



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **September 2022** Period start date To **August 2023** Period end date

Charity name: **Friends of St Katharine's School (FSK)**

Charity registration number: **1122599**

## Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <p>To organise events for the enjoyment of pupils, staff, parents/carers and the wider community of St Katharine's Church of England Primary School.</p> <p>To raise funds to put towards improving the pupils' learning and environment.</p> <p>To support the school by providing programmes, refreshments, etc. at various events throughout the year, i.e. Sports Day, theatre productions, parents meetings, etc.</p> |
| 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 | <ul style="list-style-type: none"><li>○ Family Fireworks Event</li><li>○ Christmas Fair</li><li>○ Christmas Cards</li><li>○ Christmas Raffle</li><li>○ Grow A Pound</li><li>○ Summer Fair</li><li>○ Summer Raffle</li></ul>  |
| 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 are aware and have regard to the guidance issued by the Charity Commissions. The guidance is considered when making decisions.</p>   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |
|  | Para 1.38      |  |

|                                 |  |  |
|---------------------------------|--|--|
| Contribution made by volunteers |  |  |
| 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      | <p>We have organised a number of very successful events, which have provided opportunities for the children to build on their social skills, make new friends and relax and have fun with their classmates. The events bring together staff, parents/carers and pupils, increasing the social connectedness of the school community as a whole.</p> <p>Although we have not funded anything directly to the school this year, the school are gaining quotes to resurface the play area and get additional play equipment which we will fund in 23/24. This will improve the overall safety and enjoyment of the play equipment in the school playground.</p> |

### 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 | We have raised £26946 in fundraising activities, spent £10,834 on expenses, resulting cash funds raised £16,112.  |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | This is held to allow the school to decide where best the money is spent i.e. quotes for playground equipment etc. Also need to hold some money to pay for expenses e.g. deposit for fireworks etc. |
| Amount of reserves held  | Para 1.22 | Cash at bank at 31/8/2023 was £12k in unrestricted funds.   |
| Reasons for holding zero reserves  | Para 1.22 | N/A   |
| Details of fund materially in deficit  | Para 1.24 | N/A   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A   |

### 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 | <ul style="list-style-type: none"> <li>Family Fireworks Event</li> <li>Christmas Fair</li> <li>Christmas Cards</li> <li>Christmas Raffle</li> <li>Grow A Pound</li> <li>Summer Fair</li> <li>Summer Raffle</li> <li>Monthly Donations?</li> </ul> |
| 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 | <ul style="list-style-type: none"> <li>Not being able to find replacement committee members in the event of someone wanting to stand down</li> <li>Not having sufficient volunteers to help out at events</li> </ul>                              |
| Other   |           |   |

## Structure, Governance and Management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document (trust deed, royal charter)  | Para 1.25 | Constitution  |
| How is the charity constituted? (e.g unincorporated association, CIO)   | Para 1.25 | As a member of ParentKind, we have adopted the March 2021 Parentkind Model Constitution for Parent Teacher Associations in England and Wales.   |
| 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 | <ul style="list-style-type: none"> <li>Trustee positions are advertised in writing providing a minimum of 21 clear days' notice of Annual General Meeting. Advertising is via school communications and our Charity's social media platforms</li> <li>Applications are to be made to the Chair in writing</li> <li>New Trustees are elected during an Annual General Meeting, as long as the quorum is met</li> <li>New Trustees can be co-opted during an Annual General Meeting, however co-opted Trustees must not be more than 50% of the total number of Trustees</li> </ul> |

### 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                | Friends of St Katharine's School |
| Other name the charity uses | FSK                              |
| Registered charity number   | 1122599                          |

|                             |   |
|-----------------------------|---|
| Charity's principal address | St Katharine's CoE (VA) Primary School<br>Rolls Drive<br>Bournemouth<br>Dorset<br>BH6 4NA |
|                             |   |

### 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 | Lucy Hall        | Chair           | Until 10/01/24  |   |
| 2 | Sophie Cregan    | Vice Chair      | Until 10/01/24  |   |
| 3 | Steph Joynes     | Treasurer       |   |   |
| 4 | Anita Quinney    | Secretary       |   |   |
| 5 | Hannah McConnell | Chair           | From 10/01/24 – present<br>(previously Trustee in charge of Events) |   |
| 6 | Parisa Jones     | Vice Chair      | From 10/01/24 – present   |   |
| 7 |                  |                 |   |   |
| 8 |                  |                 |   |   |
| 9 |                  |                 |   |   |

