

Charity registration number 1113164 (England and Wales)

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**OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2024**

# 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  
Mr Andre Coulloupas  
Mrs Rebecca Behagg  
Miss Crystal Kenton  
Mrs Alison Mitchell  
Mrs Cathryn Thompson  
Mrs Katie Philpot

(Appointed 10 November 2023)

**Charity number (England and Wales)**      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 2024

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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 2024.

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 2024**

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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
- Sports Day
- Open Mornings
- Reception parents evenings and morning

We also provided:

- Preloved uniform sales
- New Uniform sales
- 70 Years - Tea Towels
- Rainbow Raffle
- Choccol-oak Bars
- Christmas Fair
- Christmas Cards
- Christmas Discos
- Wreath Making
- Quiz and AGM in November
- Frozen Fridays/Tuck Shops
- Easter Egg Trail
- Summer Fete – Olympics
- Summer Discos and Year 6 leavers disco 'Forest Fest'

We maintained our members in 2023/24 and at the last AGM in 2023, Katie officially joined us.

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 Judge and Priestley Solicitors who supported the Summer Fete.

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2024

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#### 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, £100 of donations were received in the year, £60 of which were restricted. It has unrestricted reserves of £41,834 at the year-end, a decrease from £50,450 the previous year.

Income for the year of £39,107, down from the 2022-23 figure. This is money raised from different events such as the Christmas Fair, Summer Fete, Rainbow Raffle, discos and other activities and events organised for the children to enjoy.

Money raised is added to the monies brought forward from 2022-23.

Total expenditure for the year was £47,823, of which £13,369 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 2024/25 this will include a significant contribution to fund a revamped Outdoor Learning Space.

#### 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 2006 again on 9 October 2013 and most recently on 10 November 2023.

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

Mrs Julia Courtnell-Shaw

Mrs Deborah Goggin

Mrs Emma Barber

Mrs Sharon Noble

Mrs Davina Soochit

Mr Andre Coulloupas

Mrs Rebecca Behagg

Miss Crystal Kenton

Mrs Alison Mitchell

Mrs Cathryn Thompson

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.

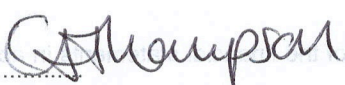
It meets at least 3 times a year and agendas are circulated to all Committee members a week before the meeting. Members of the Executive Committee include Trustees, parents' representatives, the Head of Oak Lodge Primary School and the school representative for the FSA.

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

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



Mrs Cathryn Thompson

Trustee

Date: 04/06/25



# 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 2024.

#### 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.

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

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 Charities Act 2011.
- 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 financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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

Date: 04/06/25



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	40	60	100	2,000	-	2,000
Charitable activities	4	38,580	527	39,107	47,285	-	47,285
<b>Total income</b>		<u>38,620</u>	<u>587</u>	<u>39,207</u>	<u>49,285</u>	<u>-</u>	<u>49,285</u>
<b>Expenditure on:</b>							
Raising funds	5	13,247	122	13,369	21,675	-	21,675
Charitable activities	6	33,989	465	34,454	14,708	3,876	18,584
<b>Total expenditure</b>		<u>47,236</u>	<u>587</u>	<u>47,823</u>	<u>36,383</u>	<u>3,876</u>	<u>40,259</u>
<b>Net income/(expenditure) and movement in funds</b>		(8,616)	-	(8,616)	12,902	(3,876)	9,026
<b>Reconciliation of funds:</b>							
Fund balances at 1 September 2023		<u>50,450</u>	<u>838</u>	<u>51,288</u>	<u>37,548</u>	<u>4,714</u>	<u>42,262</u>
<b>Fund balances at 31 August 2024</b>		<u>41,834</u>	<u>838</u>	<u>42,672</u>	<u>50,450</u>	<u>838</u>	<u>51,288</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

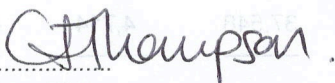
OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

BALANCE SHEET

AS AT 31 AUGUST 2024

		2024		2023	
	Notes	£	£	£	£
<b>Current assets</b>					
Stocks	11	429	-	-	-
Cash at bank and in hand		42,343	51,388	51,388	
		42,772		51,388	
<b>Creditors: amounts falling due within one year</b>					
Other creditors	12	100	100	100	
<b>Net current assets</b>			42,672	51,288	
<b>The funds of the association</b>					
Restricted income funds	13	838	838	838	
Unrestricted funds	14	41,834	50,450	50,450	
		42,672	51,288	51,288	

The financial statements were approved by the trustees on 04/06/25

  
Mrs Cathryn Thompson  
Trustee



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2024

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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 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.

#### 1.2 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.

#### 1.3 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.

#### 1.4 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.

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.



