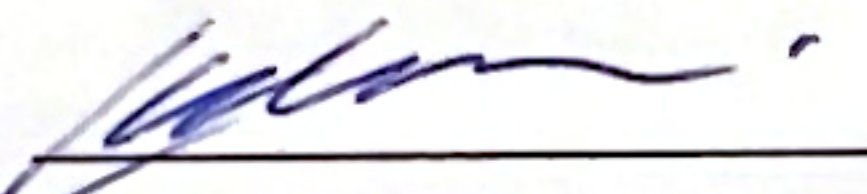
Trustees shall be elected at the AGM and shall hold office until the next AGM.

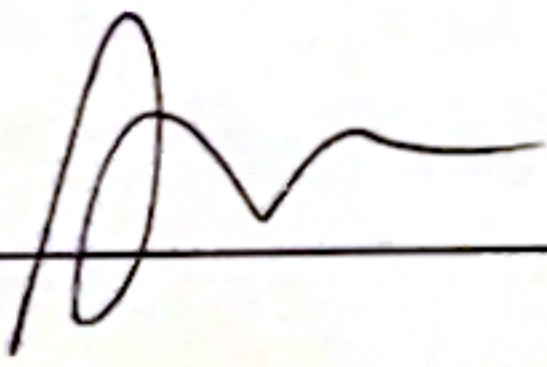
Because of the simplicity of the charity, the induction process involves downloading and reading guidance available from the Charities Commission website.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the trustees:

Signed:  Date: 13/4/25
Laura Lawson
Trustee & Treasurer

Signed:  Date: 13/4/25
Name: ALISON MORGAN
Trustee

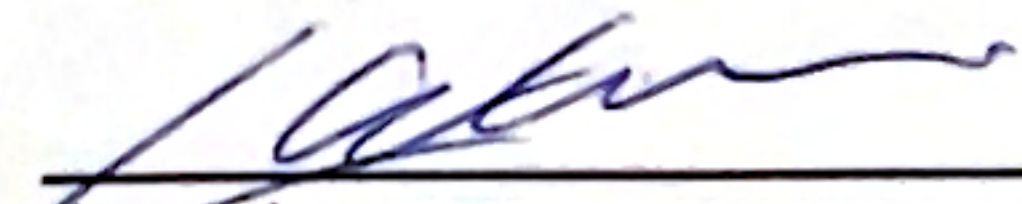
FRIENDS OF SOUTHFIELD PARK
Statement of Assets and Liabilities
As at 31st August 2023

	As at 31/08/2023 £	As at 31/03/2023 £
Current Assets		
Cash at bank	20,067	19,290
Cash in hand	175	288
Liabilities		
Creditors: amounts falling due within one year	-	-
Net Current Assets	<u>20,242</u>	<u>19,578</u>
Accumulated Funds		
Surplus / (Deficit) b/fwd	19,578	9,376
Net incoming / (outgoing) resources for period	664	10,202
Surplus / (Deficit) carried forward	<u>20,242</u>	<u>19,578</u>

~~The financial statements have been prepared in accordance with Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities: Statement of Recommended Practice" published in March 2005, and applicable regulations.~~

~~The Trustees have elected to prepare the financial statements on a receipt and payments basis and to prepare a statement of assets and liabilities as allowed under s42(3) of the Charities Act 1993.~~

The accounts were approved by the Trustees and signed on their behalf by:


 Laura Lawson
 Treasurer

3/4/25
 Date

FRIENDS OF SOUTHFIELD PARK
Statement of Financial Activity
For the period 1st April to 31st August 2023

		1st Apr - 31st Aug 2023 £
	Note	
INCOMING RESOURCES		
Activities for generating funds		
Fundraising Events & Commissions	See (i)	8,499
Other Incoming Resources		
Interest		13
TOTAL INCOMING RESOURCES		8,512
RESOURCES EXPENDED		
Cost of Generating Funds		
Fundraising Activities: Cost of Goods		
Sold and Other Costs	See (i)	-2,339
Charitable Activities		
Donations to school		
Grow Cook Enjoy project		-1,920
Watering cans		-40
Coronation bookmarks		-420
Pantomime (deposit)		-206
Coronation art supplies		-464
Pond dipping		-450
Author visit		-533
Gazebo		-190
Contribution to Y6 Leavers' Party		-180
New starters' coffee morning (supplies)		-2
Sensory Room equipment (white noise machine, storage etc)		-396
		-4,800
Governance Costs		
Administration		
Stamps		-9
		-9
Other resources expended		
Equipment		
Tables, speaker batteries, clipboards		-140
Storage chest for 2nd hand uniform		-148
Padlock for storage chest		-11
BBQ storage unit		-145
Gazebo & fire bucket		-222
		-666

-7,813

699 —

699 —

FRIENDS OF SOUTHFIELD PARK
Notes to the Accounts
For the period 1st April to 31st August 2023

