



Friends of St Mary's Association (FOSMA) – Registered Charity 1114991
Registered Address: Reigate St Marys Preparatory & Choir School
Chart Lane, Reigate, Surrey, RH2 7RN

Trustees Annual Report for the period 1/8/24 to 31/7/25

Objectives and Activities

FOSMA exists to enhance the school and social life of all the pupils, teachers, and parents. We do this by organising a variety of enjoyable fund-raising events throughout the year. The funds raised are for the benefit for both present and future pupils of the school. We meet regularly to come up with innovative fundraising ideas. It's also a great way to meet parents whose children are from different years of the school. We continue as always to recruit new and existing parents for fresh ideas. Parents can put in as much time as they want to, all effort is greatly appreciated. The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit"

Achievements

In the last year we have staged a Firework Night, Christmas fair, Christmas and end of school year discos, two quiz nights, a summer ball, a summer fair and online nearly new uniform sales. We raised £37k from these fundraising activities.

We purchased hoodies for our Year 6 Leavers, Santa's elves visited the school and an easter egg hunt was organised for the younger years. We funded the drones for the IT Suite, external Gazebo and Activity tables for the school playground which is used for all the pupils and FOSMA has invested in more SumUp machines, Hi Vis vests and tokens for future events. We also funded the clean-up of the school pond, added a pump and refilled with fish. FOSMA also commissioned a coffee truck for the Staff. We spent a total of £23k on these items.

Financial Review

FOSMA account on a receipts and payments basis meaning we only recognise income and expenses as they are received in and paid out. All income is unrestricted.

During the year there was a delay in the payments received from our online payments service as a result in the change of trustees and the need for a detailed security check to be completed. This temporarily halted payments whilst the process was completed and this income was received after the year end.

Total funds held at the end of the year were £5,256

Expenditure on school items during year totalled £60,487

Whilst the Association does not have a formal reserves policy, we generally hold in excess of £5,000 to cover expenditure relating to events, often necessary before the associated income is received.

There were no serious reportable events in the year. The charity does not act as a custodian trustee and holds no assets on behalf of other organisations."

Structure, Governance and Management

The committee consists of:

- Chair – Jude Runham and Stephanie Hails
- Secretary – Jo Leatham
- Treasurer – Claire Jones
- Teaching Staff – Marcus Culverwell

The charity is an unincorporated charity governed by its constitution dated 2002. Trustees are elected annually at the AGM held in September. Election of trustees is via nomination and then ratification by two other members of the committee. Committee meetings are held throughout the year. Sub-committees reporting back to the main committee are responsible for organising individual events. We are very grateful to all committee members for their hard work and to all parents and staff members who support the team throughout the year's numerous events.

Friends of St Mary's Association - Annual accounts as of 31 July 2025					
Receipts and Payments for the year ended 31 July 2025					
Fund Raising					
	Notes	Payments	Receipts	Net	
		£	£	£	
Fireworks	1	8,429	10,429	2,000	
Christmas Fair		4,419	638	- 3,781	
Discos		1,049	-	- 1,049	
Quizzes		4,722	3,552	- 1,170	
Christmas Shop		-	942	942	
Second Hand Uniform		962	1,071	108	
Summer Ball		9,724	1,360	- 8,364	
Summer Ball 2026	2	3,432	-	- 3,432	
Summer Fair		2,557	117	- 2,440	
Tea Towels		-	21	21	
Book Fair - library	4	155	-	- 155	
MUFTI RSM		-	1,575	1,575	
Income from fundraising		-	18,056	18,056	
Coffee Truck		100	60	- 40	
Alphagraphics		1,539	-	- 1,539	
Total Fund Raising		37,088	37,821	733	

Payments made							
			Payments		Receipts		Net
RSM FOSMA donation			20,189		-	-	20,189
Miscellaneous			391		-	-	391
Leavers hoodies			1,597		-	-	1,597
Parent Kinds - PTA membership			162		-	-	162
Payment to RMH for glow	5		1,060		-	-	1,060
Total Expenditure			23,399		-	-	23,399
Net of receipts and payments			60,487		37,821	-	22,666
Cash funds last year end							27,922
Cash funds this year end							5,256