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 1 Accounting policies

(Continued)

#### 1.5 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.

#### 1.6 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 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.



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 1 Accounting policies

(Continued)

#### 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.

### 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 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	40	60	100	2,000	-	2,000
<b>Donations and gifts</b>						
Danson Foundation	-	-	-	2,000	-	2,000
Other	40	60	100	-	-	-
	40	60	100	2,000	-	2,000

£286 of the restricted funds were spent in 2022, with a further £3,876 spent in 2023. The school have indicated the remainder will be spent on purchasing new plants and equipment when required. No expenses were made in 2024.

### 4 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Charitable trading income</b>						
Sale of goods	38,580	527	39,107	47,285	-	47,285

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 4 Income from charitable activities

(Continued)

#### Charitable trading income

	2024	2023
Amazon Smile	0	223.92
Bag2School	0	205.00
ChocolOak Bars	1,372.15	0
Christmas Cards	1,140.82	947.05
Christmas Disco	1,324.66	1,042.37
Christmas Fair	9,747.76	8,436.10
Circus	0	7,561.88
Clothes recycling	385.00	69.00
Coronation Gifts	0	778.50
Cross Country	288.40	271.00
Dare To Be Different Day	0	698.31
Easter Egg Trail	1,062.25	940.96
Easyfundraising	27.40	50.17
Fireworks	0	2,103.25
Frankfurter Friday	0	232.85
Frozen Fridays	587.14	0
FSA Income Shed Clear Out	52.02	150.00
New Uniform Sale	324.38	691.29
Preloved Uniform Sale	467.91	589.07
Quiz Night	478.17	612.30
Rainbow Raffle	1,421.13	0
Sports Day	344.26	465.16
Stikins Commission	76.90	97.36
Stock	215.77	0
Straight From Bed Day	439.42	0
Summer Discos	1,365.25	1,428.11
Summer Fete	15,881.50	18,991.13
Summer Fete 2022 deposit refund	0	150.00
Teas and Coffees	333.69	118.42
Tuck Shop	260.10	146.57
Wreath Making	839.22	0
Yr 5/6 Carol Service	0	285.64
Refreshments		
70 years - tea towels	667.73	0



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 5 Expenditure on raising funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
<b>Fundraising and publicity</b>						
Staging fundraising events	13,247	122	13,369	21,675	-	21,675
		2024	2023			
ChcolOak Bars		803.86	0			
Christmas Cards		9.19	9.95			
Christmas Disco		526.00	455.40			
Christmas Fair		2,396.15	1,859.76			
Circus		474.00	4,914.01			
Class Xmas Gifts		488.25	343.75			
Cross Country		58.98	60.66			
Easter Egg Trail		426.44	282.45			
Falconry		139.00	0			
Fireworks		0	1,516.20			
Frozen Fridays		122.28	0			
King's Coronation		0	330.36			
Local Giving		0	180.00			
Quiz Night		55.03	161.24			
Rainbow Raffle		144.87	0			
Sports Day		54.59	184.05			
Stock		215.77	0			
Summer Discos		417.36	483.48			
Summer Fete		5,404.11	9,928.99			
Teas and Coffees		279.42	118.80			
Tuck Shop		111.51	0			
Wreath Making		660.00	0			
Year 6 Leavers Party		582.38	562.10			
Yr 5/6 Carol Service Refreshments		0	52.18			

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 6 Expenditure on charitable activities

						Raising funds 2024 £	Raising funds 2023 £
	Total	Restricted funds	Unrestricted funds	Total	Restricted funds		
	2024	2024	2023	2024	2023		
<b>Direct costs</b>							
Wishlist items						29,824	13,152
Library expenses						1,883	1,078
FSA expenses						2,747	4,354
						<u>34,454</u>	<u>18,584</u>
<b>Analysis by fund</b>							
Unrestricted funds						33,989	14,708
Restricted funds						465	3,876
						<u>34,454</u>	<u>18,584</u>

### 7 Net movement in funds

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements

2024 £	2023 £
100	100

### 8 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.

### 9 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Total	-	-

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

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:



# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 10 Taxation

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

### 11 Stocks

	2024	2023
	£	£
Finished goods and goods for resale	429	-

### 12 Other creditors falling due within one year

	2024	2023
	£	£
Other creditors	100	100

### 13 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 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
	838	587	(587)	838
	838	587	(587)	838
Previous year:	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
	4,714	-	(3,876)	838
	4,714	-	(3,876)	838

# OAK LODGE FRIENDS OF THE SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 14 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 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
General funds	50,450	38,620	(47,236)	41,834
Previous year:				
	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
General funds	37,548	49,285	(36,383)	50,450

### 15 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 August 2024:			
Current assets/(liabilities)	41,834	838	42,672
	41,834	838	42,672
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 August 2023:			
Current assets/(liabilities)	50,450	838	51,288
	50,450	838	51,288

### 16 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).