(i) The main fundraising events for the year are summarised as follows:

Description	Income	Expense	Period from 1st Apr to 31 Aug 2023	2022-23	Notes
			Profit/Loss	Profit/Loss*	
	£	£	£		
Your School Lottery	400.30	0.00	400.30		
Amazon Smile	93.92	0.00	93.92		Last payment - Amazon Smile ended in Feb 2023
Easyfundraising	252.34	0.00	252.34		
Easy2Name	12.55	0.00	12.55		
Clothes donations (Bag2School)	100.00	0.00	100.00		
Matched Giving	250.00	0.00	250.00		
Pre-loved Uniform	328.31	0.00	328.31		
Doughnut Sales	0.00	0.00	0.00		
House T-shirts	26.21	-402.91	-376.70		Purchase of T-shirts (income is on 2022-23 accounts)
World Book Day - Book Swap	4.00	0.00	4.00		Late payment
Easter Disco	358.37	-353.48	4.89		Most of the income for the Disco is shown on 2022-23 accounts
Summer Fair	6,301.12	-1,428.48	4,872.64	3,874.30	A great total
School Production Refreshments	364.55	-153.68	210.87	220.27	
Misc (replacement of old/damaged notes/coins)	7.00	0.00	7.00		
	8,498.67	-2,338.55	6,160.12		

*As the financial year has been changed to 1st September - 31st August (from 1st April - 31st March), these accounts cover only a 5-month period and so only the figures from two specific annual events - the Summer Fair and the School Production Refreshments - are being compared with previous years (as the others would not be a fair comparison)

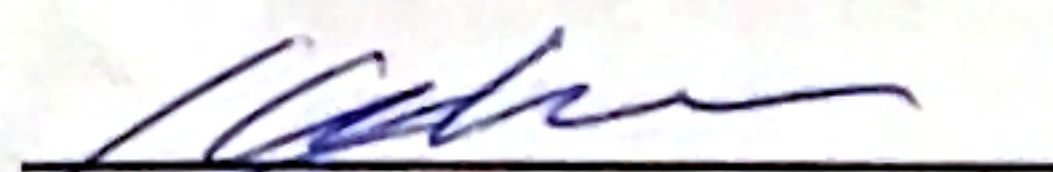
FRIENDS OF SOUTHFIELD PARK
Statement of Assets and Liabilities
As at 31st August 2024

	As at 31/08/2024 £	As at 31/08/2023 £
Current Assets		
Cash at bank	7,157	20,067
Cash in hand	142	175
Liabilities		
Creditors: amounts falling due within one year	-	-
Net Current Assets	<u>7,299</u>	<u>20,242</u>
Accumulated Funds		
Surplus / (Deficit) b/fwd	20,242	19,578
Net incoming / (outgoing) resources for period	- 12,943	664
Surplus / (Deficit) carried forward	<u>7,299</u>	<u>20,242</u>

The financial statements have been prepared in accordance with Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities: Statement of Recommended Practice" published in March 2005, and applicable regulations.

The Trustees have elected to prepare the financial statements on a receipt and payments basis and to prepare a statement of assets and liabilities as allowed under s42(3) of the Charities Act 1993.

The accounts were approved by the Trustees and signed on their behalf by:


 Laura Lawson
 Treasurer

3/4/25
 Date

FRIENDS OF SOUTHFIELD PARK
Statement of Financial Activity
For the year 1st September 2023 to 31st August 2024

		1st Sept 2023 - 31st Aug 2024	1st Apr 2022 - 31st Mar 2023*
	Note	£	£
INCOMING RESOURCES			
Activities for generating funds			
Fundraising Events & Commissions	See (i)	17,419	22,074
Other Incoming Resources			
Interest		227	4
TOTAL INCOMING RESOURCES		17,646	22,077
RESOURCES EXPENDED			
Cost of Generating Funds			
Fundraising Activities:			
Cost of Goods Sold and Other Costs	See (i)	-5,362	-4,898
Charitable Activities			
Donations to school			
Coach for Y5/6 PGL trip		-800	-1,600
Queen's Jubilee badges		-	-541
Sports Day - PA system battery charging		-20	-20
Pond Dipping Workshop		-	-995
Class donations		-	-700
Grow Cook Enjoy workshops		-2,880	-1,920
Planters and compost		-60	-658
Christmas lunch crackers		-181	-223
Tokens equipment (tube unit & tokens)		-695	-
Sensory Room equipment (lights & posters)		-41	-
Pantomime (final payment for 2023 & deposit for 2024)		-1,469	-
Music Room (instruments, leads, storage units)		-4,663	-
Y6 Leavers' Disco DJ		-295	-
Arts Week 2024 (workshops & craft equipment)		-3,580	-
Playground equipment (outdoor building blocks & games)		-10,142	-
New starters' coffee morning (tea, coffee, biscuits)		-9	-
		-24,835	-6,657.00
Governance Costs			
Administration:			
Parentkind membership (inc insurance)		-153	-140
Lottery licence		-20	-20
		-173	-160
Other resources expended			
Equipment			
SumUp machines		-	-45
Table for events		-	-90
Extension leads		-	-26

