

THE FRIENDS OF THAMES DITTON JUNIOR SCHOOL  
CHARITY NO. 1123621



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**The Friends of Thames Ditton Junior School**  
**Trustees Annual Report**  
**Financial Year ended 31 August 2024**

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 <sup>th</sup> 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"> <li>■ Developing effective relationships between staff, parents and others associated with the school</li> <li>■ Engaging in activities or providing facilities and equipment which support TDJS and advance the education of its pupils</li> </ul> <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.
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Restricted Funds	TDJS Governors Fund, established by an Extraordinary General Meeting on 20 <sup>th</sup> 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 £27,680, up 23% mainly due to having re-started the Summer Fair event (the second most lucrative yearly event). 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".

	2024	2023	2022
	£	£	£
Parent Parties	13,835	15,175	14,135
School Raffles	7,907	6,920	2,368
Elfridges	1,480	983	1,134
Summer Fair	4,459	0	2,638

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 £50,335 of contribution were made to the school to support 4 main projects: acquisition of new Chromebook & purchase of the new Century software, installation of a new outdoor playground and supporting the hall refurbishment.

Restricted Funds:

Voluntary monthly parental donations, including Gift Aid were £22,501 (2023: £20,050). This is slightly up on the prior year however remain about 2 times lower than what it used to be pre 2023 due to a combination of amounts of parents having stopped and/or reduced their contribution which highlights the impact that is having the cost of living.

**The Friends of Thames Ditton Junior School**  
**Trustees Annual Report**  
**Financial Year ended 31 August 2024**

**Trustees**

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

Chair	Rachel Purcell
Trustee	Matt Lewis
Trustee	Florian Brousson
Trustee	Sarah Hockley
Trustee	Claire Marstin

**The Friends Committee**

The Friends Committee for the year to 31 August 2024 has consisted of the following members:

Chair	Rachel Purcell
Secretary	Sarah Hockley
Treasurer	Florian Brousson
Members	Pam Vennings
	Sam Williams
	Naomi Callan
	Lauren Manning Brown
	Naveneeta Ogoe
	Anna Maxwell
	Sally Marsh
	Nathalie Jean

**Resignations**

The following Trustees resigned after the financial year end:

Pam Vennings resigned as Chair on 3/9/23

Fiona Starrit as Trustee 23/7/23

Lynsey Lough as Trustee on 23/7/23

**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 3rd September 2023

Rachel Purcell signed on behalf of all Trustees



## Receipts and payments accounts

CC16a

For the period from	9/1/2023	To	8/31/2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations, Legacies and Grants	300	22,501	-	22,801	20,415
Fundraising Events	51,930	-	-	51,930	38,095
Interest and Dividends	154	-	-	154	117
Gift Aid	-	-	-	-	5,383
Other income	1,834	-	-	1,834	46
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>54,217</b>	<b>22,501</b>	<b>-</b>	<b>76,719</b>	<b>64,056</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>54,217</b>	<b>22,501</b>	<b>-</b>	<b>76,719</b>	<b>64,056</b>
<b>A3 Payments</b>					
Cost of Fundraising Events	24,549	-	-	24,549	15,017
General Expenses	411	-	-	411	342
Purchases for the School	50,499	-	-	50,499	11,377
Donations and Grants	5,383	-	-	5,383	-
Accountancy Fees	450	-	-	450	450
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>81,292</b>	<b>-</b>	<b>-</b>	<b>81,292</b>	<b>27,186</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>81,292</b>	<b>-</b>	<b>-</b>	<b>81,292</b>	<b>27,186</b>
<b>Net of receipts/(payments)</b>	<b>- 27,075</b>	<b>22,501</b>	<b>-</b>	<b>- 4,574</b>	<b>36,870</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>76,168</b>	<b>75,112</b>	<b>-</b>	<b>151,280</b>	<b>114,410</b>
<b>Cash funds this year end</b>	<b>49,093</b>	<b>97,613</b>	<b>-</b>	<b>146,707</b>	<b>151,280</b>

Florian Brousson:

## 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 £
<b>B1 Cash funds</b>	Cash at Bank	45,801	97,613	-
	Cash in hand	3,292	-	-
		-	-	-
	<b>Total cash funds</b>	<b>49,093</b>	<b>97,613</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Gift Aid	- 5,383	-	5,383
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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)
	Other expenses	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
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

31<sup>st</sup> August 2024

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 **31/08/2024**.

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: 02/07/2025

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