

## Charity Trustees' Annual Report for Year Ended 31 December 2023

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 (Co-Chair) – appointed 3/5/22

Morgen Edwards (Co-Chair) - appointed 3/5/22

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

Neesha Muniappa (Secretary) – appointed 11/1/23

### **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 charity's officers are defined as two Co-Chairs, 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**

£7762 to purchase new playground climbing frame

£3377.10 to purchase five new picnic tables for playground

Our first event for 2023 was held on 10<sup>th</sup> February, and was a sweet treats sale. We received donations of cakes and baked good from parents/carers, and sold additional sweets as purchased by the fundraising team. We agreed that the income from the sale of cakes and baked goods would be evenly split between the school and FOLBA, with the profit from the sale of the sweets being solely directed to FOLBA. The school received £91 from the sales of cakes and baked goods, and FOLBA received £191.89 to include the profit made from the sale of sweets.

On 3<sup>rd</sup> March we hosted a coffee morning and book sale to coincide with World Book Day. The books were a combination of unwanted school resources and donations from parents/carers. Some of the books which were not sold on the day were subsequently sold via Ebay and Facebook Marketplace on behalf of the charity. This was an extremely well supported event and we were delighted to raise £398.98 in profit. Going forward we would like to make this an annual event.

Our first school disco for the year (Bunny Bop disco), was held on 24<sup>th</sup> March. This was a very well supported event, and we raised a phenomenal £1718.42 in profit.

In the run up to the Easter break, we hosted an Easter egg raffle. This is an event which has proved to be successful for a number of years now. Andrew Pearce Estate Agents kindly sponsored this event and provided funding for most of the prizes. We were very happy to make £617.16 in profit.

To mark the King's coronation, the children created self-portraits which were made into tea-towels for the year groups. Sales of the tea-towels made £376.96 in profit.

As a further celebration to mark the King's Coronation, every child at the school was gifted a commemorative pen, a packet of sunflowers and a coronation flag. We were happy to be able to fund the £1270.12 cost of these gifts.

On the 16<sup>th</sup> June we hosted our first outdoor cinema screening event. We were unsure as to how well supported this event would be, but we were pleased to sell a substantial number of tickets ahead of the screening. The weather on this day turned out to be extremely hot, and a large number of people who had purchased advance tickets, decided that it was just too hot to sit in the school field for any amount of time, and chose not to turn up. This had a knock-on effect for our sales of BBQ food, and unfortunately the event made a £220.30 loss. Everyone who did attend this event gave really positive feedback, but we are unsure as to whether we will run this event again in the future.

On 23<sup>rd</sup> and 30<sup>th</sup> June we hosted school discos, and for the first time these were held outside on our upper school playground. We were blessed with beautiful weather for both of these events, and the children, teachers and helpers all agreed that where weather permits, we will definitely host outdoor discos again in the future. We were extremely happy to make £1470.03 profit for these events.

In the run-up to our summer fair, we hosted a big summer raffle. We were very fortunate that many local businesses supported our charity by kindly donating prizes. We were delighted to make £1009.53 profit from this event.

On 14<sup>th</sup> July we hosted our summer fair. The weather was not kind to us, and we were faced with heavy downpours for most of the day. Due to last-minute changes made by our co-chairs, we were able to relocate the fair inside to our lower school hall and covered quad area. The event was really well supported by pupils and their families and despite the challenging weather, we were very happy to make £1104.93 profit.

In October we organized a coin challenge for all classes. This is the second year that we have run this event. The winning class was rewarded with an ice-cream party for their efforts. This event raised a fantastic £790.97 profit, which was an increase of £80.42 on last year.

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 £468.50 in profit.

On 3<sup>rd</sup> November we organized our final disco for the year, this one was themed as a 'Monster-Bash'. The event was enthusiastically received by the children and we raised an amazing profit of £1502.12

On 11<sup>th</sup> November, Ruislip Manor hosted its annual fun day to coincide with the switch on of the Christmas lights. This is a large community event which is usually organized by the Ruislip Manor Chamber of Commerce. The RMCC are currently struggling with man-power to organize these events, and our co-chair Amy Doody very kindly put herself forward to assist the RMCC in the organization of the fun day. It was agreed that any profit from the running of the event would be evenly split between Friends of Lady Bankes Association and the RMCC. We are delighted that we received £557.34 in respect of the huge amount of time and effort that Amy dedicated in helping to organize this event.

Friends of Lady Bankes Association hosted a stall at the Ruislip Manor fun day. We ran a tombola, had several table-top games and a reindeer food making station. Some members of staff at Lady Bankes Primary supported members of the PTA in covering the stall for the day. It was a brilliantly supported community event, and we were delighted with the £736.41 profit raised by our stall on the day.

