

Charity registration number 1113164

**OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2023**

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Mrs Julia Courtnell-Shaw	
Mrs Deborah Goggin	
Mrs Emma Barber	
Mrs Sharon Noble	
Mrs Davina Soochit	(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	
Mrs Katie Philpot	(Appointed 10 November 2023)

### Charity number

1113164

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# 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 2023***

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The trustees present their annual report and financial statements Oak Lodge Friends of the School Association for the year ended 31 August 2023.

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.

The proposed new constitution (as agreed to be adopted at the previous AGM) has been sent to the Charity Commission.

#### ***Public benefit***

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

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2023

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#### Achievements and performance

##### *Significant activities and achievements against objectives*

We try to arrange a mix of enrichment activities, support for the school and fundraisers throughout the year and hold open meetings with parents and class reps to get new ideas.

This year we provided support at school events with refreshments:

- Cross country
- Year Group Coffee Mornings
- Songs for the Elderly
- Carol Concert
- Open Mornings
- Reception parents evenings and morning

We also provided:

- Preloved uniform sales
- The first Christmas Fair for 3 years!!!
- Christmas Discos (hampered by snow!)
- Quiz and AGM in November
- Hot Dog Fridays/Tuck Shops
- Easter Egg Hunt on the last day of March
- Circus
- Summer Fete – Down by the Sea
- Summer Discos and Year 6 leavers disco 'Forest Fest'

We lost some core members in 2021/22 and our recruitment drive following Summer Fete 2022 gave us 4 new members of the committee at the last AGM – Davina, Crystal, Ali and Rebecca, Andre from January and our recruitment drive this year has given us Katie.

We are supported by core volunteers who help with specific events and/or are happy to be called upon. This now includes another whole generation – Grandparents, Uncles and Aunties who are happy to help.

We are also grateful for ongoing support from: Class Reps, Teachers and support staff, The Senior Leadership Team, especially Diane Lowton, the Premises Team, and Black and Blanc who supported the Summer Fete.

#### 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, £2,000 of donations were received in the year, none of which were restricted. It has unrestricted reserves of £50,450 at the year-end, an increase from £37,548 the previous year.

Income for the year of £47,285.41, up slightly from the 2021-22 figure. This is money raised from different events such as the Christmas Fair, Summer Fete, circus, discos and other activities and events organised for the children to enjoy.

Money raised is added to the monies brought forward from 2021-22.

Total expenditure for the year was £40,259, of which £21,675 directly related to event expenditure.

We continued with our annual committed spend of around £10,000 on year group trips and educational visits, the life bus and the library. We continue to work with the school on how money raised should be spent on additional improvements. In 2023/24 this will include a significant contribution to fund a new Food Tech Facility.



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2023**

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### 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

Mrs Deborah Goggin

Mrs Emma Barber

Mrs Sharon Noble

Mrs Davina Soochit

(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

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)

Mrs Katie Philpot

(Appointed 10 November 2023)

### Recruitment and appointment of trustees

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: 17/05/2024

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

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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 2023.

#### 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: 17/05/24 .....

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	2,000	-	2,000	1,000	5,000	6,000
Charitable activities	4	47,285	-	47,285	36,029	-	36,029
<b>Total income</b>		<b>49,285</b>	<b>-</b>	<b>49,285</b>	<b>37,029</b>	<b>5,000</b>	<b>42,029</b>
<b>Expenditure on:</b>							
Raising funds	5	21,675	-	21,675	14,974	-	14,974
Charitable activities	6	14,708	3,876	18,584	33,094	286	33,380
<b>Total expenditure</b>		<b>36,383</b>	<b>3,876</b>	<b>40,259</b>	<b>48,068</b>	<b>286</b>	<b>48,354</b>
<b>Net income/(expenditure) and movement in funds</b>		<b>12,902</b>	<b>(3,876)</b>	<b>9,026</b>	<b>(11,039)</b>	<b>4,714</b>	<b>(6,325)</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 September 2022		37,548	4,714	42,262	48,587	-	48,587
<b>Fund balances at 31 August 2023</b>		<b>50,450</b>	<b>838</b>	<b>51,288</b>	<b>37,548</b>	<b>4,714</b>	<b>42,262</b>

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 2023

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Cash at bank and in hand		51,388		73,575	
<b>Creditors: amounts falling due within one year</b>					
Other creditors	10	100		31,313	
Net current assets			51,288		42,262
<b>The funds of the association</b>					
Restricted income funds	11		838		4,714
Unrestricted funds			50,450		37,548
			51,288		42,262

The financial statements were approved by the trustees on 17/05/2024

  
Mrs Cathryn Thompson  
Trustee

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 AUGUST 2023**

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### **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 2023.