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

| Director name |  |  |
|---------------|--|--|
| N/A           |  |  |
|               |  |  |

### Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
| N/A          |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|   |     |
|---|-----|
| Description of the assets held in this capacity   | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A |

### 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

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

#### Signed on behalf of the charity's trustees

|                                     |               |  |
|-------------------------------------|---------------|--|
| Signature(s)                        | Anita Quinney |  |
| Full name(s)                        | Anita Quinney |  |
| Position (eg Secretary, Chair, etc) | Secretary     |  |
| Date                                | 30/06/24      |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of St Katharines

1122599

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2022


To

31/08/2023

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Monthly Donations                                     | 3,510  | -                                       | -                                      | 3,510                           | -                             |
| Amazon charity giving                                 | 136  | -                                       | -                                      | 136                             | -                             |
| Events income   | 22,340                                       | -                                       | -                                      | 22,340                          | -                             |
| Raffle  | 945  | -                                       | -                                      | 945                             | -                             |
| Bank Interest - monthly donations account             | 15   | -                                       | -                                      | 15                              | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b> (Gross income for AR)                | 26,946                                       | -                                       | -                                      | 26,946                          | -                             |
| <b>A2 Asset and investment sales, (see table).</b>    |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -  | -                                       | -                                      | -                               | -                             |
| <b>Total receipts</b>                                 | 26,946                                       | -                                       | -                                      | 26,946                          | -                             |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| Bank charges  | 82   | -                                       | -                                      | 82                              | -                             |
| Event expenses  | 9,581  | -                                       | -                                      | 9,581                           | -                             |
| Parentkind Annual Subscription                        | 140  | -                                       | -                                      | 140                             | -                             |
| Coronation bookmarks for school                       | 338  | -                                       | -                                      | 338                             | -                             |
| Fireworks deposit for 2023                            | 673  | -                                       | -                                      | 673                             | -                             |
| Lottery licence - annual                              | 20   | -                                       | -                                      | 20                              | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | 10,834                                       | -                                       | -                                      | 10,834                          | -                             |
| <b>A4 Asset and investment purchases, (see table)</b> |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | -  | -                                       | -                                      | -                               | -                             |
| <b>Total payments</b>                                 | 10,834                                       | -                                       | -                                      | 10,834                          | -                             |
| <b>Net of receipts/(payments)</b>                     | 16,112                                       | -                                       | -                                      | 16,112                          | -                             |
| <b>A5 Transfers between funds</b>                     | -  | -                                       | -                                      | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | -  | -                                       | -                                      | -                               | -                             |
| <b>Cash funds this year end</b>                       | 16,112                                       | -                                       | -                                      | 16,112                          | -                             |

## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £  | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|---|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>  | Main bank balance as of 31.08.23                       | 19,889  | -                                | -                               |
|   | Monthly donations bank balance as of 31.08.23          | 4,109   | -                                | -                               |
|   |  | -   | -                                | -                               |
|   | <b>Total cash funds</b>                                | <b>23,998</b>   | <b>-</b>                         | <b>-</b>                        |
|   | (agree balances with receipts and payments account(s)) | Agreement Error   | OK                               | OK                              |
|   |  | Unrestricted funds<br>to nearest £  | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details  | -   | -                                | -                               |
|   |  | -   | -                                | -                               |
|   |  | -   | -                                | -                               |
|   |  | -   | -                                | -                               |
|   |  | -   | -                                | -                               |
|   |  | -   | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details  | Fund to which asset belongs   | Cost (optional)                  | Current value (optional)        |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details  | Fund to which asset belongs   | Cost (optional)                  | Current value (optional)        |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
|   |  |   | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details  | Fund to which liability relates   | Amount due (optional)            | When due (optional)             |
|   |  |   | -                                |                                 |
|   |  |   | -                                |                                 |
|   |  |   | -                                |                                 |
|   |  |   | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees |  | Signature   | Print Name                       | Date of approval                |
|   |  |  | Stephanie Joyner - Treasurer     | 19.06.24                        |



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name  
Friends of St Katharine's School

#### On accounts for the year ended

31/08/2023

Charity no  
(if any)

1122599

#### Set out on pages

1-2

(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)(a) 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act 2011;
- 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:

*Joanne Gardiner*

Date: 04/07/2024

Name:

Joanne Gardiner ACA

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

Chartered Accountant, ICAEW

Address:

56 Baring Road, Bournemouth BH6 4DT

**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.

none