

Friends of Singlegate School

Trustees' Annual Report

For the year ended 31 August 2025

Registered charity number 1128566

1. Reference and administrative details

Charity name	Friends of Singlegate School
Registered charity number	1128566
Financial year	1 September 2024 to 31 August 2025
Principal address	Singlegate School, 2 South Gardens, Colliers Wood, London SW19 2NT
Trustees during the year	Tara Nicholetts Nyamoi El Sebai Anna Lee Bridgstock Clare Biggs Joe Clapson Vanessa Holden Mehreen Hung Elena Pelayo
Bank	CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Independent examiner	Marifel Graham, Vanquis Bank

2. Structure, governance and management

Governing details & how the charity is managed

Friends of Singlegate School is a registered charity (number 1128566) established to support Singlegate School.

The charity is run by a committee of trustees who meet regularly to plan and oversee fundraising activities. The charity is a member of Parentkind, the national membership body for parent-teacher associations. The trustees have adopted policies and procedures covering internal financial controls, safeguarding, financial reserves and serious incident reporting.

Trustee recruitment and appointment

Trustees are drawn from the parents and carers of students of Singlegate School and are elected at the Annual General Meeting.

3. Objectives and activities

The charity's purpose is to advance the education of pupils at Singlegate School by providing and assisting in the provision of facilities, equipment and resources not normally met by statutory funding, and by fostering closer links between the school, its parents and the wider community.

During the year the charity ran a full programme of fundraising and community events, including:

- Summer fair and winter fair - the two largest events of the year
- Quiz nights, a wreath-making evening, a winter walk and cake sale, and an art fair
- A West End theatre trip and a meet-and-greet event
- Uniform sales, non-uniform days, Christmas card sales and ice lolly sales
- Ongoing income from a clothing/textiles recycling container, the school lottery, JustGiving, easyfundraising and parent donations

Volunteers

The charity is run entirely by volunteers. During the year an estimated 129 volunteers (excluding trustees) gave their time to carry out the charity's activities.

Public benefit

The trustees confirm that they have had due regard to the Charity Commission's guidance on public benefit when planning the charity's activities. The funds raised directly benefit the pupils of Singlegate School through improved facilities, equipment and enrichment activities, and the events bring the school community together.

4. Achievements and performance

The charity raised a total income of GBP 35,495 during the year. Its principal achievement was funding GBP 9,825 of resources and improvements for Singlegate School, including:

- **A new sensory garden** for the pupils - the charity's flagship project for the year.
- **Art, maths and reading materials**
- New **classroom tablecloths**

The most successful fundraising events of the year were the Summer Fair (raising over GBP 10,800 net) and the Winter Fair (over GBP 4,500 net).

5. Financial review

The figures below are taken from the charity's Annual Return for the year ended 31 August 2025 and are prepared on a receipts and payments basis.

Income category	GBP
Donations and legacies	3,832
Charitable activities	0
Other trading activities (fundraising)	31,640
Income from investments	23
Total income	35,495

Funds	GBP
Total income	35,495

Total expenditure	(19,424)
Net income for the year	16,071
Funds carried forward at 31 Aug 2025	24,679

Total expenditure for the year was GBP 19,424, giving net income of GBP 16,071.
Expenditure was made up as follows:

Expenditure	GBP
Grants and donations to Singlegate School	9,825
Fundraising event costs	8,936
Governance and other costs (incl. Parentkind membership, bank charges)	663
Total expenditure	19,424

Reserves policy

On 31 August 2025 the charity held funds of approximately GBP 24,679. The trustees maintain reserves to fund planned projects for the school and to provide working capital for future events. Our reserves policy is to have reserves of between GBP 8,000 and 10,000 to ensure funds to cover the costs of running annual fundraising events.

