



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/09/2023 Period start date To 31/08/2024 Period end date

Charity name: Buttsbury Junior School Friends Association

Charity registration number: 1128855

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The focus of our activities are family friendly events run mainly on the school site. Each year we run Summer and Christmas Fairs featuring tombola's, refreshments, raffles and other traditional stalls. Our events are run by volunteer parents, grandparents and teaching staff with donation of prizes from parents are employed at businesses that support this activity. In between, we use smaller activities to raise money, such as discos and film nights.</p> <p>The Friends Association works closely with the school leadership team and a representative from the teaching staff attends out meetings to ensure our ideas are appropriate and timely for the school</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had guidance issued by the Charity Commission on Public Benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Friends Association has been able to fund SEN resources, Laptops, Year 6 leavers day and provide activities for the Children to enjoy.</p> <p>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.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Parent's association has been able to organise a full suite of fundraising events. This has facilitated the purchase of laptops, whilst retaining a strong position at the end of the reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A minimum balance of £5,000 is retained to fund the larger events ahead of proceeds being received.
Amount of reserves held	Para 1.22	£19,193
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees traditionally consist of Joint Chairs of the fund-raising committee and Treasurer. These are approved at the AGM.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Buttsbury Junior School Friends Association
Other name the charity uses	
Registered charity number	1128855
Charity's principal address	Buttsbury Junior School, Norsey View Drive Billericay 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	Claire Ivimy	Joint Chair		
2	Helen Shipman	Joint Chair		
3	Freyja Ginn	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------


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

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

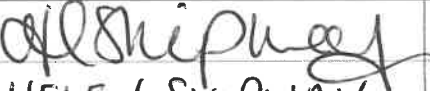
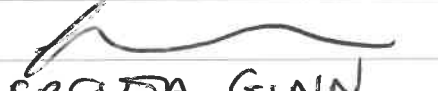
### Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	HELEN SHIPWAY	FREYA GINN
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER

Date 28/06/2025.



## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/09/2023

Period end date  
31/08/2024

### 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>					
Inflatables (Delayed Event)	-	-	-	-	1,159
Autumn Disco	2,468			2,468	3,207
Autumn Film Night	1,299			1,299	1,506
Halloween Lunchtime Games	226			226	172
Christmas Bazaar	6,732			6,732	6,554
Christmas Cards	3,201			3,201	2,827
Christmas Shop	2,622			2,622	2,205
Xmas Lunchtime	688			688	570
Spring Disco	2,641			2,641	2,825
Spring Film Night	967			967	1,396
Bingo	-			-	836
Hoodies Yr 4 & 5	2,257			2,257	2,257
Hoodies Yr 6	2,950			2,950	2,616
School Sleepover	1,075			1,075	726
Mothers Day	2,693			2,693	2,454
Easter Competition	940			940	812
Summer Disco	2,198			2,198	2,470
Summer Bonanza	7,085			7,085	6,849
Fathers Day	2,697			2,697	2,364
Wacky Hair Day	592			592	267
Break the Rules Day	734			734	655
Easyfunding	134			134	207
Adventure Island	590			590	3,193
Uniform Sales	177			177	97
quiz night	874			874	-
Buttsbury Bash	939			939	-
Interest	1			1	-
	-			-	
<b>Sub total (Gross income for AR)</b>	<b>46,780</b>	<b>-</b>	<b>-</b>	<b>46,780</b>	<b>48,224</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>46,780</b>	<b>-</b>	<b>-</b>	<b>46,780</b>	<b>48,224</b>

### A3 Payments

Inflatables (Delayed Event)	-			-	237
Autumn Disco	922			922	1,701
Autumn Film Night	284			284	348
Halloween Lunchtime Games	18			18	12
Christmas Bazaar	802			802	957
Christmas Cards	2,276			2,276	2,246
Christmas Shop	1,555			1,555	1,480
Xmas Lunchtime	36			36	23
Spring Disco	1,143			1,143	769
Spring Film Night	180			180	333
Bingo	-			-	368
Hoodies Yr 4 & 5	1,769			1,769	1,884
Hoodies Yr 6	2,226			2,226	2,130
Mothers Day	1,943			1,943	1,352
Easter Competition	-			-	21
Summer Disco	571			571	1,180
Summer Bonanza	2,451			2,451	2,326
Fathers Day	1,584			1,584	1,327
Adventure Island	419			419	2,419
Uniform Sales	21	1		21	24/06/2025 3



Quiz night	291			291	-
Buttsbury Bash	1,394			1,394	-
Year Group, Senco and MDA	3,750			3,750	3,500
Books	1,079			1,079	2,663
First Aid Lessons	1,000			1,000	900
Christmas Crackers	122			122	181
Science Workshops	-			-	1,200
Yoga	240			240	200
Orienteering	-			-	700
Benches	-			-	1,718
Netball kits/Basketballs	-			-	912
Coronation Celebration	-			-	275
Themes Week	-			-	1,934
Laptops	9,111			9,111	8,137
Shed	-			-	971
Year 6 leavers event and caps	1,244			1,244	1,264
misc	242			242	906
Stock (next year events)	-			-	115
French Trip	1,500			1,500	-
Workshops	1,400			1,400	-
Sports equipment	265			265	-
Projector in Hall	1,477			1,477	-
Tray Unit for classes	528			528	-
				-	
				-	
				-	
				-	
		-	-	-	
		-	-	-	
<b>Sub total</b>	<b>41,843</b>	<b>-</b>	<b>-</b>	<b>41,843</b>	<b>46,692</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>41,843</b>	<b>-</b>	<b>-</b>	<b>41,843</b>	<b>46,692</b>
-----------------------	---------------	----------	----------	---------------	---------------

<b>Net of receipts/(payments)</b>	<b>4,937</b>	<b>-</b>	<b>-</b>	<b>4,937</b>	<b>1,532</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>16,368</b>	<b>-</b>	<b>-</b>	<b>16,368</b>	<b>14,836</b>
<b>Cash funds this year end</b>	<b>21,305</b>	<b>-</b>	<b>-</b>	<b>21,305</b>	<b>16,368</b>

## 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>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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)
			-	
			-	
			-	
			-	
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

Charity Name  
Buttsbury Junior School Friends Association

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1128855

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 DD/MM/YYYY.

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 (other than that disclosed below \*) 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.

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

Signed:

*Stephen Hawes*

Date:

24/06/2025

Name:

Stephen Hawes

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

FCCA

Address:

198 Stock Road

Billericay  
Essex

CM12 0SH

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.**