

THE FRIENDS OF THAMES DITTON JUNIOR SCHOOL
CHARITY NO. 1123621



Trustees Annual Report Year Ending 31st August 2023

The Friends of Thames Ditton Junior School
Trustees Annual Report
Financial Year ended 31 August 2023

Name	The Friends of Thames Ditton Junior School ("the Friends")
Charity Registration no.	1123621
Registered office	c/o Thames Ditton Junior School Mercer Close Surrey KT7 0BS
Independent Examiner	Laura Kenyon & Associates 2A High Street Thames Ditton KT7 0RY
Bank	HSBC Kingston Upon Thames
Governing Document	The charity is governed by its constitution that was adopted on 27 th February 2008.
Constitution	Unincorporated charity
Objectives and activities	<p>The object of the Friends is to advance the education of pupils at Thames Ditton Junior School ("TDJS") by:</p> <ul style="list-style-type: none"> ■ Developing effective relationships between staff, parents and others associated with the school ■ Engaging in activities or providing facilities and equipment which support TDJS and advance the education of its pupils <p>The Friends Committee meet at least once a term to discuss and plan events, receive an update on the Charity's finances, agree on roles and responsibilities and TDJS's annual wish list along with larger donation requests for school projects. Additional sub-committees operate at various points throughout the year to organise each event.</p>
Friends Committee	The Friends' affairs are managed and administered by a committee consisting of nominated members and include the Head of TDJS, the Deputy Head, and a member of the Governing Body, together with members of the Friends from either the past or present parent body. All committee members give their time freely and receive no remuneration.
Trustees	The Trustees are members of the Friends Committee, who are appointed by election of the members of the charity at the Annual General Meeting ("AGM"), or otherwise co-opted to the Committee and subsequently elected by members at a subsequent AGM. All trustees are elected to serve for a period of twelve months. Under the rules of the governing document, the trustees must number at least three but no more than five. A register of Trustees is maintained and filed with the Charities Commission. Each year a formal request for nominees is circulated to the parent community via ParentMail.
Class Representatives	Class representatives are a group of parent volunteers that liaise between TDJS class parents and the Friends. They facilitate the recruitment of volunteers for events held to benefit TDJS and canvas informal parental feedback. Class representatives are not required to sit on the Friends Committee.
Voting Rights	All committee members have equal voting rights at the AGM, other meetings and with regards to the allocation of unrestricted funds.
Management of the Charity	Committee members have defined responsibilities and new incumbents receive handover notes and outgoing support from outgoing members. Every effort is made to ensure that the Committee includes a broad range of members with relevant skills. Anyone from the parent community can volunteer as members at any point during the year.
Risk Management	No formal risk register is kept. Event sub-committees convene periodically and assess risks on an "event by event" basis as deemed appropriate. The charity in its fund-raising initiatives will align itself to the COVID-19 pandemic guidelines as published by the UK Government.
Unrestricted Funds	Donations received in relation to the ordinary fundraising activities of the Friends Committee. The disbursement of these funds are not party to covenants and are remitted to TDJS by Committee vote. Funds from the general pool are also used to

	cover the administrative expenses of the charity.
--	---

The Friends of Thames Ditton Junior School
Trustees Annual Report
Financial Year ended 31 August 2022

Restricted Funds	TDJS Governors Fund, established by an Extraordinary General Meeting on 20 th April 2010 to collect monthly voluntary parental contributions, and claim gift aid thereon. Grants are made from this fund to TDJS and are used in line with the School's Development Plan to pay for items that the budget delegated from Surrey County Council does not stretch to. Dispersment of funds to TDJS is purely at the discretion of the Head, Deputy Head and Governing body. The operation and control of the fund including administration of gift aid claims, payment authorisation and remittance to TDJS is managed exclusively by the school office, Head, Deputy Head and Governors of the school.
Policy on reserves	There is no formal policy on the requirement to hold minimum reserves.
Public Benefit Statement	The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Achievements and performance

Unrestricted Funds:

During the year the Friends fulfilled its objects by organising several events and other fundraising activities. Net Fundraising income was markedly up to £23,078, which is in line from the prior year despite not having ran the Summer Fair event which historically has been the second most lucrative event after the Summer Ball. Significant drivers of net fundraising income remain the parties attended by the parents, school raffles and larger whole community events such as the Christmas shopping extravaganza "Elfridges".

