

**OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Julia Courtneil-Shaw	(Appointed 1 July 2022)
	Mrs Deborah Goggin	
	Mrs Emma Barber	
	Mrs Sharon Noble	
	Mrs Davina Seochiti	(Appointed 11 November 2022)
	Mr Andre Coulloupas	(Appointed 19 January 2023)
	Mrs Rebecca Behagg	(Appointed 11 November 2022)
	Miss Crystal Kenton	(Appointed 11 November 2022)
	Mrs Alison Mitchell	(Appointed 11 November 2022)
	Mrs Cathryn Thompson	

Charity number 1113164

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

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OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2022

The trustees present their annual report and financial statements Oak Lodge Friends of the School Association for the year ended 31 August 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the association's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

In preparing the Annual Report & Accounts, the trustees have conformed to the provisions specified in Accounting and Reporting by Charities. Given the activities carried out by the association, particularly in the areas of Summer School Fete, Christmas Fair, school disco, Easter Egg Hunt, preloved school shop and other events supporting the school, the trustees are satisfied that the charity is providing public benefit under the Charities Act 2011. Further details on these activities are provided in the next sections of this report.

The trustees are also satisfied that they have had due regard to the local public benefit guidance published by the Charity Commission and, in particular, the requirement that the charity benefits a sufficient section of the public.

The objectives of the committee are:

- ☐ Create a range of activity strands which support close co-operation between parents, staff pupils and other friends associated with school,
- ☐ Consolidate our good financial position to allow provision of additional amenities and facilities that may be considered as necessary or desirable,
- ☐ Effective communication, using appropriate channels to reach our target audiences.

Previously, the Committee has established two sub committees for the following purposes, that is:

- ☐ Fete Committee – to organize and lead the Summer Fete Event
- ☐ Events Committee – to organize various, other than Fete, social fundraising events of the FSA and other social activities of the school

At the AGM in November 2022, it was voted to amalgamate the committees due to lack of volunteers and create one executive committee and to adopt the standard constitution as written by ParentKind. During the 2022/23 year, this will be updated with the Charity Commission.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the association should undertake.

Achievements and performance

The association was still slightly restricted with activities, it was able to run as a result of covid restrictions. Our normal quiz and AGM was once again not allowed in Autumn 2021, therefore this was moved online and held slightly later in January 2022. The Christmas Fair was also not allowed to go ahead due to the rise of new variants of Covid and in response to guidance from educational authorities. The Oak Lodge FSA did however try to maximise enrichment and opportunities for the students at the school, by providing Christmas Trees and presents, raffles, Santa Dash, pantomimes for them to enjoy, and continuing our regular funding for the school library and subsidy of enrichment for all year groups.

As a result, our events in 2021/22 really commenced in Easter 2022 when we held our first Easter Egg hunt for 2 years, enjoyed by over 400 children – and following this our first Summer Fete since 2019 – The Great Outdoors. This was a great success, rallying volunteers, lifting spirits and raising over £10,000 profit – and it gave the association some momentum to actively seek and recruit new members to help organise everything.

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

Financial review

The association does not specifically have a policy around reserves, and provides funding to Oak Lodge School as and when requested by the school and agreed by the trustees.

The association raises funds so that it is in a position to be able to provide donations to Oak Lodge School. During the year, £6,000 of donations were received in the year, £5,000 of which were restricted. It has unrestricted reserves of £37,548 at the year-end, a decrease from £48,587 the previous year.

Structure, governance and management

The association is an unincorporated association governed by its constitution adopted on 16 September 2004 and subsequently amended on 12 January 2016 and then again on 9 October 2013.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs Julia Courtneil-Shaw	(Appointed 1 July 2022)
Mrs Deborah Goggin	
Mrs Emma Barber	
Mrs Sharon Noble	
Mrs Davina Seochitt	(Appointed 11 November 2022)
Mr Andie Coulloupas	(Appointed 19 January 2023)
Mrs Rebecca Behagg	(Appointed 11 November 2022)
Miss Crystal Kenton	(Appointed 11 November 2022)
Mrs Allison Mitchell	(Appointed 11 November 2022)
Mrs Cathryn Thompson	
Mrs Laura Shaw	(Resigned 11 November 2022)
Mrs Samantha Harris	(Resigned 11 November 2022)
Mrs Emma Kempton	(Resigned 11 November 2022)
Mrs Caroline Brown	(Resigned 11 November 2022)

The Trustees hold the office for the period of 1 year following appointment by the members of the association.

The Executive Committee ensures delivery of its objectives and sets its strategic direction. It meets at least 3 times a year and agendas are circulated to all Committee members a week before the meeting. Members of the Executive Committee include Trustees, parents' representatives, the Head of Oak Lodge Primary School and the school representative for the FSA.

The trustees' report was approved by the Board of Trustees:


Mrs Cathryn Thompson
Trustee

Date: 26/06/23.

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

I report to the trustees on my examination of the financial statements of Oak Lodge Friends of the School Association (the association) for the year ended 31 August 2022.

