

Charity Trustees' Annual Report for Year Ended 31 December 2022

For

Friends of Lady Bankes Association

Registration number – 1118263

Address – Dawlish Drive, Ruislip, Middlesex, HA4 8TP

Trustees – Kate Needs, Headteacher (no office) – appointed 1/1/17

Amy Doody (Chair) – appointed 3/5/22

Morgen Edwards (Secretary) - appointed 3/5/22

Erin O'Shea (Treasurer) - appointed 2/11/21

Structure, Governance and Management

Constitution

Friends of Lady Bankes Association is an unincorporated association, governed by an adopted constitution dated 29 September 2006 and registered with the Charity Commission in England and Wales on 7 March 2007. The membership is composed of parents or legal guardians of pupils currently enrolled in Lady Bankes Primary School. However, the association is fortunate to also enlist the help and support of the wider school community – members of staff, governors, former pupils, local residents and businesses – for events and fundraising.

The charities officers are defined as a Chair, a Secretary and a Treasurer, and these members are elected at the Annual General Meeting (AGM). We have other specific roles which are: Creative Coordinator, Community Engagement Officer and Year Group Representatives, and numerous other volunteers.

Each trustee automatically retires with effect from the next AGM following their appointment, but is eligible for re-election at that AGM if they are proposed and seconded by the membership and willing to stand.

Objectives and Activities

Charitable Objectives

The purpose of the charity is to engage in activities or provide facilities or equipment which support the school and advance the education of the pupils.

Activities

With due regard for the Charity Commission's public benefit guidance and in line with our objectives, each year the PTA runs a wide range of events both to raise funds towards the school's 'Wish List' and to provide social opportunities for the pupils, parents, staff, governors and wider school

community. These include events such as discos, bake sales, summer fete, Christmas fair, non-uniform days, raffles, second books and uniform sales. The committee welcomes suggestions from the membership and organizes one-off fundraising initiatives.

All activities are planned by the committee, having regard to safeguarding and risk assessment.

The work of the PTA enables the advancement of pupils' education by giving money to the school for the purchase of equipment, resources, facilities and other 'Wish List' items it would otherwise not be able to afford.

Achievements and Performance this year

£1752.78 to purchase a new sandpit for the KS1 pupils.

£400 to the school council for them to purchase resources

Many of our members stepped down from their roles in 2021. For the first few months of 2022 our team was greatly reduced, and as a result we did not organize any significant events due to our reduced manpower. At Easter we ran our annual Easter Egg raffle and this was extremely well supported, bringing in £1042.17 profit.

In April 2022 we hosted a coffee morning with the aim of recruiting new members and we were delighted that as a result of this event we were able to recruit many new members, which subsequently led to our vacant Chair and Secretary roles being filled.

The new committee were very keen to move forward with fundraising events and with just a few weeks of planning, on 26 May 2022 we held a fair to celebrate the Jubilee. This was a fantastic event which was extremely well supported by our school cohort, and despite the restricted time to organize this event, we were delighted to raise a fantastic £1458.27 profit.

On 1st July we held a school disco. It had been many months since the children had been given the opportunity to take part in one of these social events and it was very well supported, with all the available tickets being sold. As we had not held one of these events for quite some time, we didn't have any refreshments in our stock to fall back on, and so we had a big outlay with Bookers for the purchase of sweets, snacks etc. Despite the initial outlay for this event, we still raised a substantial £985.02 profit.

In July we provided refreshments for our Sports Days and Year 6 Performances. The refreshments were very well received and £274.05 was raised.

In September we ran a coin challenge for all classes. This was a new initiative and so we had no idea how well it would be supported by our school community. The winning class was to be rewarded with an ice-cream party for their efforts. We were overwhelmed by the generosity and were thrilled to bring in £710.55 profit. Class 4BR were just as delighted to be rewarded with their ice-cream party.