Notes							
1	Fireworks deposit of £1,702 paid in year to 31 July 2025						
2	Summer ball band & venue deposit of £3,432 for 2026 paid in year to 31 July 2025						
3	Sum Up machines investment for future years pad in year to 31 July 2025						
4	Books bought for the library to be sold - commission to be earned in 2025-2026						
5	Glow purchased in year to 31 July 2025 and will be sold in year to 31 July 2026						
6	Some historic fundraising could not be fully analysed but there are now improved controls in place going forward.						

All income is unrestricted.

Statement of assets and liabilities as at 31 July 2025

£

As at 31 July 2025

Bank Account	5,256
Total	<u>5,256</u>

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

Name *Judith Bodiford*

Position *Chair*

Date *4/5/26*

Date	Out	In	Balance	Event	Inc/Exp	Column1	21/22 accoColumn2
10/8/2024	26.00		23,599.37	Christmas fair			Tokens
10/8/2024	61.75		23,481.62	Christmas fair			tokens
10/8/2024	44.58		23,345.59	Christmas fair			raffel tickets
10/8/2024	42.00		23,303.59	Christmas fair			raffel envelopes
10/8/2024	19.98		23,283.61	Christmas fair			Candy cane
10/8/2024	21.00		23,262.61	Christmas fair			Elf box
10/21/2024	85.91		27,369.26	Christmas fair			
10/29/2024	81.76		27,126.24	Christmas fair			Elfridges
10/29/2024	500.00		26,626.24	Christmas fair			Elfridges
11/7/2024	29.99		12,292.34	Christmas fair			teddy
11/7/2024	20.00		12,272.34	Christmas Fair			Amazon voucher
11/7/2024	7.00		12,265.34	Christmas fair			Raffle tickets
11/7/2024	130.00		12,135.34	Christmas fair			Fair tokens
11/7/2024	15.99		12,119.35	Christmas fair			token bags
11/7/2024	22.98		12,096.37	Christmas fair			Wrapping paper
11/7/2024	80.81		12,015.56	Christmas fair			Tombola Chocolate
11/7/2024	24.94		11,990.62	Christmas fair			Elf outfits
11/7/2024	70.00		11,920.62	Christmas fair			Elf aprons
11/7/2024	20.97		11,799.65	Christmas fair			Tissue paper
11/7/2024	51.96		11,747.69	Christmas fair			Elfridges bags
11/7/2024	23.97		11,723.72	Christmas fair			Cellophane food bags
11/7/2024	6.88		11,622.84	Christmas fair			Red buckets
11/7/2024	21.95		11,006.73	Christmas fair			Elf outfits
11/11/2024	65.13		11,920.19	Christmas fair			
11/12/2024		10	11,947.74	Christmas fair			
11/14/2024	99.08		12,449.02	Christmas fair			
11/14/2024	42.99		12,406.03	Christmas fair			
11/18/2024	421.30		12,129.95	Christmas fair			
11/18/2024	600.00		11,529.95	Christmas fair			
11/21/2024	600.00		11,658.92	Christmas fair			
11/21/2024	25.00		11,633.92	Christmas fair			
11/25/2024	224.60		11,221.10	Christmas fair			
11/25/2024	16.50		11,204.60	Christmas fair			
11/26/2024	198.47		14,504.34	Christmas fair			
11/26/2024	310.50		14,193.84	Christmas fair			stripey stalk
11/28/2024		173.46	14,428.70	Christmas fair			
12/2/2024	405.00		14,068.53	Christmas fair			
12/23/2024		455	14,669.36	christmas fair			

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SUM UP

Notes

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Balance Sheet as at 31 July 2025	£
As at 31 July 2025	
Lloyds Bank Account	5256
Petty cash	0
Total	5256

