



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/01/2023** Period start date To **31/12/2023** Period end date

Charity name: **Association of Friends of Congerstone School**

Charity registration number: **1134092**

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To organise fund raising events amongst the community of Congerstone Primary School which will provide additional income to the school for items that are not (sufficiently) funded by the local education authority. |
| 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 | The activities undertaken during the year for the benefit of the school community included; the summer ball, various fairs, cake sales, raffles, gift making and children's events (movie night, disco, autumn trail). |
| 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 regard to the 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>During the period, the charity organised a number of events as described in the first section. The main achievement during the year was the Congerstone Summer ball 2023. This was the biggest fund raiser of the year, and it involved a large number of people from the school community and surrounding local area.</p> <p>The funds raised through the events have enabled the Charity to support Congerstone Primary School with funding for an additional classroom, as well as additional learning resources (books, other resources and online subscriptions) and experiences in school.</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 | During the year, the charity raised net funds of £18,290.60. £24,924.50 was donated to Congerstone Primary school during the year including funds towards the new classroom (£17,000), and additional learning resources and experiences (£7,924.50). |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The charity does not have ongoing financial commitments (no staff or overhead operating costs) and as such reserves are kept to a minimum (typically no more than £1000) unless the Charity is building funds towards a larger project or needs to be able pre-pay for any Charity activities. |
| Amount of reserves held | Para 1.22 | At the end of the period, the charity had a bank balance (including reserves per above) of £7,611.36. |
| Reasons for holding zero reserves | Para 1.22 | Reserves are not held at zero – see above |
| Details of fund materially in deficit | Para 1.24 | No funds are in deficit |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | There are no uncertainties or concerns about the charity's ability to continue as a going concern |

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 | 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 | Nominated by the Members, appointed by the Chairperson |

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 | Association of Friends of Congerstone School |
| Other name the charity uses | N/A |
| Registered charity number | 1134092 |
| Charity's principal address | Congerstone Primary School, Shackerstone Road, Congerstone, Warwickshire, CV13 6NH |
| | |

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 | Katie Clarke | Treasurer | | |
| 2 | Victoria Lear | Chairperson | Resigned 3 May 2023 | |
| 3 | Jenna Lain | Chairperson | Appointed 3 May 2023 | |
| 4 | Nicholas Jackson | Vice Chair | Appointed 3 May 2023 | |
| 5 | Sarah Claire Levon Peacock | Secretary | Appointed 3 May 2023 | |
| 6 | | | | |
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| 20 | | | | |

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

| Director name | | |
|---------------|--|--|
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| N/A | | |
| | | |
| | | |
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| | | |
| | | |

Funds held as custodian trustees on behalf of others

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

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)

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|--|
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Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

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| |
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Declarations

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

Signed on behalf of the charity’s trustees

| | | |
|-------------------------------------|------------------|----------------------------|
| Signature(s) | K Clarke | S Peacock |
| Full name(s) | Katie Ann Clarke | Sarah Claire Levon Peacock |
| Position (eg Secretary, Chair, etc) | Treasurer | Secretary |

Date

30th September 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Association of Friends of Congerstone School

No (if any)
1134092

CC16a

Receipts and payments accounts

| | | | |
|------------------------|-------------------------------|----|-------------------------------|
| For the period from | Period start date 1/1/2023 | To | Period end date 12/31/2023 |
|------------------------|-------------------------------|----|-------------------------------|

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 £ |
|---|---|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Income from events/fundraising | 56,654 | - | - | 56,654 | 19,264 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 56,654 | - | - | 56,654 | 19,264 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 56,654 | - | - | 56,654 | 19,264 |
| A3 Payments | | | | | |
| Expenses relating to events/fundraising | 38,363 | - | - | 38,363 | 5,939 |
| Payments to Congerstone School | 24,925 | - | - | 24,925 | 7,500 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 63,288 | - | - | 63,288 | 13,439 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 63,288 | - | - | 63,288 | 13,439 |
| Net of receipts/(payments) | - 6,634 | - | - | - 6,634 | 5,825 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 14,245 | - | - | 14,245 | 8,420 |
| Cash funds this year end | 7,611 | - | - | 7,611 | 14,245 |

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 £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | HSBC account | 7,611 | - | - |
| | Co-op account | - | - | - |
| | | - | - | - |
| | Total cash funds | 7,611 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | N/A | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | N/A | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | N/A | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | N/A | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | K Clarke | Katie Ann Clarke | 30/09/24 | |
| | S Peacock | Sarah Claire Levon Peacock | 30/09/24 | |

Alison Ward
12 Redmoor Close
Market Bosworth
CV13 0NZ
30th September 2024

Association of Friends of Congerstone School
Charity Registration Number: 1134092

Dear Trustees,

I have concluded the independent examination of the accounting records of the Association of Friends of Congerstone School, for the financial year ending 31st December 2023.

The following report details my findings and has been carried out under section 145 of the Charities Act 2011 and in accordance with the guidance provided by the Charity Commission (CC32).

Independent Examiners Report:

I am pleased to confirm that no material issues have been identified, nor any matters of concern that need to be detailed in this report.

- No issues were identified regarding the accounting records kept
- The accounts presented agree with the accounting records and can be traced back to source transactions and documentation
- The format of the accounts is correct, and the content is consistent with the information provided in the trustees' annual report.

I have therefore **not** been given any reasonable cause to believe that the accounting records have not been kept in accordance with section 130 of the Charities Act 2011.

Please also find attached my working paper detailing the analytical review carried out, including commentary aligned to the criteria set out in the examiners checklist.

Yours Sincerely

A.L. Ward

Alison Ward ACMA

Associate of the Chartered Institute of Management Accountants, membership number 1-10U1