On 30th September we hosted a cake and coffee morning with the profits being split equally between MacMillan and Friends of Lady Bankes Association. We were very happy to raise £104.80 for each charity.

In October we hosted a uniform sale and provided refreshments for our school parent consultation evenings. We managed to sell a substantial amount of uniform, and the profit for the two evenings was £291.13

On 21st October we hosted a Treats No Tricks fair during the school day for all pupils. This was another new initiative, and was a chance for the children to come together and play some spooky themed games and purchase treats. The children were all very excited about this event, and it was a lovely way to wind down for the half term break. We were very pleased to bring in £777.80 for this event.

In November we organized for each child to design a Christmas card which families would then have the opportunity to purchase via the IQ cards ordering system. This is an event which we run annually, and it is always very well supported. For this year we raised £575.05 in profit.

On 4th November we organized our second disco for the year, this time we themed it as a 'Glow-disco' and provided each child with reusable glowsticks and encouraged pupils to dress in fluorescent clothing. The event was enthusiastically received by the children and we raised a substantial profit of £971.12.

On 12th November we hosted a stall at the Ruislip Manor fun day. We ran the Santa's Grotto and also had a stall where children could make reindeer food, and raffled an amazing gingerbread house which was kindly donated by one of the Lady Bankes parents. This event raised £570.17 in profit.

On 24th November we hosted our first wreath making workshop, hosted by our Creative Coordinator. The event was well supported and we received extremely positive feedback from all who attended. Unfortunately, we over-ordered non-refundable stock for this event, and we ended up making a loss of £284.02. If we were to run this event in the future, we would learn from this experience and would be mindful of quantities when ordering stock.

On 2nd December we hosted our Christmas Fair. A huge amount of planning went into this event and we had donkey rides, games, inflatables, Santa's grotto and many stalls. We received £615 in sponsorship from Andrew Pearce estate agents as well as a £300 cash donation from Wealdstone F.C. Despite the huge effort from the committee, as well as support from staff, the event did not bring in the profit that we had hoped, bringing in just £533.86. Lessons have been learnt from this event.

We participated in the Christmas Santa Walk organized by the Ruislip Round-table, and this produced a £400 donation for our charity.

On 9th December we held our final event for 2022 - Christmas jumper and movie day. 25% of the profits from this day were directed to the Save the Children charity with them receiving £221 and Friends of Lady Bankes receiving £663.

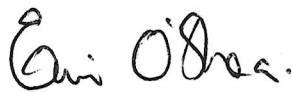
Regular income continued to be generated by encouraging members to support the PTA via easyfundraising.org.uk when they shop online, raising £103.38 for 2022. Similarly, AmazonSmile purchases raised £173.31 this year. Clothing collections via Bags2School and Astra Recycling raised £280. Our Big PTA Raffles held in July and December raised £166.50. We are extremely fortunate to receive regular payments from CAF via payroll giving from one of our parents Peter Hogg. For this year we received £457.23 via CAF.

Financial Review and Reserves Policy

Friend of Lady Bankes Association ends the financial period having funded some fantastic facilities for the school as per its mission and holds pragmatic reserves for planned events and investments in the following period.

On 31 December 2022 we held £13,712.77 in our main bank account and £3887.27 in our business reserve accounts. Reserves are held where we are saving for larger investments that cannot be funded instantly. For example, in February 2023 a substantial purchase of play equipment for our playground was funded from these reserves.

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Erin O'Shea'.

Erin O'Shea

Treasurer

Dated : 27th September 2023



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Friends of Lady Bankes Association

On accounts for the year
ended

31 December 2022

Charity no
(if any)

1118263

Set out on pages

1 To 4

(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 31/12/2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

11/10/2023

Name:

Matthew Owen

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

Association of Chartered Certified Accountants

Address:

18 Tiverton Road

Ruislip

Middlesex, HA4 0BW

Only complete if the examiner needs to highlight 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.

No issues were identified.