



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 August 2022 To 31 July 2023

Charity name: The Friends of St Peter's Church of England School, Coggeshall

Charity registration number: 1120399

Objectives and Activities

| | | |
|--|-----------------------------|---|
| Summary of the purposes of the charity as set out in its governing document | SORP reference Para 1.17 | <p>The objective of the Association is to advance the education of pupils in St Peter's School, in particular by;</p> <ul style="list-style-type: none">- developing effective relationships between the staff, parents and others associated with the school and- engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>The main objective of the Charity is to raise funds to support St Peter's School and to help provide essential educational resources and equipment which will advance the education of the pupils.</p> <p>During the year, the Charity has organised numerous fundraising events both at the school and at various venues in Coggeshall. These events included a firework display, inflatables day, a Christmas fayre and school discos. Some of these events are open to all members of the public.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | <p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | |
|------------------------|-----------------------------|
| Policy on grant making | SORP reference Para 1.38 |
|------------------------|-----------------------------|

| | |
|--|-----------|
| Policy on social investment including program related investment | Para 1.38 |
|--|-----------|

Contribution made by
volunteers

Para 1.38

Other

Achievements and Performance

SORP reference

Summary of the main
achievements of the charity,
identifying the difference the
charity's work has made to
the circumstances of its
beneficiaries and any wider
benefits to society as a
whole.

Para 1.20

This year again has been a very successful year of activities and fundraising and FOSP have generated an astonishing income of £40982, the majority through its fundraising efforts. This has been achieved by lots of fundraising events such as the popular annual firework display, an inflatables day, a Christmas fayre and school discos. In addition the Charity has received significant sums in donations which have been very generous and these are gratefully received.

A donation from FOSP paid for a panto in school. We supplied the school with two sets of books for the Phonics Little Wandles scheme. We have continued to support the school trips. FOSP are fully supportive of funding these enrichment activities believing them to enhance the children's experience of primary school.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against
objectives set

Para 1.41

Performance of fundraising
activities against objectives
set

Para 1.41

Investment performance
against objectives

Para 1.41

Other



Financial Review

| | |
|--|--|
| Review of the charity's financial position at the end of the period | Para 1.21 At 31 July 2023 the charity's funds were £38737. The huge fundraising efforts this year have enabled the charity to rebuild its cash funds to a significant level. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 The charity aims to retain adequate cash reserves to meet any liabilities and will keep sufficient funds in reserve to be able to support fundraising events. |
| Amount of reserves held | Para 1.22 At the year end the charity's funds were £38737 |
| Reasons for holding zero reserves | Para 1.22 The charity aims to retain adequate cash reserves at all times to meet any liabilities. |
| Details of fund materially in deficit | Para 1.24 There are no funds in deficit. |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 The charity is considered to be a going concern and there are no doubts that the charity will continue its activities. |

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising) Para 1.47

Investment policy and objectives including any social investment policy adopted Para 1.46

A description of the principal risks facing the charity Para 1.46

Other

Structure, Governance and Management

Description of charity's trusts:

Type of governing document Para 1.25 The charity is a Parent Teacher Association and is governed by its constitution dated 19 September 2006.

How is the charity constituted? Para 1.25 The charity is a Parent Teacher Association and follows the model constitution recommended by the National Federation of Parent Teacher Associations.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees Para 1.25 The Committee must comprise of three officers; a Chair, a Secretary and a Treasurer. There must be at least one other officer on the Committee and two ordinary Committee members. The Committee members are elected at the AGM and hold office until the next AGM. Nominations for election to the

Committee may be made by one member seconded by another. Such nominations must have the consent of the nominee.

Nominations should be made in writing to the Chair at any time until the election process has been completed.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees

Para 1.51

The charity's organisational structure and any wider network with which the charity works

Para 1.51

Relationship with any related parties

Para 1.51

Other

Reference and Administrative details

Charity name The Friends of St Peter's Church of England School, Coggeshall

Other name the charity uses FOSP

Registered charity number 1120399

Charity's principal address St Peter's Church of England Primary School
Myneer Park
Coggeshall
Essex
CO6 1YU



| 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) |
| 1 | E Gabara | Secretary | | |
| 2 | D Breese | Co-Treasurer | | |
| 3 | L Keig | Co-Treasurer | | |
| 4 | A Cole | | | |

| | | | | |
|----|--------------|-------------|--|--|
| 5 | L Hutchinson | | | |
| 6 | A Dey | | | |
| 7 | L Barrow | | | |
| 8 | A Tanfield | Chairperson | | |
| 9 | S Rulten | | | |
| 10 | | | | |
| 11 | | | | |

Corporate trustees – names of the directors at the date the report was approved

Director name

Name of trustees holding title to property belonging to the charity

Trustee name Dates acted if not for whole year



Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity No funds are held in this capacity.

Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects

Details of arrangements for safe custody and segregation of such assets from the charity's own assets

Additional information (optional)

| Names and addresses of advisers (Optional information) | | |
|--|------|---------|
| Type of adviser | Name | Address |
| | | |
| | | |
| | | |

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details



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|--|

Other optional information

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Declarations

| | | |
|--|---|--|
| The trustees declare that they have approved the trustees' report above. | | |
| Signed on behalf of the charity's trustees | | |
| Signature(s) |   | |
| Full name(s) | ANNA APPLETON-CLAYDON KERRIE BRINLEY-WHITINGTON | |
| Position (eg Secretary, Chair, etc) | SECRETARY CHAIR | |
| Date 10.05.2024 10.5.24 | | |

St Peter's Church of England Primary School
Friends of St Peters
Year from 1 August 2022 - 31 July 2023

| | | | | 2023 | 2022 | |
|---|------------------|-------------|------------------|-----------------|------------------|------------------|
| | | INCOME | EXPENDITURE | PROFIT | PROFIT | VARIANCE |
| Income & Expenditure Account | | | | | | |
| Prior Year Events | | | | 0.00 | 0.00 | 0.00 |
| Floats | 2,510.00 | | 2,510.00 | 0.00 | 0.00 | 0.00 |
| Contra/a/cj | | | | 0.00 | 0.00 | 0.00 |
| Biscuits for Sept starters | | | | 0.00 | -102.00 | 102.00 |
| New Starters event | | 67.00 | | -67.00 | -101.00 | 34.00 |
| Fireworks | 11159.46 | | 2,896.98 | 8,262.48 | 9,547.49 | -1,285.01 |
| Car Wash | 474.75 | | | 474.75 | 0 | 474.75 |
| Donations to FOSP (Note 2) | 2000.00 | | | 2,000.00 | 0.00 | 2,000.00 |
| Donations to school (Note 1) | | | 18,714.90 | -18,714.90 | -6674.59 | -12,040.31 |
| Virgin Money and cash - Cap Tom | | | | 0.00 | 8.75 | -8.75 |
| Just Giving | | | 54.00 | -54.00 | 0.00 | -54.00 |
| Cash for clothes/bag 2 school | | | | 0.00 | 104.00 | -104.00 |
| My Name Tag | | | | 0.00 | 58.00 | -58.00 |
| Coggeshal Christmas | 703.75 | | 73.44 | 630.31 | 496.42 | 133.89 |
| Santa Letter | 229.70 | | 153.55 | 76.15 | 334.95 | -258.80 |
| Christmas Fayre & Raffle | 2694.75 | | 445.85 | 2,248.90 | 0.00 | 2,248.90 |
| Santas Grotto | 281.96 | | | 281.96 | 236.09 | 45.87 |
| Parents Christmas Gift Stall | 1556.91 | | 599.09 | 957.82 | 682.52 | 275.30 |
| School Discos | 3964.15 | | 1,388.24 | 2,575.91 | 699.82 | 1,876.09 |
| Mothers Day Gift Stall | 985.43 | | 389.48 | 595.95 | 440.46 | 155.49 |
| Fathers Day Gift Stall | 785.03 | | 429.09 | 355.94 | 322.08 | 33.86 |
| Year 6 | | | | 0.00 | -90.00 | 90.00 |
| 5p / spare change Challenge | 415.56 | | | 415.56 | 295.30 | 120.26 |
| Inflatables Day | 4400.06 | | 1,840.92 | 2,559.14 | 2,486.55 | 72.59 |
| Non uniform Day | 244.08 | | | 244.08 | 256.15 | -12.07 |
| Scarecrow Trail | 707.93 | | 24.99 | 682.94 | 282.00 | 400.94 |
