

# **Friends of Saint Nicholas School (Old Harlow)**

## **Annual Report for the 2022-23 Fiscal & Academic Year**

### **1 Objectives & Activities**

The Friends of Saint Nicholas School (The Friends) aim to raise funds to supplement and advance the education of pupils at Saint Nicholas School, Old Harlow (the School), both in terms of (i) non-essential but beneficial facilities and/or equipment that might otherwise not be accommodated by the School's budget in that year and (ii) fostering a greater sense of community amongst students, staff, and parents through engaging experiences that bring everyone together in an extracurricular, recreational environment.

Throughout the year, The Friends host a variety of fundraising activities primarily around UK holidays including Halloween, Bonfire Night, Christmas, Mothers Day and Fathers Day. The Friends also provide food and refreshments at the School's Sports Day and ISA sporting events as well as hosting a Summer Fayre. The Friends largest event is a Summer Ball that is held annually to celebrate the year's achievements and mark the end of School with Parents and that year's Y11 Leavers. Throughout the school year The Friends also run a Uniform Resale Shop that provides gently used uniforms and sports kit at highly discounted prices. General fundraising is passively undertaken via EasyFundraising.

The trustees affirm that they have complied with the duty in section 4 of the 2006 Act to have due regard to guidance on public benefit published by the Commission

### **2 Achievements & Performance**

Over the course of the 2022-23 academic year, The Friends raised a total of £14,725 from 10 events as well as their Uniform Shop and general fundraising efforts. One of the most anticipated and enjoyed School and broader community events hosted by The Friends is their annual Bonfire and Fireworks Night that takes place near the start of the school year. This year's event was no exception. It was very well attended and generated £2,600. The Friends flagship event takes place at the close of the year, their annual Summer Ball. This was also a resounding success and generated almost £4,500.

The organisations' one significant disappointment surrounded the annual Christmas Fayre. The inflatables vendor cancelled unexpectedly which resulted in all ticket sale monies needing to be refunded back to parents. The organisation was relieved to have still turned a profit from its food sales despite this setback.

The Friends introduced a new and highly profitable Film Night that was very much enjoyed by the Lower School. Given the success of this event and the sizeable donation of a new, very large, flat screen TV to the School, it is anticipated that this will be the first of many such evenings for the children to enjoy.

This was also the first full year of operation for the Uniform Resale Shop. It has proven to be very popular with parents and has generated over £2,900, surpassing all individual event contributions with the exception of the Summer Ball.

For more details on all of The Friends achievements, please see the Statement of Financial Activity and accompanying Notes.

### **3 Financial Review**

The Friends hold no statutory level of reserves, no material funds have been designated or set aside for future expenditure and there are no fund deficits. All funds are unrestricted.

When the School's Board of Governors identifies a need that would be better met by a donation of facilities and/or equipment from the Friends this is put forward and, most often, supported by The Friends. During this financial period, the most sizeable donation was a large flat-screen TV for the School's general use as well as a donation of a variety of playground equipment for use by the Lower School. Smaller donations were also made throughout the year to support various charitable causes championed by the students themselves.

For more details on all of The Friends achievements, please see the Statement of Financial Activity and accompanying Notes. The Financial Summary has been prepared in alignment with the SORP to the extent applicable.

#### **4 Structure, Governance & Management**

The Friends are established under a Constitution dated 3 October 2008. As this is a somewhat dated document, it is intended that it be reviewed and updated, if needed, during the 2023-24 year.

All Safeguarding matters, including individual Event Risk Assessments and Audits, are undertaken by Staff of Saint Nicholas School as they are best qualified to conduct such reviews. The Friends rely solely on The School's guidance and judgement in these matters. All of The Friends trustees, officers and volunteers are required to submit to and pass DBS checks prior to serving at any function.

The Friends are responsible for obtaining the necessary event licenses and holding their own insurance.

No person or external body is entitled to appoint any charity trustees to The Friends.

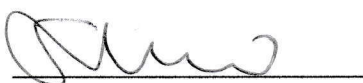
#### **5 Reference & Administrative**

The Charity is registered as Friends of Saint Nicholas School (Old Harlow) and is often simply referred to as 'The Friends'. The charity Registration Number is 112670 and its principal office is at Saint Nicholas School, Hobbs Cross Road, Harlow CM17 0NJ.

The charity's trustees on the date this report was approved include Sara Fisher as Chairperson and Sarah Evans as Secretary. The Treasurer was Tosha Henderson. During the 2022-23 fiscal year Claire Biagioni also served as a Trustee and Dawn Smith was Treasurer. Both concluded their terms at the end of this reporting period.

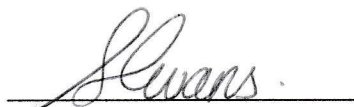
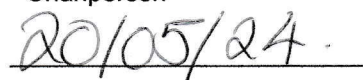
The Friends and its Trustees do not act as custodian trustees or hold any assets in that capacity.

