

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

## **Annual Report for the 2023-24 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 2023-24 academic year, The Friends raised a total of £16,374 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 £940 despite increased pressure on food and drink profit margins. The Friends flagship event takes place at the close of the year, their annual Summer Ball. This was also a resounding success. There were a number of setbacks at the venue on the evening itself which resulted in a substantial refund of the venue and food costs. Overall the night generated just over £5,200.

Significantly, the weather was much more cooperative for this year's Sports Day. This, along with some strategic changes to food and merchandise sales resulted in a sizeable profit improvement to just over £2,300.

The Friends introduced a new and highly profitable Film Night in 2022 that continued to be very much enjoyed by the Lower School this year. Given the success and relatively straightforward delivery of this event (and to maximise benefits from the very large flat screen TV that was donated in 2022), it is anticipated that these evenings will continue in the coming years.

This was also the second full year of operation for the Uniform Resale Shop. It continues to be very popular with parents and has generated nearly £2,500, just surpassing Sports Day and all other individual event contributions with the exception of the Summer Ball.

For more details on all of The Friends events and 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 for a variety of indoor sport and gym equipment for the School's general use as well as a donation of picnic tables/benches that are now utilised in various locations on the School grounds. Smaller donations were also made throughout the year to support various charitable causes championed by the students themselves.

This year the Friends were asked to sponsor a fabulous Colour Run, the grand finale to two dedicated school-wide Well Being days. For both days, the students were off timetable and, instead, took part in a mix of health, creativity and community activities. The Colour Run was specifically set aside as a tribute to the memory and legacy of Mrs. Katie Beston, a former teacher. It was thoroughly enjoyed by students, staff and parent volunteers and is likely to become an annual tradition.

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 2024-25 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.

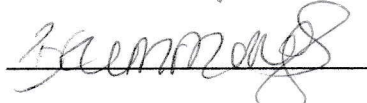
The charity's trustees on the date this report was approved include Sara Fisher as Chairperson and Rebecca Cummings as Secretary. The Treasurer was Tosha Henderson. During the entire 2023-24 school/ fiscal year Sarah Evans served as Trustee and Secretary but stepped down in July 2024 after many years of service.

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

Signed:

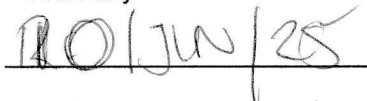


Name: Sara Fisher  
Chairperson



Rebecca Cummings  
Secretary

Date



**Independent Examiner's Report on the Accounts  
Friends of Saint Nicholas School (Old Harlow)  
For the 2023-24 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 31/07/2024.

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:**

2/6/25

**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



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

<b>Trading Activities:</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit/ (Loss)</b>	<b>Prior Year</b>	<b>Notes:</b>
Halloween Disco	1,891	(766)	1,125	811	
Bonfire	3,074	(2,135)	940	2,607	
Christmas Gift Sale	2,374	(1,365)	1,009	1,020	
Christmas Fayre	4,330	(3,913)	417	222	1
Mothers Day	1,942	(1,051)	891	1,009	2
Movie Night	723	(130)	593	669	
Summer Fayre	4,601	(3,452)	1,149	914	
Fathers Day	1,676	(1,180)	497	468	
Sports Day	3,043	(706)	2,337	1,602	
Summer Ball 2024	17,433	(12,223)	5,210	4,457	3
Uniform Sales	2,485	-	2,485	2,904	4
General Fundraising	1,264	(1,541)	(277)	(1,958)	5
<b>Total from Raising Funds</b>	<b>44,836</b>	<b>(28,462)</b>	<b>16,374</b>	<b>14,725</b>	
<b>Expenditure on Charitable Activities:</b>					
Charitable Gifts to SN	-	(9,187)	(9,187)	(16,114)	6
Other Charitable Donations	-	(1,119)	(1,119)	(522)	7
Student/Staff Support	-	(1,284)	(1,284)	(558)	8
<b>Total from Charitable Activities</b>		<b>(11,589)</b>	<b>(11,589)</b>	<b>(17,193)</b>	
<b>Net Income/ Expenditure</b>	<b>44,836</b>	<b>(40,051)</b>	<b>4,786</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 school's Board of Governors.