| Cash Pots (note 4) | -300.00 | | 600.00 | -900.00 | -982.94 | 82.94 |
| Teachers Breakfasts / treats | | | 750.00 | -750.00 | -237.92 | -512.08 |
| Bank Interest | | | | 8.52 | 0.30 | 8.22 |
| HMRC Gift Aid | 1251.61 | | | 1,251.61 | 0.00 | 1,251.61 |
| Misc Expenses (Note 3) | | | 421.15 | -421.15 | -181.00 | -240.15 |
| Misc income | | | | 0.00 | 428.25 | -428.25 |
| End of year play refreshemnts and raffle | | | | 0.00 | 53.34 | -53.34 |
| Xmas class gifts from teachers | | | | 0.00 | -147.20 | 147.20 |
| Fancy Dress Stall | 118.64 | | | 118.64 | 0.00 | 118.64 |
| Hardship fund | 1600.00 | | 1,600.00 | 0.00 | 0.00 | 0.00 |
| Easter Raffle | 824.40 | | | 824.40 | 795.07 | 69.33 |
| Easy Fundraising | 257.43 | | | 257.43 | 227.92 | 29.51 |
| 23 Challenge | 834.39 | | | 834.39 | 0.00 | 834.39 |
| Parent Disco | 434.21 | | 350.00 | 84.21 | 0.00 | 84.21 |
| Quiz Night | 149.64 | | | 3.12 | 0.00 | 3.12 |
| Golf Day | 441.99 | | 375.00 | 66.99 | 0.00 | 66.99 |
| Grant / contra Bell Tent | | | | 0.00 | 0.00 | 0.00 |
| Next Year Events - stock for Mothers Day 24 stall | | | 89.68 | -89.68 | -53.60 | -36.08 |
| Next Year Events - stock for Fathers Day 24 stall | | | 72.73 | -72.73 | 0.00 | -72.73 |
| Next Year Events - stock for xmas 23 stall | | | | -362.99 | -268.76 | -94.23 |
| | <u>38,728.95</u> | | <u>34,358.72</u> | <u>4,370.23</u> | <u>6,876.45</u> | <u>-4,497.70</u> |
| Less floats | | | | | | |
| Totals | <u>38,728.95</u> | | <u>34,358.72</u> | | | |
| 100 Club | 2,163.42 | | 2,850.00 | -686.58 | 1,272.00 | -1,958.58 |
| TOTAL FUNDS AND SURPLUS MADE | <u>40,892.37</u> | | <u>37,208.72</u> | <u>3,683.17</u> | <u>10,148.45</u> | <u>-6,456.28</u> |
| (P & L NOT BANK BAL) | | | | | | |
| Bal Btwd | | At 31/07/23 | Movement | | | |
| Premium Account | 25273.80 | 29644.03 | 4370.23 | | | |
| Community Account | 2030.81 | 2039.33 | 8.52 Int | | | |
| 100 Club Account | 7740.50 | 7053.92 | -686.58 | | | |
| | 35045.11 | 38737.28 | 3692.17 | | | |

Note 1**Donations made to the school**

1st Aug 22 to 31st July 23

| | |
|---|-------------------|
| EYFS/KS1 Phonics Scheme | £6,408.33 |
| Yr6/Preschool Books | £283.63 |
| Yr3/4 Stonehenge | £300.00 |
| Panto | £749.00 |
| KS1 Xmas Colouring Books | £105.00 |
| KS1 Dowels & Wheel DT | £78.06 |
| KS2 Lunchtime Equipment & Preschool Books | £100.93 |
| SEN - Zip Wallets | £164.89 |
| Numbots | £92.50 |
| KS2 Sewing Machines | £289.87 |
| Exotic Explorers deposit | £326.50 |
| Phonics Scheme | £736.57 |
| Juniper Book Awards | £273.47 |
| Duxford Coach | £400.00 |
| CGP Books Yr 5/6 | £200.00 |
| Hive BeeBots | £389.93 |
| Little Wandles Scheme | £5,928.00 |
| KS1 School Trip - Coaches | £1,800.00 |
| Library Sail | £88.22 |
| Total | £18,714.90 |

Note 2**Donations to FOSP**

| | |
|----------------------|---------|
| E Fairbairn Donation | 1000.00 |
| Anonymous Donation | 1000.00 |