In the run up to Christmas, in association with the Beck Theatre, we sold discounted pantomime tickets. This is a new initiative and we were thrilled to make £556.32 profit, whilst giving the opportunity to families of the school to purchase discounted tickets for the pantomime.

On 7<sup>th</sup> December the school ran our annual Christmas movie day. We sold snack boxes to accompany the movie and made £470.95 profit from these sales. We were mindful to ensure that every child should receive a snack regardless of whether they were able to purchase a snack box, and we provided additional snacks to classes for pupils who had not made a purchase.

Our Christmas Hamper raffle made £639.43 profit.

On 20<sup>th</sup> December we held our final event for the year – the Children's Christmas Fair. We provided numerous bouncy castles and had stalls with games and sweet treats for sale. This event was not run with the intention of bringing in huge profits for the charity but was put on for the enjoyment of every child at the school. The fair was thoroughly enjoyed by the children and we received very positive feedback. This event generated £138.77 profit.

We participated in the Christmas Santa Walk organized by the Ruislip Roundtable. Although we don't yet know how much we will receive for this as payment is not made until the end of March, it will be a minimum of £300.

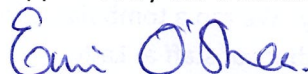
Regular income continued to be generated by encouraging members to support the PTA via [easyfundraising.org.uk](https://easyfundraising.org.uk) when they shop online, raising £153.02 for 2023. Similarly, AmazonSmile purchases raised £192.85 this year. Clothing collections by Astra Recycling raised £648.20. 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 £558.07 via CAF. The second hand uniform sales which we have held throughout the year have generated £472.02.

### **Financial Review and Reserves Policy**

Friend of Lady Banks 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 2023 we held £16602.13 in our bank account. Reserves are held where we are saving for larger investments that cannot be funded instantly. For example, in February 2024 a substantial purchase of a booking vending machine was funded from these reserves.

Approved by the Trustees and signed on their behalf by:



Erin O'Shea

Treasurer

Dated : 13<sup>th</sup> February 2024

Unaudited Income and Expenditure Account for the Year Ended 31 December 2023

for

Friends of Lady Bankes Association

Friends of Lady Bankes Association

Contents of the Financial Statements  
for the Year Ended 31 December 2023

	Page
General Information	1
Client Approval Certificate	2
Income and Expenditure Account	3
Balance Sheet	4

Friends of Lady Bankes Association

General Information  
for the Year Ended 31 December 2023

**PARTNERS:**

Mrs Amy Doody – (Chair)  
Mrs K Needs  
Mrs Erin O'Shea  
Mrs Morgen Edwards  
Mrs Neesha Muniappa

**ADDRESS:**

Dawlish Drive  
Ruislip  
Middlesex  
HA4 9SF

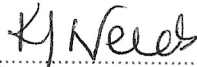
**ACCOUNTANTS:**

M Ashton Accountants Limited  
Chartered Certified Accountants  
18 Tiverton Road  
Ruislip  
Middlesex  
HA4 0BW

Unaudited Financial Statements  
for the Year Ended 31 December 2023  
Friends of Lady Bankes Association

Client Approval Certificate

We the Trustees approve the Income and Expenditure Account and confirm that we have made available all relevant records and information for its preparation.

  
.....  
Mrs K Needs

  
.....  
Mrs E O'Shea

Date: 1/10/24.....



Friends of Lady Bankes Association

Income and Expenditure Account  
for the Year Ended 31 December 2023

	2023		2022	
	£	£	£	£
<b>Income</b>				
Fundraising events	36,655		24,614	
Donations	1,636		425	
Recycling income	648		280	
Deposit account interest	<u>1</u>		<u>8</u>	
		38,940		25,328
<b>Expenditure</b>				
Equipment purchased	11,009		1,982	
Fees and licences	-		-	
Donations	-		726	
Fundraising expenses	28,231		18,762	
Gardener	-		-	
Accountancy	450		-	
Bank charges	<u>248</u>		<u>-</u>	
		39,938		21,470
<b>EXCESS OF EXPENDITURE OVER INCOME</b>		<u>998</u>		<u>3,858</u>

Friends of Lady Bankes Association  
Balance Sheet  
for the Year Ended 31 December 2023

	2023		2022	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Bank account	16,602		17,600	
	<u>          </u>		<u>          </u>	
		16,602		17,600
<b>Creditors</b>	-		-	
	<u>          </u>		<u>          </u>	
		<u>16,602</u>		<u>17,600</u>
<b>NET CURRENT ASSETS</b>		16,602		17,600
		<u>          </u>		<u>          </u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		16,602		17,600
		<u>          </u>		<u>          </u>
<b>NET ASSETS</b>		16,602		17,600
		<u>          </u>		<u>          </u>
<b>TOTAL FUNDS</b>		<u>          </u>		<u>          </u>
		<u>          </u>		<u>          </u>
Unrestricted Funds		<u>16,602</u>		<u>17,600</u>



**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 2023

**Charity no  
(if any)**

**Set out on pages**

3-4

(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 31/12/2023.