Represented by	
Lloyds Bank Account at 31 July 2024	27922
Petty Cash 2023	0
Total balance at 31 July 2024	27922
Income for the year to 31 July 2025	-22666
Balance at 31 July 2025	5256

£15,000 transferred to Jude 8/11/24

Description	Supplier	Amount	Date
Gazebo + delivery	Sheds.co.uk	£10,772.00	11/8/2024
Activity Tables	NBB Recycled Furniture	£2,912.40	11/9/2024
Giant Cuddly Toy	Smyths Toys	£29.99	11/10/2024 Moved to Christmas f
Amazon Gift Voucher	Amazon	£20.00	11/10/2024 Moved to Christmas f
Raffle Tickets	Amazon	£7.00	11/10/2024 Moved to Christmas f
Fair Tokens	Amazon	£130.00	11/10/2024 Moved to Christmas f
Token Bags 1000	Amazon	£15.99	11/10/2024 Moved to Christmas f
Wrapping Paper	Amazon	£22.98	11/16/2024 Moved to Christmas f
Tombola Chocolate	Morrisons	£80.30	11/15/2024 Moved to Christmas f
Elf Outfits	Amazon	£24.94	11/14/2024
Elf Aprons	Temu	£70.00	11/14/2024
Coffee Truck Deposit	The Little Truck Co	£100.00	11/14/2024
Elfridges Tissue Paper	Amazon	£20.97	11/19/2024 Moved to Christmas f
Elfridges 130 Bags	Amazon	£51.96	11/19/2024 Moved to Christmas f
Café Cellophane Food Bags	Amazon	£23.97	11/19/2024 Moved to Christmas f
SumUp Solo Machines	SumUp	£94.00	11/18/2024 Added under expense
Red Buckets Tokens x 3	Ampulla	£6.88	11/17/2024 Moved to Christmas f
Drones (Mr Williams)	DJI Hasselblad	£594.16	11/21/2024
Elf Outfits	Amazon	£21.95	11/16/2024 Added to Christmas f
TOTAL		£14,999.49	

Gen expinditure

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£500 Float transferred to Jude

Description	Amount	
Uniform post bags	£18.98	moved to Uniform
Sweets Fireworks	£94.50	Moved to fireworks
Envelopes Fireworks	£21.00	Moved to fireworks
Tokens for the Fair	£26.00	General FOSMA spend
Wands Fireworks	£56.00	Moved to fireworks
Tokens for the Fair	£61.75	General FOSMA spend
High Vis Vests	£40.85	Miscellaneous
Sum Up Machine	£30.00	General FOSMA spend
Envelopes Fireworks	£21.00	Moved to fireworks
Cocktail Measurer	£2.36	Miscellaneous
Raffle Tickets	£44.58	General FOSMA spend
Envelopes Raffle	£42.00	General FOSMA spend
Candy Canes	£19.98	General FOSMA spend
Box for Elf Shelf	£21.00	Moved to Christmas Fair
Total	£500.00	

Additional Expenses

Description	Amount	
Coffee Truck	£500	General FOSMA spend
Carrier Bags Christmas		
Shop items	£19.98	General FOSMA spend
Additional Elf Hats	£8.98	General FOSMA spend
Total	£529	

61.75	26
44.55	94.5

Fireworks Income &

	Income	Expenditure	Profit
Ticket Sales	£8,874.00		
Glow & Bar & Sweets	£1,903		
Glow		£641.96	
Drink/Food Supplies		£784.88	
Pubic Liability Ins		£378.00	
TENS License		£21.00	
Chartwells		£504	
Chartwells Staff		£292.52	
St Johns Ambulance		£137.28	
Sweets		£139.05	
Envelopes Fireworks		£42.00	
Wands		£56.00	
Fireworks		£4,255.00	
TOTAL	£10,777.00	£7,251.69	£3,525.31

