



Trustees' Annual Report for the period

From

Period start date

01 09 2022

To

Period end date

31 08 2023

Section A

Reference and administration details

Charity name

Friends of Westdene

Other names charity is known by

Registered charity number (if any)

1119660

Charity's principal address

Westdene Primary School

Bankside

Brighton

Postcode

BN1 5GN

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Daniel Barlev			
Shaz Bilge			
Maja Delaney			
Kate Duddington			
Emily Goodwin	Treasurer		
Carole Jowett			
Holly Jubb	Co-Chair		
Nick Kent			
Raquel Margo			
David Mearkle	Co-Chair		
Gregor Ross			
William Santer	Secretary		
Kathryn Steele			
Sarah Swales			
John Paul Temple			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Model constitution
How the charity is constituted (eg. trust, association, company)	Parent teacher association
Trustee selection methods (eg. appointed by, elected by)	Trustees elected at Annual General Meeting. All parents and staff are members of the Friends of Westdene. Open invitation to nominate and vote. Officers appointed by committee.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To enhance the educational opportunities for the pupils at Westdene Primary School. By engaging in activities and/or providing facilities and resources which support the school curriculum and learning environment. Building relationships between parents, staff, teachers and pupils.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Arranging and hosting fundraising events that can be enjoyed by pupils, parents and staff. These encourage pupils' creativity and provide social engagement opportunities for staff, parents and teaching staff in a non – teaching environment.

Events include children's events (e.g. discos), adult's events (e.g. comedy and quiz nights) and whole community events such as the Santa Dash and Summer Party.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The school will make formal funds request which are evaluated and approved by committee.

The committee ensures that a regular donation is available each year to the school to support Creativity in the Curriculum.

A 'target' item is usually identified with the school such as a new outdoor classroom or computer equipment and then smaller requests are evaluated in line with funds available. Close relationship is maintained with the school through the Headteacher and Deputy Head.

All events are run by volunteers, made up of committee members and other parent and teacher volunteers.

Summary of the main achievements of the charity during the yearFundraising events and activities

We were delighted to run a full programme of fundraising events and activities. Disappointingly, our largest fundraising event the Summer Party, due to be held in July had to be postponed due to bad weather until the September. Meaning that part of the income from this event will be shown in the report for 2023-2024.

Events / activities included:

- Santa Dash
- Christmas Cards
- Dress down days
- Class Assemblies
- School Disco
- Film Night
- Comedy Night
- Ice cream sales
- Ticket sales for the Summer Party
- Volunteer Fundmatching

We raised just over £23,264.

Expenditure

As we funded a large project of new playground equipment last year, we concentrated on funding smaller and still important projects for the school.

Due to the increase in costs faced nationally and the current difficulties faced by schools with current budgetary constraints it was decided to increase the contribution to the Creativity in Curriculum, £6,000 was contributed this year. This has meant the school has been able to provide some fantastic opportunities for all pupils.

We also contributed £5,000 to the school to fund some extra-curricular activities to enhance learning opportunities. It was felt this should be shared out to each year group and that the school would provide guidance about what would be most effective.

We contributed £2,040 to purchase books as part of the Whole Class Readers programme. This innovative way of teaching and reading in classrooms has already made positive impacts to pupils.

Section E

Financial review

Brief statement of the charity's policy on reserves

We will ensure the termly Creativity in the Curriculum pledge set at £2,000 per term next year (so £6,000 for the year) is available in reserve.

When we decide to allocate money to a specific project, those funds are ring-fenced as committed spending until they are drawn down.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s) *Sarah Swales*

Full name(s) Sarah Swales

Position (eg Secretary, Chair, etc) Secretary

Date 23 June 2024



Charity Name Friends of Westdene			Charity No (if any)		CC17a
Annual accounts for the period					
Period start date	Sep-22	To	Period end date	Aug-23	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Incoming resources (Note 3)							
Incoming resources from generated funds							
Voluntary income		S01	260			260	372
Activities for generating funds		S02	20,117			20,117	28,287
Investment income		S03				-	-
Incoming resources from charitable activities		S04	8,988			8,988	1,897
Other incoming resources		S05				-	
Total incoming resources		S06	29,365	-	-	29,365	30,556
Resources expended (Notes 4-8)						-	-
Costs of Generating Funds						-	
Costs of generating voluntary income		S07				-	-
Fundraising trading costs		S08	5,762			5,762	7,818
Investment management costs		S09				-	-
Charitable activities		S10	13,040			13,040	21,240
Governance costs		S11	339			339	307
Other resources expended		S12				-	
Total resources expended		S13	19,141			19,141	29,365
Net incoming/(outgoing) resources before transfers		S14	10,224			10,224	1,191
Gross transfers between funds		S15				-	
Net incoming/(outgoing) resources before other recognised gains/(losses)		S16	10,224			10,224	1,191
Other recognised gains/(losses)						-	
Gains and losses on revaluation of fixed assets for the charity's own use		S17				-	
Gains and losses on investment assets		S18				-	
Net movement in funds		S19	10,224			10,224	1,191
Total funds brought forward		S20	28,011			28,011	26,819
Total funds carried forward		S21	38,235			38,235	28,011