**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 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.

**Signed:**

**Date:** 16 September 2024

**Name:**

Matthew Owen

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

Association of Chartered Certified Accountants

**Address:**

18 Tiverton Road

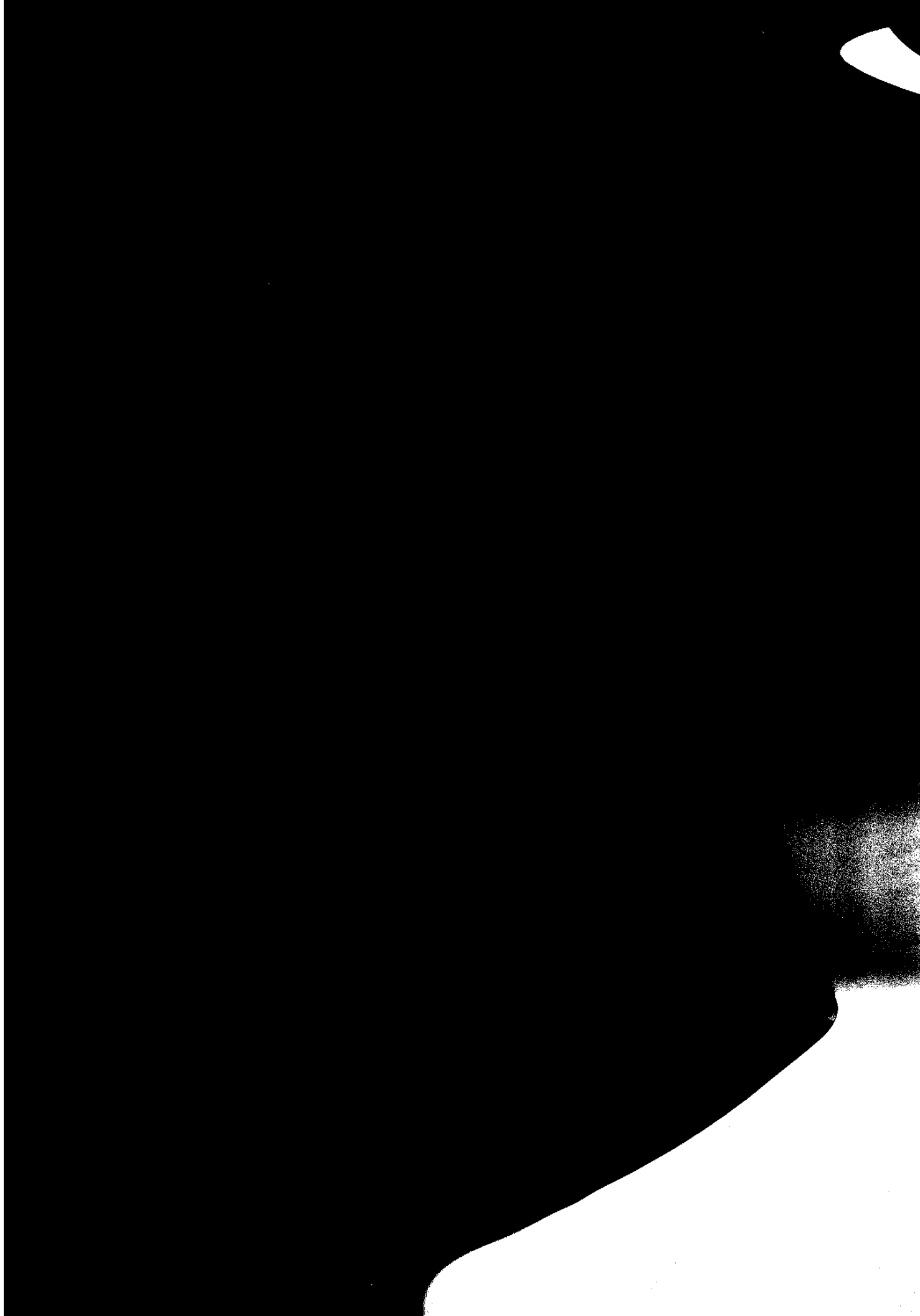
Ruislip

Middlesex, HA4 0BW

**Section B**

**Disclosure**

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.**