Breakdown fo

Item	Units Bought/In Stock	Units Sold	Cost
Chocolate Buttons	144	43 Items	25p (£10.75)
Skittles	144	68 Items	15p (£10.20)
Percy Pigs	250	59 Items	40p (£23.60)
Hot Chocolate	200	200 servings Sold Out	56p per serving
Lemon San Pellegrino	79	35	67p (£23.45)
Water	106	25	30p (£7.50)
Diet Coke	100	14	0
Coke Zero	37	6	54p (£3.24)
Coke	74	0	0
Nosecco Bottles	6	1	£2.79
Peroni	486	149	1.18 (£175.82)
Becks Blue	48	7	66p (£4.62)
Nice Red Cans	72	24	2.25 (£54)
Nice White Cans	96	41	2.25 (£92.25)
Nice Prosecco Cans	156	80	2.25 (£180)
Juice Cartons	437	104	56p (£58.24)
Baileys for Hot Choc	1	1	£25.14
Marshmallows Tub	2	1	£4.49
Cream cannister	6	5	3.58 (£17.90)
Baseball Hats	30	15	£2.59 (£38.85)
Fibre Optic Wands	72	43	78p (£33.54)
Bracelets	50	23	45p (£10.35)
Swords	150	122	£2.80 (£341.60)
Windmills	86	86	£3.51 (£217.62)

486 cold drinks consumed (approx. 240 of which were included in ticket price)

200 Hot chocolate consumed (we sold out and needed more)

Expenditure

future information

Sales (NB - free drink given to each volunteer and
240 drinks inc in ticket price)

£21.50

£34

£29.50

£3 or £5

£70

£50

£28

£12

0

£2.79

£745

£14

£120

£205

£400

£104

Christmas Fair Income & Expenditure

	Income	Expenditure	Profit
Raffle Tickets Pre Fair Sales	£1,126		
Fair Proceeds	£3,509.50		
Sweet Prizes		£40.71	
Giant Cuddy Dog		£30.00	
Elf Shelf		£43.00	
Amazon Voucher		£20.00	
Raffle Tickets & Envelopes		£51.00	
Hampers & Gin		£405.00	
Reindeer Food		£30.34	
Grotto		£346.92	
Steph Art, Baubles for Jar, Gift Envelopes		£198.47	
Token Bags		£15.99	
Giant Cuddly Toy		£29.99	
Amazon gift voucher		£20.00	
Wrapping paper		£22.98	
Tombola Chocolate		£80.30	
Elfridges Tissue Paper		£20.97	
Elfridges 130 Bags		£51.96	
Café Cellophane Food Bags		£23.97	
Red Buckets Tokens x 3		£6.88	
Chocolate Tombola		£120.78	
Bottle Tombola		£48.00	
Elfridges		£216.23	
Caretakers		£60.00	
Stripey Stork for Tokens		£310.50	
GAGP for Tokens		£37.50	
Box of elf on the shelf		£21.00	
Lucky dip and sweet prizes		£100.00	
Café Drinks		£248.67	
TOTAL	£4,636	£2,601.16	£2,034.34

Breakdown for future information

Item	Units Bought	Units Sold	Cost (NB- inc free drin
Lemon San Pellegrino	0	28	67p (£18.76)
Water	0	68	56p (£38.08)
Diet Coke	0	0	0
Coke Zero	0	10	54p (£5.40)
Coke	0	23	34p (£7.82)
Nosecco Bottles	0	1	£2.79
Peroni	0	71	£1.18 (£92.04)
Becks Blue	0	5	£8 (£40)
Processco Bottles	0	1	66p
Nice Red Cans	0	28	£2.25 (63)
Nice White Cans	0	4	£2.25 (£9)
Nice Prosecco Cans	0	41	£2.25 (92.25)

Juice Cartons	0	77	56p (£43.12)
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Elfridges	Units Bought	Units Sold	Cost
Socks	15	12	£2.70 (£32.40)
Coloured Rings	10	1	59p
Silver Rings	22	0	£3.50
Bracelets	21	5	£3.80 (£19)
Tall Candles	12	3	£2.99 (£9)
Square Tealights	9	4	1 (£4)
Round Tealights	20	5	£1.49 (£7.49)
Round Jewel Tealights	10	7	£1 (£7)
Bottle Stoppers	4	1	£3.50
Heart Bottle Stoppers	10	6	£2.15 (£12.90)
Wallet Hero	10	6	£2.99 (£17.94)
Tealight Candles		n/a	
Gift Boxes		n/a	
Gift Bags		n/a	

