



Trustees' Annual Report for the period

Period start date
From 1st Sep 2019 To 31st Aug 2020
Period end date

Section A

Reference and administration details

Charity name Buttsbury Junior School Friends Association

Other names charity is known by

Registered charity number (if any) 1128855

Charity's principal address Buttsbury Junior School

Norsey View Drive

Billericay, Essex

Postcode CM12 0NX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Laura Johnston	Joint Chair		
2	Claire Simmons	Joint Chair		
3	Ann Robinson	Head Teacher		
4	Stacey Carroll	Asst Head Teacher		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg trustees' constitution)</small>	Constitution
How the charity is constituted <small>(eg trust, association, company)</small>	Unincorporated Association
Trustee selection methods <small>(eg chair, voting members)</small>	Trustees traditionally consist of the Joint Chairs of the fund raising committee, the Head Teacher plus another member of the teaching staff. These are approved at the AGM.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To Support the educational and development needs of our Junior School children by working as a parent group to raise funds for equipment, toys, events and new technologies that can be used by our children

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The focus of our activities are family-friendly events run mainly onsite. Each year we run Summer and Christmas Fayres featuring Tombolas, refreshments, bouncy castles, raffles and the like. Our events are run by volunteer parents, grandparents and teaching staff with donations of prizes from local businesses. We occasionally gain fund-matching or contributions where our parents are employed at businesses that support this activity. In between, we use smaller activities to raise money, such as discos and film nights.

The Friends Association (FA) works closely with the school leadership team and a representative from the teaching staff attends our meetings to ensure our ideas are appropriate and timely for the school.

From March 2020, due to COVID-19, fundraising events were severely restricted, resulting in less income for this financial year.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Examples of items we have funded include PE and science equipment, SEN resources, laptops, a camera, books, French dictionaries, bookshelves, playground games, child First Aid courses, leavers activities and educational visits to the school by third party companies.

As the school has a constant 'wish list' for us to fund, it means parents volunteering at our events can see their efforts rewarded with their own children experiencing the benefits.

Section E Financial review

Brief statement of the charity's policy on reserves

A minimum balance of £5,000 is retained in order to fund the larger events ahead of proceeds being received.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

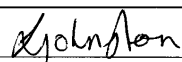
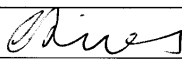
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

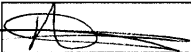
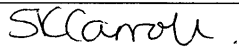
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	LAURA JOHNSTON	CLAIRE SIMMONS
Position (eg Secretary, Chair, etc)	JOINT CHAIR	JOINT CHAIR
Date	21-4-21	

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ANN ROBINSON	STACEY CARROLL
Position (eg Secretary, Chair, etc)	HEAD TEACHER	ASSIST HEAD
Date	13/4/21	

BUTTSBURY JUNIOR SCHOOL FRIENDS ASSOCIATION				
ANNUAL ACCOUNTS				
1ST SEPTEMBER 2019 - 31ST AUGUST 2020				
BALANCES BROUGHT FORWARD				
	£			
Current Account	16,807.00			
Deposit Account	69.83			
Petty Cash	316.86			
Cash for Floats	595.00			
Total Brought Forward	17,788.69			
FUNDRAISING EVENTS				
	PROFIT	TAKINGS	EXPEND	
Christmas Bazaar	5,191.74	8,183.15	-	2,991.41
Disco - Autumn Term	1,800.89	2,517.16	-	716.27
Disco - Spring Term	1,514.10	2,024.85	-	510.75
Mother's Day Gifts	1,008.87	1,707.45	-	698.58
Xmas Cards	886.85	2,410.11	-	1,523.26
Film Night - Autumn Term	867.56	1,353.92	-	486.36
Donations / Fund Matching	807.00	807.00		
Christmas Shop	776.89	1,609.45	-	832.56
Christmas Raffle	632.15	636.14	-	3.99
Leavers T-Shirts	623.36	2,380.80	-	1,757.44
Class Photos	409.40	409.40		
Easy Fundraising	383.68	383.68		
Quiz & Bingo Night	357.50	678.50	-	321.00
Tuck Shop	296.87	424.00	-	127.13
Father's Day Gifts	295.69	405.00	-	109.31
Xmas Shopping Night	157.60	157.60		
Cash For Clobber	144.00	144.00		
Fireworks	50.00	50.00		
Wristbands	- 2,001.27	2,228.00	-	4,229.27
Film Night - Spring Term	- 163.95		-	163.95
Disco - Summer Term	- 271.35		-	271.35
Easter Raffle	- 19.18		-	19.18
Total	13,748.40	28,510.21	-	14,761.81
EXPENDITURES				
BJS Invoice 1 - Flipchart, Bookcase, Tray Unit, Camera	- 816.63			
BJS Invoice 2 - History Artefacts & Mindfulness	- 3,118.90			
BJS Invoice 3 - Children's First Aid	- 1,000.00			
BJS Invoice 4 - Year Group Contributions	- 2,000.00			
BJS Invoice 5 - Book Shelves, Class Books, Playground games	- 1,049.22			
BJS Invoice 6 - Xmas Crackers for lunches	- 148.56			
BJS Invoice 7 - Science Equipment	- 406.60			
BJS Invoice 8 - Storage boxes, Music Festival T-Shirts, PSHE	- 2,269.96			
BJS Invoice 9 - Tray unit, French dictionaries, SEN resources	- 1,149.19			
BJS Invoice 10 - PE Equipment, Laptops, Books, Yr 6 disco refreshments	- 5,047.17			
Leavers Caps	- 504.00			
Leavers Disco - Skittleman	- 195.00			
Parentkind Membership	- 122.00			
Costco Membership	- 55.85			
Lottery licence	- 20.00			
Misc (ladels / AGM refreshments)	- 89.45			
Total Expenditures	- 17,992.53			
FRIENDS ASSOCIATION INCOME / EXPENDITURE				
Total Net Income From Events	13,748.40			
Total Expenditures (excl event expenditure)	- 17,992.53			
Remainder	- 4,244.13			
CASH MOVEMENTS				
Brought Forward Balances	17,788.69			
Total Income	13,748.40			
Total Expenditures	- 17,992.53			
Remainder	13,544.56			
Bank Account Balances				
Current	12,246.17			
Deposit	69.81			
Petty Cash	633.58			
Cash for Floats	595.00			
	13,544.56			

**CHARITY COMMISSION
FOR ENGLAND AND WALES****Independent examiner's
report on the accounts****Section A****Independent Examiner's Report****Report to the trustees/
members of**

Buttsbury Junior School Friends Association

**On accounts for the year
ended**31st August 2020**Charity no
(if any)**

1128855

Set out on pages**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I 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.

** Please delete the words in the brackets if they do not apply.*

Signed:**Date:**

19/4/21

Name:

MJ GLADMAN

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

Address: 19 OAKWOOD DRIVE
BILLERICA ESSEX
CM18 0SA

Section B

Disclosure

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.