



Trustees' Annual Report for the period

Period start date		Period end date	
From	1 September 2019	To	31 August 2020

Section A Reference and administration details

Charity name Friends of St James School (Weybridge)

Other names charity is known by n/a

Registered charity number (if any) 1143694

Charity's principal address Grotto Road

Weybridge

Surrey

Postcode KT13 8PL

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	Kamela Prevett	Joint Chair	From 12 October 2018	
2	Daisy Huntington	Joint Chair	From 12 October 2018	
3	Ian Henderson	Treasurer	From 18 October 2019	
4				
5				
6				
7				
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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)

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
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

The Trustees are elected by the Charity in an annual general meeting. Each Trustee shall retire with effect from the conclusion of the AGM next after his or her appointment but shall be eligible for re-election at that 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.

All Trustees give their time voluntarily to the charity and receive no remuneration or other benefits.

Section C Objectives and activities

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

To advance the education of the pupils of St James C of E Primary School by providing and assisting in the provision of facilities (not required to be provided by the local education authority) for education at the school.

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)

In planning our activities for the year, we keep in mind the guidance issued by the Charities Commission on public benefit.

The focus of our fundraising continues to be raising funds for the projects/expenditure that will enhance the experience of all children attending St James School, that would not otherwise be provided by the local education authority.

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.

A significant contribution is made by the volunteers (parents and teachers) at our various events.

Summary of the main achievements of the charity during the year

The financial year 2019-2020 was a successful fundraising year for the Friends of St James School despite the coronavirus pandemic. The Friends of St James School started the year with a cash balance of £45,985.44 and no unrepresented cheques. The Gross Income for the year was £35,600.49 with expenses for the various events totalling £5,078.63. A total of £31,488.75 was paid to the school during the period, leading to a carried forward cash balance of £45,018.13. A significant portion of this is to support the creation of a mindfulness garden, outdoor classroom building, and more lockers for the students.

A summary of the main fundraising activities, and the net profit raised by these events, is provided below:

- The year started with the AGM which raised £852
- The Christmas Fair raised £6,316
- The Christmas Canvas bag sales raised £826
- The quiz night raised £1,605
- A 5p challenge raised £1,026
- Multiple Socially Distanced Relay Runs raised £13,661

The Friends spent £10,000 on a school minibus

The Friends spent £8,046 on new laptops for the children

The Friends spent £3,740 on blinds for the new renovated Lodge building

The Friends spent £2,847 on new books for the children's libraries

The Friends spent £1,606 on playground equipment

The Friends spent £1,463 on helmets, bikes and road safety equipment

The Friends spent £283 on Christmas presents for the children

The Friends spent £891 on World Book Day

Section E Financial review

Brief statement of the charity's policy on reserves

All funds are held in unrestricted reserves. The charity aims to ensure that funds raised should be spent to benefit the school and cash is accumulated only to save for large items of expenditure rather than being invested over longer periods. The charity will ensure that reserves carried forward are also adequate to cover any short term expenses falling due.

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.

Most of the funds generated by the Charity arise from cash spent by parents and supporters of the school in attending the various events held during the school year. This is supplemented by donations and sponsorship from local businesses and parents (eg raffle prizes). The trustees aim to minimise the expenses incurred in running events in order to maximise the funds raised to benefit the school.

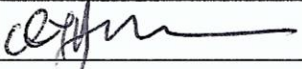
Payments that are to be made by the Friends to the school are agreed by the Friends in their regular meetings, to which all parents/teachers are welcome to attend. All parents of children attending the school are members of the Friends.