Stamps	-8	-
Stationery	-20	-
Padlock for uniform storage	-9	-
New SumUp machine & 5 cases	-88	-
	<u>-124</u>	<u>-161</u>
Finance costs	-	-
TOTAL RESOURCES EXPENDED	<u>-30,494</u>	<u>-11,876</u>
NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS	<u><u>-12,848</u></u>	<u><u>10,202</u></u>

*As the financial year has been changed to 1st September - 31st August (from 1st April - 31st March), the figures for the most recent full-year period have been put here - this enables some comparisons to be made.

FRIENDS OF SOUTHFIELD PARK

Notes to the Accounts

For the year 1st September 2023 - 31st August 2024

(i) The main fundraising events for the year are summarised as follows:

Description	Income	Expense	Year to 31/08/24 Profit/Loss	Year to 31/03/23 Profit/Loss*	Change from previous year	Notes
	£	£	£	£	£	
Your School Lottery	690.53	0.00	690.53	1,264.80	-574.27	Fewer users this year
The Giving Machine	0.00	0.00	0.00	15.42	-15.42	No users this year and their Shop&Give platform closed in 2024
Amazon Smile	0.00	0.00	0.00	140.98	-140.98	Amazon Smile ended in Feb 2023
Easyfundraising	281.86	0.00	281.86	139.73	142.13	Alternative to the Giving Machine - Increased number of users
Easy2Name	0.00	0.00	0.00	-	0.00	No users in these years
Stikins	38.88	0.00	38.88	-	38.88	Small number of users
Stampastic	0.00	0.00	0.00	11.82	-11.82	Joined scheme in June 2023
Clothes donations (Bag2School)	289.00	0.00	289.00	172.00	117.00	2 collections each year - more collected this year
Matched Giving	240.00	0.00	240.00	3,133.68	-2,893.68	2022-23 had a particularly generous company donating funds as a one-off
Pre-Loved Uniform	965.70	-10.63	955.07	346.27	608.80	More sales held this year - benefit to school community and to us
Doughnut Sales	1,867.40	-1,136.56	730.84	426.43	304.41	Very popular as always
School Production Refreshments - July 2023 (late expenses claim)	0.00	-12.00	-12.00	-	-12.00	Event made £241.27 (exc this) - accounted for in Apr-Aug 2023 accounts
Quiz Night - Nov 2023	674.39	-178.63	495.76	-	495.76	Brought back this year - very successful
Christmas Cards	539.10	0.00	539.10	530.50	8.60	Consistent earner and appreciated by the school community
Christmas Jumpers	60.00	-0.52	59.48	146.70	-87.22	Several were sold via Facebook in 2022-23 which boosted sales
Christmas Fair	5,247.12	-1,626.83	3,620.29	4,658.98	-1,038.69	Takings a bit down & expenses were greater
World Book Day - Book Swap	268.60	0.00	268.60	276.10	-7.50	Consistent level of income and very much enjoyed by the children
Easter Disco	1,389.20	-377.75	1,011.45	1,131.60	-120.15	Very popular event
House T-shirts	0.00	0.00	0.00	318.11	-318.11	No longer sold as not required by school
Shine Show Refreshments	0.00	0.00	0.00	181.50	-181.50	School no longer holds Shine Show
Summer Fair	4,547.38	-1,847.42	2,699.96	3,874.30	-1,174.34	Takings a bit down, expenses included £350 spent on Farm experience
School Production Refreshments	299.58	-151.79	147.79	220.27	-72.48	Expenses increased, sales not quite as high as for previous year
Ice Pop sales	0.00	0.00	0.00	187.03	-187.03	Not held this year
Christmas Fair 2024 (items bought in advance)	0.00	-20.19	-20.19	-	-20.19	Rest of Christmas Fair 2024 to be accounted for in 2024-25 accounts
Misc (sale of tombola drum)	20.00	0.00	20.00	-	20.00	A small bonus!
	17,418.74	-5,362.32	12,056.42	17,176.22	-5,119.80	

*As the financial year has been changed to 1st September - 31st August (from 1st April - 31st March), the figures for the most recent full year period have been put here - this enables some comparisons to be made.

**Report to the Trustees and Members of the Friends of Southfield Park
on the accounts for the period 1st April 2023 – 31st August 2024**

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 of the Charities Act 2011 (the Charities Act) and that an independent examination should be carried out as a matter of best practice. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed: 
Zsuzsanna Katona

Date: 31/3/2025

de Southfield Park Primary School
Long Grove Road
Epsom
Surrey
KT19 8TF