Signed:

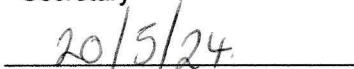


Name: Sara Fisher  
Chairperson

Date



Sarah Evans  
Secretary



***Friends of Saint Nicholas School (Old Harlow)***

<b><u>Trading Activities:</u></b>	<b><u>Income</u></b>	<b><u>Expenditure</u></b>	<b><u>Profit/ (Loss)</u></b>	<b><u>Notes:</u></b>
Halloween Disco	1,015	(204)	811	
Bonfire Night	4,310	(1,703)	2,607	
Christmas Sale	1,877	(858)	1,020	
Christmas Fayre	3,735	(3,513)	222	1
Mothers Day Sale	1,636	(627)	1,009	
Fathers Day Sale	1,713	(1,245)	468	2
Film Night	788	(118)	669	
Sports Day	2,188	(586)	1,602	
Summer Fayre	3,276	(2,362)	914	
Summer Ball	19,880	(15,423)	4,457	
Uniform Shop	3,033	(129)	2,904	3
General Fundraising	1,742	(3,699)	(1,958)	4
<b>Total from Raising Funds</b>	<b>45,191</b>	<b>(30,466)</b>	<b>14,725</b>	
<b>Expenditure on Charitable Activities:</b>				
Donations to St Nicks		(16,114)	(16,114)	5
Other Charitable Donations		(558)	(558)	6
Student/ Staff Support		(522)	(522)	7
<b>Total from Charitable Activities</b>		<b>(17,193)</b>	<b>(17,193)</b>	
<b>Net Income/ Expenditure</b>	<b>45,191</b>	<b>(47,659)</b>	<b>(2,468)</b>	

**Notes:**

The Friends host a variety of fundraising events to support the school and foster a greater sense of community amongst the students, parents and staff. Any charitable donations to the school are made at the request and with the approval of the Board of Governors.

1. The organisation was disappointed by a vendor not arriving with the agreed entertainment which resulted in a refund of all ticket amounts to parents.
2. All purchases were expensed in year resulting in a lower than customary net profit but will be sold in subsequent years
3. All sales are generated from donated/ used uniforms, PE kit, school bags and other related items
4. Income from Easy Fundraising. Expenses for dedicated mobile phone, accounting software, other equipment & multi-use supplies to support events
5. Sizeable donation of a large screen TV and playground equipment for the lower school
6. Donation of £500 made to Parenting Mental Health in addition to other smaller donations
7. Staff gifts, Christmas crackers, Easter Eggs, snacks and drinks at ISA sporting events, theatre outings, etc. A donation of chocolate eggs was made in this year resulting in a much lower than usual expenditure at Easter.

***Friends of Saint Nicholas School (Old Harlow)***

<b><u>Changes in Cash Flow</u></b>	<b><u>Bank</u></b>	<b><u>Cash Float</u></b>	<b><u>Profit/ (Loss)</u></b>	<b><u>Notes:</u></b>
Halloween Disco	811		811	
Bonfire Night	447	2,160	2,607	
Christmas Sale	(752)	1,772	1,020	
Christmas Fayre	(1,471)	1,693	222	
Easter	(63)		(63)	
Mothers Day Sale	(617)	1,626	1,009	
Fathers Day Sale	(1,175)	1,643	468	
Film Night	(20)	690	669	
Sports Day	237	1,365	1,602	
Summer Fayre	840	74	914	
Summer Ball	3,077	1,380	4,457	
Uniform Shop	2,300	605	2,904	
Changes to Cash/ Float	13,283	(13,283)	-	
Donations to St Nicks	(16,114)		(16,114)	
Charitable Donations	(558)		(558)	
Student/ Staff Support	(459)		(459)	
General & Admin Expenses	(1,949)	(8)	(1,958)	1
<b>Total</b>	<b>(2,182)</b>	<b>(286)</b>	<b>(2,468)</b>	

<b><u>Assets:</u></b>	<b><u>Bank</u></b>	<b><u>Cash</u></b>	<b><u>Prepays</u></b>	
Opening Balance	25,134	582	570	
Change from Current Activities	(2,182)	(286)		
Increase in Prepays/ Deposits	(1,699)	-	1,699	2
Notes:				
Year End Balance	21,253	296	2,269	
<b>Total Assets as at 31/07/23</b>			<b>23,818</b>	

1. Amount in cash expense is unexplained variances to cash

2. Deposits made to reserve venues and entertainment for events

**Independent Examiner's Report on the Accounts  
Friends of Saint Nicholas School (Old Harlow)  
For the 2022-23 Fiscal & Academic Year**

**Responsibilities and basis  
of report**

I report to the trustees on my examination of the accounts of The Friends of Saint Nicholas School (Old Harlow), Charity Number 112670, for the year ended 31/07/2023.

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 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 to the best of my knowledge and ability.

**Independent examiner's  
statement**

The charity's gross income DOES NOT exceed £250,000 and, as such, I am qualified to undertake the examination.

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; 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.

**Signed:**



**Date:**

17/5/24

**Name:**

Yvette Mardel  
Bursar, Saint Nicholas School

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

N/A

**Address:**

Saint Nicholas School (Old Harlow)  
Hobbs Cross Road  
Old Harlow  
Essex  
CM17 0NJ