1. The organisation continues to work to find balance between fundraising and entertainment for pupils. The addition of LaserTag proved very popular but was also significantly more expensive than in prior years dampening profits. Donkey rides were much less well attended. The event was extended to Young Carers in the local community with resoundingly positive feedback so will be continued next year.
2. Pressure to keep prices low despite increases in purchase prices of gifts has negatively impacted profits
3. Significant investment was made into updated décor this year (over £1100) which will be reused in subsequent years despite being fully expensed. The evening was marred by poor performance of the venue which cost an additional money to be spent by the organisation on drinks and other supplies but was ultimately offset by a sizeable refund of over half the room hire and food cost from the venue. Excluding all of these unusual items, profit from the event would have come in nearer £3,000. The reduction in steady state profit is due to the Friends efforts to keep ticket prices low despite underlying increases in cost for venue, food and entertainment.
4. All sales are generated from donated/ used uniforms, PE kit, school bags and other related items
5. Income from Easy Fundraising. Expenses for dedicated mobile phone, other equipment & multi-use supplies to support events. The elimination of accounting software reduced expenditures whilst improved revenue from EasyFundraising provided additional benefit.
6. Donation of £2750 for new picnic table benches that are now located throughout the school grounds. The remainder of ~£6400 went towards a variety of indoor sports and gym equipment.
7. This year the Friends sponsored a fabulous Colour Run at the school which served as the grand finale to two dedicated Well Being days, off timetable, where students took part in a mix of health, creativity and community activities. The event was a tribute to the memory and legacy of Mrs. Katie Beston, a former teacher, and thoroughly enjoyed by students, staff and parents. It may become an annual tradition.
8. Staff gifts, Christmas crackers, Easter Eggs, snacks and drinks at ISA sporting events, theatre outings, etc. A donation of chocolate eggs was made in the previous year resulting in a much lower than usual expenditure at Easter compared to the £700 that was spent this year.

## ***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	(506)	1,631	1,125	
Bonfire	(949)	1,889	940	
Christmas Gift Sale	(1,056)	2,065	1,009	
Christmas Fayre	875	(458)	417	
Mothers Day	(521)	1,412	891	
Movie Night	600	(7)	593	
Summer Fayre	(98)	1,247	1,149	
Fathers Day	(1,083)	1,580	497	
Sports Day	432	1,905	2,337	
Summer Ball 2024	7,316	(2,106)	5,210	
Uniform Sales	1,655	830	2,485	
General Fundraising	14	(291)	(277)	
Changes to Cash/ Float	8,070	(8,070)	-	
Charitable Gifts to SN	(9,187)		(9,187)	
Student/ Staff Support	(1,114)	(170)	(1,284)	
Other Donations	(1,119)		(1,119)	
General & Admin Expenses	-	5	-	1
<b>Total</b>	<b>3,330</b>	<b>1,460</b>	<b>4,786</b>	

<b><u>Assets:</u></b>	<b><u>Bank</u></b>	<b><u>Cash</u></b>	<b><u>Prepays</u></b>	
Opening Balance	21,253	297	2,269	
Change from Current Activities	3,330	1,460	(2,269)	
Cash banked from PY Activities	285			
Increase in Prepays/ Deposits	(1,835)	-	1,835	2
<b>Year End Balance</b>	<b>23,033</b>	<b>1,757</b>	<b>1,835</b>	
<b>Total Assets as at 31/07/24</b>			<b>26,625</b>	

Notes:

1. Amount in loose coins later counted and added to cash

2. Deposits made to reserve venues and entertainment for events