Responsibilities and basis of report

As the trustees of the association you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the association's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the association as required by section 130 of the 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Trevor Clarke
FCCA, CTA
Independent Examiner

Dated: 26/06/2023

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022

	Notes:	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	2021 £
<u>Income from:</u>					
Donations and legacies	3	1,000	5,000	6,000	10
Charitable activities	4	36,029	-	36,029	11,891
Total income:		37,029	5,000	42,029	11,901
<u>Expenditure on:</u>					
Raising funds	5	14,974	-	14,974	3,587
Charitable activities	6	33,094	286	33,380	9,243
Total expenditure		48,068	286	48,354	12,830
Net (expenditure)/income for the year/ Net movement in funds		(11,039)	4,714	(6,325)	(929)
Fund balances at 1 September 2021		48,587	-	48,587	49,516
Fund balances at 31 August 2022		37,548	4,714	42,262	48,587

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

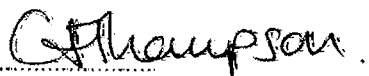
OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

BALANCE SHEET

AS AT 31 AUGUST 2022

	Notes	2022 £	£	2021 £	£
Current assets:					
Cash at bank and in hand		73,575		48,587	
Creditors: amounts falling due within one year					
Other creditors	9	31,313		-	
Net current assets			42,262		48,587
Income funds					
Restricted funds			4,714		-
Unrestricted funds			37,548		48,587
			42,262		48,587

The financial statements were approved by the Trustees on ... 26/06/23



Mrs Cathryn Thompson
Trustee

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

Charity information

Oak Lodge Friends of the School Association is an unincorporated association governed by its constitution adopted on 16 September 2004 and subsequently amended on 12 January 2016 and then again on 9 October 2013.

1.1 Reporting period

The accounts are drawn up to the year to 31 August 2022.

1.2 Accounting convention

The financial statements have been prepared in accordance with the association's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The association is a Public Benefit Entity as defined by FRS 102.

The association has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the association. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below:

1.3 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the association has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.4 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the association.

1.5 Income

Income is recognised when the association is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the association has been notified of the donation, unless performance conditions require deferral of the amount.

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the association has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party; it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the association's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the association is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

2 Critical accounting estimates and judgements:

In the application of the association's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies:

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022 £	2022 £	2022 £	2021 £
Donations and gifts:	1,000	5,000	6,000	-
200 Club annual income:	-	-	-	10
	<u>1,000</u>	<u>5,000</u>	<u>6,000</u>	<u>10</u>
Donations and gifts				
Danson Foundation:	1,000	-	1,000	-
Longfield Ltd:	-	5,000	5,000	-
	<u>1,000</u>	<u>5,000</u>	<u>6,000</u>	<u>-</u>

The Longfield Ltd donation is restricted to be spent on improving the quadrangle and outdoor space.

£286 of the restricted funds were spent in the year. A further £3,876 has been spent since the year-end.

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

4 Charitable activities.

	Charitable Income: 2022 £	Charitable Income: 2021 £
Event takings.	36,029	11,891

Charitable trading income:

Book Sale	367.05
New School Uniform	588.91
Own Clothes day	514.36
Preloved Uniform Sale	861.42
Easyfundraising	123.90
Teas and Coffees	363.28
Travelling book fair	88.84
Rainbow Raffle	1,581.77
Santa Dash	40.61
Christmas Cards	1,867.47
Christmas Jumper day	669.85
Quiz Night	54.30
2022 Challenge	1,068.15
Easter Egg Trail	1,145.59
Amazon Smile	168.76
Doughnuts	636.20
Summer Fete	20,833.43
Acc. Transfer	2,097.67
Oscar's Walk	4,340.75
Tuck Shop	170.62
Sports Day	381.24
Music Extravaganza refreshments	40.46
Stampastic Commission	4.88
Bag2School	152.00

5 Raising funds

	Unrestricted funds: 2022 £	Unrestricted funds: 2021 £
Fundraising and publicity		
Fundraising expenditure:	14,974	3,587
	<u>14,974</u>	<u>3,587</u>

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

5 Raising funds:

(Continued)

Class Xmas gifts	5311.23
Teas and Coffees	109.49
Rainbow Raffle	60.00
Online Pantos	112.50
Happy's Circus (2022)	84.00
Easter Egg Trail	314.00
Doughnuts	367.50
Summer Fete	10,693.20
Year 6 Leavers party	337.60
Acc. Transfer	2,097.67
Sports Day	51.54

6 Charitable activities:

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Wishlist items	30,767	8,000
Library expenses	845	1,004
FSA expenses	1,768	239
	<u>33,380</u>	<u>9,243</u>
	<u>33,380</u>	<u>9,243</u>
Analysis by fund:		
Unrestricted funds	33,094	9,243
Restricted funds	286	-
	<u>33,380</u>	<u>9,243</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the association during the year.

OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

9 Other creditors falling due within one year

	2022 £	2021 £
Other creditors	31,313	-

10 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £
Fund balances at 31 August 2022 are represented by:				
Current assets/(liabilities)	37,548	4,714	42,262	48,587
	<u>37,548</u>	<u>4,714</u>	<u>42,262</u>	<u>48,587</u>

11 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).