Section B

Balance sheet

		Note	Restricted				
			Unrestricted funds	income funds	Endowment funds	Total this year	Total last year
			£	£	£	£	£
			F01	F02	F03	F04	F05
Fixed assets							
Tangible assets	(Note 9)	B01					
		B02					
Investments	(Note 10)	B03					
Total fixed assets		B04					
Current assets							
Stock and work in progress		B05					
Debtors	(Note 11)	B06					
(Short term) investments		B07					
Cash at bank and in hand		B08					
Total current assets		B09					
Creditors: amounts falling due within one year							
	(Note 12)	B10					
Net current assets/(liabilities)		B11					
Total assets less current liabilities							
Creditors: amounts falling due after one year							
	(Note 12)	B13					
Provisions for liabilities and charges		B14					
Net assets		B15					
Funds of the Charity							
Unrestricted funds		B16					
		B17					
Restricted income funds (Note 13)		B18					
Endowment funds (Note 13)		B19					
Total funds		B20					

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Section C**Notes to the accounts****Note 1 Basis of preparation**

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with*

✓

 Accounting Standards;
- or

 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[** except for the following].

Give details in this box if a different standard has been followed.

* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

** - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

Give details in this box of any material changes that have been made.

§ if no changes have been made to accounting policies then delete these words.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years (§§ except for the following).

Give details in this box of any material changes that have been made.

§§ if no changes have been made to accounts for previous periods then delete these words.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM THOSE
ABOVE**

Note 3 Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Voluntary income	Regular donations	160	294
	Other donations	100	78
	Total	260	372
Activities for generating funds	Assemblies	1,603	1,887
	Quiz Night		
	Christmas Cards	604	903
	Santa Dash	3,685	5,476
	Spring Disco	4,074	
	Comedy Nights	2,377	5,542
	Foreign Currency		566
	Summer Party	5,695	12,793
	Ice creams	402	702
	Film night	1,257	
	Tote bags		120
	Dress down days	421	299
	Total	20,117	28,287
Investment income			-
			-
			-
			-
	Total		-
Incoming resources from charitable activities	Easy fundraising	149	131
	Fundmatching	8,352	1,290
	Amazon Smile	420	312
	Justgiving	67	164
Total		8,988	1,897

Note 4 Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Costs of generating voluntary income			
	Total	-	-
Fundraising trading costs	Spooky Disco		
	Quiz Night		
	Assemblies		
	Christmas Cards		
	Santa Dash	750	495
	Spring Disco	1,008	
	Comedy Nights	1,557	3,457
	Summer Party	1,998	3,656
	Film night	320	
	Ice creams	129	209
	Total	5,762	7,818
Investment management costs			
	Total		-
Charitable activities	Creativity in the curriculum	6,000	4,500
	Decorations		77
	Christmas Tree		
	School books		
	Kitchen equipment		468
	Nursery balls		195
	Ovens		1,000
	Trim Trail		15,000
	Extra Curricular	5,000	
	Class readers	2,040	
	Total	13,040	21,240
Governance costs	Card machines	60	76
	AGM Meeting	119	83
	PTA subscription	140	128
	Gambling licence	20	20

FOW gifts		
Total	339	307

Section C	Notes to the accounts	(cont)
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Note 5 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Note 6 Details of certain items of expenditure

6.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

	This year	Last year
Number of trustees who were paid expenses	0	0
Nature of the expenses		
Total amount paid	£	£

6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts	0	0
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	0	0

Section C	Notes to the accounts	(cont)
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Note 7 **Paid employees**
Please complete this note if the charity has any employees.

7.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	-	-
Employer's National Insurance costs	-	-
Pension costs	-	-
Total staff costs	-	-

7.2 Average number of full-time equivalent employees in the year

	This year Number	Last year Number
The parts of the charity in which the employees work		
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
Total	-	-

7.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

(cont)

Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Total	-	-

If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.

£

If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Total grants to institutions		-

Note 9 Tangible fixed assets*Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

9.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
** Rate					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

9.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

9.4 Revaluation*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

Section C**Notes to the accounts****(cont)****Note 10 Investment assets**

Please complete this note if the charity has any investment assets.

10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

Please provide below:

10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

10.3 A breakdown of the income from investments agreeing with SOFA row S03.

Analysis of investments

	10.2 Market value at year end	10.3 Income from investments for the year
	£	£
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
Total	-	-

10.4 Material investment holdings

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held	
Market Value	

Section C**Notes to the accounts****(cont)****Note 11 Debtors and prepayments***Please complete this note if the charity has any debtors or prepayments.***Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	-	-	-	-
Total	-	-	-	-

Note 12 Creditors and accruals*Please complete this note if the charity has any creditors or accruals.***12.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	-	-	-	-
Accruals and deferred income	-	-	-	-
Total	-	-	-	-

12.2 Security over assets*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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Section C	Notes to the accounts	(cont)
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Note 13 **Endowment and restricted income funds**

Please complete this section if the charity has any endowment or restricted income funds.

13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions

13.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total Funds	-	-	-	-	-	-

13.3 Transfers between funds

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount

Note 14 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.

14.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

14.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

14.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

Note 15	Additional Disclosures
The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.	

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
FRIENDS OF WESTDENE

On accounts for the year ended

31 August 2023

Charity no
(if any)

1119660

Set out on pages

(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 / 08 / 2023**.

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ *) 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: James Gibbons

Date: 07/06/2024

Name: James Gibbons

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

FCCA

Address: 69 Old Mill Close

Brighton
BN1 8WE

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.

The accounts provide a true and fair view of the FRIENDS OF WESTDENE financial position for the year ending 31 August 2023.