6. Declaration

This report was approved by the trustees of Friends of Singlegate School and signed on their behalf by:

Signed: *Joe Clapson*

Name: *Joe Clapson*

Position: *Co-Chair*

Date: *25/06/2026*

FOSS account		£
Opening balance	Sep-24	8,609
Close balance	Aug-25	24,679
Movement		16,070

CAF bank account reconciliation Sep-24 to Aug-25

	Cost (account)	Income (account)	Cash ⁽¹⁾	Other ⁽²⁾	Cost adjustment ⁽³⁾	Outstanding ⁽⁴⁾	Total
Events							
Uniform Sales	-	1,877.3	120				1,997.3
Winter fair	- 1,602.5	5,846.8		193.7	158.4		4,596.4
Quiz 2024	- 150.5	1,141.6					991.1
Wreath making	- 1,011.8	1,485.0					473.2
winter walk/cake sale	- 23.1	1,014.9					991.8
Christmas cards 2024	-	491.5					491.5
Non-uniform day (books)	-	929.0	50				979.0
West end	- 2,168.4	1,888.4			84.1		- 196.0
Quiz 2025	- 185.3	1,617.5	31.0		119.6		1,582.8
Summer fair 2025	- 2,955.9	11,934.0			90.5	1,782.0	10,850.6
Ice lollies	- 64.3	362.9	229				527.6
Art Fair	- 753.1	1,267.2	- 430.0		-84.080000000		- 0.0
Meet and greet	- 21.5	220.2			-11		187.7
Total events	- 8,936.4	30,076.1	-	193.7	357.5	1,782.0	23,472.9
Other fundraising/donations to FOSS							
Parent donation	-	2,000.0					2,000.0
summer fair 2024	-	999.8					999.8
Justgiving	-	520.4					520.4
clothes container	-	881.7					881.7
easyfundraising	-	383.0					383.0
school lottery	-	161.9					161.9
Other fundraising	-	448.9					448.9
Total other fundraising	-	5,395.7	-	-	-	-	5,395.7
School donations from FOSS							
Sensory garden	- 5,446.3	-					- 5,446.3
Santa's Grotto	- 200.0	-					- 200.0
school donation - Art materials	- 1,450.7	-					- 1,450.7
school donation - Math materials	- 1,452.7	-					- 1,452.7
school donation - book materials	- 1,029.3	-					- 1,029.3
School donation - Reception table clothes	- 246.0	-					- 246.0
Total donations to Singlegate	- 9,824.9	-	-	-	-	-	- 9,824.9
Other costs							
FOSS	-539.39	0.0			- 357.5		- 896.8
Account charges	-123.93	23.2					- 100.7
Total Other costs	- 663.3	23.3	-	-	357.5	-	997.5
Total	- 19,424.7	35,495.1	-	193.7	-	1,782.0	18,046.2
Total	- 19,424.7	35,495.1	-	193.7	-	1,782.0	18,046.2

(1) Cash: cash from events in the safe that were used to pay for other events (mainly Art fair)

(2) Other: donations as a form of payment (books in the winter fair)

(3) Cost adjustment: extra supplies bought for some events that were allocated as FOSS stock

(4) Outstanding: Amounts received but after end of August, therefore won't be included in the annual report

Friends of Singlegate School

Independent Examiner's Report to the Trustees

For the year ended 31 August 2025

Registered charity number 1128566

Independent examiner's report to the trustees of Friends of Singlegate School

I report to the charity trustees on my examination of the accounts of Friends of Singlegate School ("the charity") for the year ended 31 August 2025.

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 charity's accounts carried out under section 145 of the 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts did not accord with those 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 this report in order to enable a proper understanding of the accounts to be reached.

Examiner's details and signature

Signed	
Name	<i>Marifel Graham</i>
Relevant professional qualification or body	<i>CIMA (Chartered institute of management accountants)</i>
Name of firm (if applicable)	<i>N/A</i>
Address	<i>16 Robinson Road SW17 9DW</i>
Date	<i>25/06/2026</i>