NB - 77 Children visited the Grotto with 3 mins per slot, some children were in pairs.

ik given to volunteers)

Stock Left

3
9
22
16
9
5
15
3
3
4
4
20
29
60

16.5		221.33
42.99	421.3	
65.13	99.08	
	520.38	

Disco Income & Expenditure

	Income	Expenditure	Profit
Christmas Disco			
Ticket Sales @299 Children	£2,065		
DJ		£380	
T-Shirts		£600	
TOTAL	£2,065	£955	£1,110

	Income	Expenditure	Profit
End of Year Disco			
Ticket Sales @273 Children	£1,911		
DJ		£380	
TOTAL	£1,911	£380	£1,531

TOTAL	£3,976	£1,360	£2,641
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Christmas Shop Orders

No of Orders	No of Products ordered	Commission Earned
204 (179 customers)	661	£942.25

Uniform Sales 2024/25

	Income	Expenditure	Profit
1/9/24 - 31/12/24 Sales	£4,125.23		£4,125.23
1/1/25 - 31/7/25 Sales	£6,571.25		£6,571.25
Uniform post bags		£18.98	-18.98
Uniform bits		£35.48	-£35.48
Uniform boxes		£121.27	-£121.27
	£10,696.48	£175.73	
TOTAL			£10,642.02

4/24/2025 £1,597.05 (59 Hoodies)

Summer Ball Income & Expenditure

	Income	Expenditure	Profit
116 Tickets @ £85 pp	£9,605		
Heads & Tails @ £10 pp	£1,020		
Auction	£97		
Band		£3,204	
Hall hire and catering, less FOSMA drink donations at the bar		£5,637.90	
TOTALS	£10,722	£8,842	£1,880

Tea Towels Summer 2025

	Income	Expenditure	Profit
Cost of Tea Towel Production		£1,538.95	
Sales of Tea Towels (354 @ £7)	£2,478		
TOTALS	£2,478.00	£1,538.95	£939.05

Summer Fair 2025

	Income	Expenditure	Profit
Raffle	£1,391.00		
Bookers Jude		£545.10	
Bookers Jo		£517.35	
Giant Hoopla		£8.78	
Ice		£12.65	
Stripey Stork		£480.00	
Duck keyrings		£27.70	
Coconut shy		£84.99	
Prizes for stalls		£57.96	
Hay Bales		£50	
Ruari Gibbs		£50	
Inflatables		£350	
Bunting, Straws, Pegs, Buckets		£55.91	
Tescos, Water, Coke, Prosecco		£207.05	
Fair Sales (Tokens, Bar, Food)	£4,033		
TOTAL	£5,424.00	£2,447.49	£2,976.51

Oct-24

	Income	Expenditure	Profit
Tables	1936		1936
Bar	829		829
Mr William win		12	
Heads and tails		40	
Trophy		18	
Hall		230.4	
Michelle expenses		97.98	
vatering		1662	
Glass hire		166.12	
Alc license		21	
Booze		394.15	
Ice		8.75	
	2765	2650.4	-2650.4
Total	2765	5300.8	114.6

Mar-25 Income Expenditure Profit

Tables	1232		1232
Bar	599		599
glasses		137.24	-137.24
Pizza		960	-960
Ice		20	-20
Table bits		20	-20
Prosecco & water, w		135.99	-135.99
			0
Total	1831	1273.23	557.77



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Friends of St Mary's Association (FOSMA)

On accounts for the year
ended

31/7/25

Charity no
(if any)

1114991

Set out on pages

1 - 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/25.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the 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 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 accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

03.05.26

Name:

Ruth Daniells

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

CIPFA

Address:

45 Waterlow Road

Reigate
RH2 7EY

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.