#### **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 or grantors 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 2023

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### 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 2023

### 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 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	2,000	-	2,000	1,000	5,000	6,000
<b>Donations and gifts</b>						
Danson Foundation	2,000	-	2,000	1,000	-	1,000
Longfield Ltd	-	-	-	-	5,000	5,000
	2,000	-	2,000	1,000	5,000	6,000

The Longfield Ltd donation in 2022 is restricted to be spent on improving the quadrangle and outdoor space.

£286 of the restricted funds were spent in 2022, with a further £3,876 spent this year. The school have indicated the remainder will be spent on purchasing new plants and equipment when required.

### 4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<b>Charitable trading income</b>		
Event takings	47,285	36,029



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 4 Income from charitable activities

(Continued)

Charitable trading income	2023	2022
Book Sale		367.05
New School Uniform	691.29	586.91
Own Clothes Day		514.36
Preloved Uniform Sale	589.07	861.42
Easyfundraising	50.17	123.90
Teas and Coffees	118.42	363.28
Travelling Book Fair		88.84
Rainbow Raffle		1,581.77
Santa Dash		40.61
Christmas Cards	947.05	1,867.47
Christmas Jumper Day		669.85
Quiz Night	612.30	54.30
2022 Challenge		1,068.15
Easter Egg Trail	940.96	1,145.59
Amazon Smile	223.92	168.76
Doughnuts		636.20
Summer Fete	18,991.13	20,833.43
Acc. Transfer		2,097.67
Oscar's Walk		4,340.75
Tuck Shop	146.57	170.62
Sports Day	465.16	381.24
Music Extravaganza refreshments		40.46
Stampastic Commission		4.88
Bag2School	205.00	152.00
Cross Country	271.00	
Christmas Fair	8,436.10	
Fireworks	2,103.25	
Stikins Commission	97.36	
Yr 5/6 Carol Service	285.64	
Refreshments		
Christmas Disco	1,042.37	
Frankfurter Friday	232.85	
Circus	7,561.88	
Dare To Be Different Day	698.31	
Coronation Gifts designed by children	778.50	
Summer Discos	1,428.11	
Clothes Recycling	69.00	
FSA Income from shed clear out	150.00	
Summer Fete 2022 deposit refund	150.00	

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 5 Expenditure on raising funds

		Unrestricted funds 2023 £	Unrestricted funds 2022 £
<b>Fundraising and publicity</b>			
Fundraising expenditure		21,675	14,974
	<b>2023</b>	<b>2022</b>	
Class Xmas Gifts	343.78	531.23	
Teas and Coffees	118.80	109.49	
Rainbow Raffle		60.00	
Online Pantos		112.50	
Happy's Circus (2022)		84.00	
Easter Egg Trail	282.45	314.00	
Doughnuts		357.50	
Summer Fete	9,928.99	10,693.20	
Year 6 Leavers Party	787.22	337.60	
Acc. Transfer		2,097.67	
Sports Day	184.05	51.54	
Cross Country	60.66		
Christmas Cards	9.95		
Christmas Fair	1,859.76		
Quiz Night	161.24		
Fireworks	1,516.20		
Yr 5/6 Carol Service Refreshments	52.18		
Christmas Discos	455.40		
Circus	4,914.01		
King's Coronation Gift	330.36		
Local Giving	180.00		
Summer Discos	483.48		
Miscellaneous	6.32		

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 6 Expenditure on charitable activities

	Raising funds 2023 £	Raising funds 2022 £
<b>Direct costs</b>		
Wishlist items	13,152	30,767
Library expenses	1,078	845
FSA expenses	4,354	1,768
	<u>18,584</u>	<u>33,380</u>
<b>Analysis by fund</b>		
Unrestricted funds	14,708	33,094
Restricted funds	3,876	286
	<u>18,584</u>	<u>33,380</u>

### 7 Trustees

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

The only transactions with trustees in the year were the reimbursement of expenses paid on behalf of the charity.

### 8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	<u>-</u>	<u>-</u>

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

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

### 9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 10 Other creditors falling due within one year

	2023 £	2022 £
Other creditors	<u>100</u>	<u>31,313</u>

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2023

#### 11 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
	4,714	-	(3,876)	838
Previous year:	At 1 September 2021 £	Incoming resources £	Resources expended £	At 31 August 2022 £
	-	5,000	(286)	4,714

#### 12 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
General funds	37,548	49,285	(36,383)	50,450
Previous year:	At 1 September 2021 £	Incoming resources £	Resources expended £	At 31 August 2022 £
General funds	48,587	37,029	(48,068)	37,548

#### 13 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 August 2023 are represented by:			
Current assets/(liabilities)	50,450	838	51,288
	50,450	838	51,288



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2023**

### 13 Analysis of net assets between funds

(Continued)

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

### 14 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).