2000.00**Note 3****Misc Expenses**

| | |
|---|--------|
| Sweets/Tuck/Sweet Bags for various events | 240.16 |
| Parent Kind subscription | 140 |
| Auditors gift | 40.99 |

421.15**Note 4****Cash Pots**

Term 1

9/26/2022

| | |
|--------------------------------|---------------|
| Reimburse S Breese - used cash | 300 |
| Pre school | -50.39 |
| Reception spend | -50 |
| Yr 1 & 2 spend | -47.4 |
| Yr 3 & 4 spend | -31.81 |
| Yr 5 & 6 spend | -50 |
| Library spend | |
| HLTA - spend | -50.77 |
| | 19.63 |

£20 carried over

Term 2

| | |
|----------------------------|---|
| Took from banking 20/12/21 | 300 |
| Pre school | -46.98 |
| Reception spend | -54.48 |
| Yr 1 & 2 spend | -43.68 |
| Yr 3 & 4 spend | -46.85 |
| Yr 5 & 6 spend | -45.26 |
| Library spend | |
| HLTA | -91.85 Spring and Summer spent together |
| | -29.1 |

Term 3

| | |
|---------------------------|--------------|
| Reimburse H Storey | 300 |
| Preschool | -50.41 |
| Reception spend | -55.3 |
| Yr 1 & 2 spend | -57.26 |
| Yr 3 & 4 spend | -45.6 |
| Yr 5 & 6 spend | -56.47 |
| Library spend | |
| HLTA | |

34.96**Year 3/4 Mr Brennen Underspent by £25.74 - Hold for next year**

| <u>Disclosures for accounts</u> | | Donations | Fundraising | Interest |
|-------------------------------------|------------------|-----------------|------------------|-------------|
| Fireworks | 11159.46 | | 11159.46 | |
| Car Wash | 474.75 | | 474.75 | |
| Coggeshal Christmas | 703.75 | | 703.75 | |
| Santa Letter | 229.70 | | 229.70 | |
| Christmas Fayre & Raffle | 2694.75 | | 2694.75 | |
| Santas Grotto | 281.96 | | 281.96 | |
| Parents Christmas Gift Stall | 1556.91 | | 1556.91 | |
| School Discos | 3964.15 | | 3964.15 | |
| Mothers Day Gift Stall | 985.43 | | 985.43 | |
| Fathers Day Gift Stall | 785.03 | | 785.03 | |
| 5p / spare change Challenge | 415.56 | | 415.56 | |
| Inflatables Day | 4400.06 | | 4400.06 | |
| Non uniform Day | 244.08 | | 244.08 | |
| Scarecrow Trail | 707.93 | | 707.93 | |
| Bank Interest | 8.52 | | | 8.52 |
| HMRC Gift Aid | 1251.61 | 1251.61 | | |
| Fancy Dress Stall | 118.64 | | 118.64 | |
| Easter Raffle | 824.40 | | 824.40 | |
| Easy Fundraising | 257.43 | 257.43 | 0.00 | |
| 23 Challenge | 834.39 | | 834.39 | |
| Parent Disco | 434.21 | | 434.21 | |
| Quiz Night | 152.76 | | 152.76 | |
| Golf Day | 441.99 | | 441.99 | |
| | <u>32,927.47</u> | <u>1,509.04</u> | <u>31,409.91</u> | <u>8.52</u> |
| Less floats | | | 0.00 | |
| Totals | <u>32,927.47</u> | <u>1,509.04</u> | <u>31,409.91</u> | |
| 100 Club | 2,163.42 | | 2163.42 | |
| TOTAL FUNDS AND SURPLUS MADE | <u>35,090.89</u> | | <u>35,090.89</u> | |

Independent Examiner's Report on the Accounts

Report to the trustees/members of **Friends St Peter's School Coggeshall**

Registered charity number

(optional)

On accounts for the year ended

31 7 2023

Basis of my report I have examined all the documents and relevant papers given to me by the Treasurer of the account, and listened to all the explanations.

Independent examiner's statement In connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

A C Clarke

Date

07/09/2023

Name

Mrs Ann C. Clarke

Qualification

**Higher National Diploma Business and Finance 1988
ACIE Affiliated Member**

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Witham

Essex

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