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)	Ian Henderson	
Position (eg Secretary, Chair, etc)	Treasurer/Trustee	
Date	1/6/2021	



Receipts and payments accounts

For the period from	Period start date 01.09.2019	To	Period end date 31.08.2020
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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					
Gin & Jukebox/AGM	995			995	2,274
Mum's night	488			488	
Cake sales	1,708			1,708	2,428
Canvas bags	2,525			2,525	
Christmas Fair (inc silent auction)	7,154			7,154	8,409
Xmas wreath making event	420			420	
5p challenge	1,026			1,026	
Mufti Days	1,814			1,814	
Quiz Night	1,605			1,605	3,191
Mothers & Fathers Day Gifts	915			915	1,599
Shed sell off	222			222	
School Ball				-	10,124
Infant & Junior Disco				-	1,495
Summer Fair (inc. Silent Auction)				-	6,425
Uniform Sales				-	249
Textile Recycling				-	460
Smartie Challenge				-	1,034
Dad's camping				-	14,604
5-a-side Football				-	807
Christmas Wreath Making & Tea Towels				-	3,563
Sponsorship/ Donations	16,389			16,389	3,542
Other	339			339	2,820
Sub total (Gross income for AR)	35,600	-	-	35,600	63,024
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,600	-	-	35,600	63,024

A3 Payments					
Event/AGM	143	-	-	143	456
Cake Sales	1,750	-	-	1,750	-
Canvas bags	1,699	-	-	1,699	
Christmas Fair	838	-	-	838	1,373
Xmas wreath making	225	-	-	225	
Mothers & Fathers Day Gifts	423	-	-	423	933
School Ball		-	-	-	3,906
Infant & Junior Disco		-	-	-	511
Quiz Night		-	-	-	791
Summer Fair (inc. Silent Auction)		-	-	-	2,782
Dad's camping		-	-	-	11,034
Christmas Wreath Making & Tea Towels		-	-	-	1,918
Other	50.00	-	-	50	190
Unpresented check from 2018-2019 cashed (check 101189)	156.87			157	
Funds Spent - Books	2,846.71			2,847	
Funds Spent - Laptops	8,046.00			8,046	
Funds Spent - school blinds	3,740.00			3,740	
Funds Spent - minibus	10,000.00			10,000	
Funds Spent - bikes, helmets, road safety kits	1,463.00			1,463	
Funds Spent - World book day	890.50			891	
Funds Spent - Yr 6 Annual Newspaper subscription	858.00			858	
Funds Spent - Maths equipment	340.56			341	
Funds Spent - Summer ball deposit (non-refundable)	600.00			600	
Funds Spent - Dads Camp deposit (non-refundable)	50.00			50	
Funds Spent - Admin items (paper, coin counter, cash safes)	472.00			472	
Funds Spent - Science Magazine	86.00			86	
Funds Spent - Childrens christmas presents	283.11	-	-	283	447

Funds Spent - Playground Equipment	1,606.00	-	-	1,606	50
Funds Spent - Putting Young Minds to Work enrichment course	-	-	-	-	3,500
Funds Spent - Cake Sale proceeds for in classroom resources	-	-	-	-	2,628
Funds Spent - Library Refurbishment	-	-	-	-	7,426
Funds Spent - Maths no Problem	-	-	-	-	6,000
Funds Spent - Piano	-	-	-	-	735
Sub total	36,567	-	-	36,567	44,681

A4 Asset and investment purchases, (see table)	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	36,567	-	-	36,567	44,681
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Net of receipts/(payments)	- 967	-	-	- 967	18,343
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	45,985	-	-	45,985	27,642
Cash funds this year end	45,018	-	-	45,018	45,985

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	Cash at Bank	45,018	-	-
	Unpresented Cheques	-	-	-
	Total cash funds	45,018	-	-

(agree balances with receipts and payments account(s))

OK

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OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
			-	-

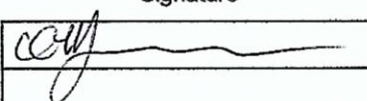
Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signature	Print Name	Date of approval
	Ian Henderson	1/6/2021



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

Charity Name
Friends of St James School (Weybridge)

On accounts for the year
ended

31.08.2020

Charity no
(if any)

1143694

Set out on pages

(The number should 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 31.08.2020.

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.

Signed:

Lindsey Moses-Roberts

Date:

14/06/2021

Name:

Lindsey Moses-Roberts

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

Chartered Management Accountant

Address:

52 Marlborough Drive

Weybridge

KT13 8PA

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.