	2023	2022	2021
	£	£	£
Parent Parties	15,175	14,135	835
School Raffles	6,920	2,368	3,502
Elfridges	983	1,134	-
Summer Fair	0	2,638	-

Other smaller events were held during the period with the view to enhance the sense of community rather than for profit making. Good feedback has been received and it has been acknowledged by the school that the children were happy when participating in Friends organised activities. Furthermore, data gathered from a questionnaire used to canvas parental feedback on the performance of the Friends indicated that activities were of the appropriate nature and frequency.

Fundraising is only possible due to sponsorship and donated prizes from local businesses based in Thames Ditton as well the continued efforts of the committee, class representatives, parent volunteers and the staff employed at the school. The Friends are very grateful to all for their continued generosity and support.

Use of Unrestricted Funds:

During the year, the Friends held five Trustee meetings, all attended by the Head, Chair, and representatives from the committee. During the year £11,377 of contribution were made to the school and almost entirely directed at the acquisition of new Chromebook.

Restricted Funds:

Voluntary monthly parental donations, including Gift Aid were £20,050 (2022: £42,387). This is materially down on the prior year due to classes reduction by one but also as less parents contribute and the ones contributing have reduced their contribution level highlighting the impact that is having the cost of living.

The Friends of Thames Ditton Junior School
Trustees Annual Report
Financial Year ended 31 August 2023

Trustees

The trustees who held office during the period, and up to the date of this report, are as follows:

Chair	Pam Vennings
Parent Trustee	Sarah Hockley
School Trustee	Ms Emily Fanzo
Governor Trustee	Claire Marstin

The Friends Committee

The Friends Committee for the year to 31 August 2023 has consisted of the following members:

Co-Chair	Pam Vennings
Co-Chair	Ms Emily Fanzo
Secretary	Amina Akthar
Treasurer	Janet Peowrie
Members	Francesca Conlon
	Justine Hendry
	Sarah Holt
	Bronoch Hughes
	Lyndsey Lough
	Madeline Osikoya
	Katie Womersley
	Sarah Hockley

Resignations

The following Trustees resigned after the financial year end:

Pam Vennings resigned as Chair on 23rd July 2023

Bronoch Hughes resigned as a Trustee on 23rd July 2023

Janet Peowrie resigned as a Treasurer on 23rd July 2023

Appointments

The following appointments were made after the financial year end.

Rachel Purcell was appointed as Chair on 3rd September 2023

Florian Brousson was appointed as a Treasurer on 23rd September 2023

Pam Vennings

.....

Signed on behalf of the trustees on

17th November 2023.....



CHARITY COMMISSION
FOR ENGLAND AND WALES

1123621

The Friends of TDJS

Receipts and payments accounts

CC16a

For the period
from

01/0922

To

31/08/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations, Legacies and Grants	365	20,050	-	20,415	27,924
Fundraising Events	38,095	-	-	38,095	47,402
Interest and Dividends	117	-	-	117	4
Gift Aid	5,383	-	-	5,383	14,463
Other income	46	-	-	46	150
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	44,006	20,050	-	64,056	89,943
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	44,006	20,050	-	64,056	89,943
A3 Payments					
Cost of Fundraising Events	15,017	-	-	15,017	23,250
General Expenses	342	-	-	342	518
Purchases for the School	11,377	-	-	11,377	4,128
Donations and Grants	-	-	-	-	-
Accountancy Fees	450	-	-	450	450
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	27,186	-	-	27,186	28,346
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,186	-	-	27,186	28,346
Net of receipts/(payments)	16,820	20,050	-	36,870	61,597
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	59,348	55,062	-	114,410	52,813
Cash funds this year end	76,168	75,112	-	151,280	114,410

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	75,599	75,112	-
	Cash in hand	570	-	-
		-	-	-
	Total cash funds	76,168	75,112	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Gift Aid	5,383	-	3,500
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Other expenses	Unrestricted	-	450
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Friends of Thames Ditton Junior School

**On accounts for the year
ended**

31st August 2023

**Charity no
(if any)**

1123621

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 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:

30/10/2023

Name:

Mrs Laura Kenyon BA FCA

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

ICAEW Chartered Accountant

Address:

LK & Associates Limited,
2A High Street,
Thames Ditton, Surrey. KT7 0RY

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.

None