



## Trustees' Annual Report for the period

**From**

**To**

Period start date

Period end date

1  
September  
2021

31  
August  
2022

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)**

Claire Broadhead  
Joint Chair

Gemma Keating  
Joint Chair

Shaun Ogden  
Treasurer

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**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)**

## **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 2021-2022 was a successful fundraising year for the Friends of St James School. The Friends of St James School started the year with a cash balance of £55,811.04 and no unrepresented cheques. The Gross Income for the year was £60,518.18 with expenses for the various events totalling £28,983.75. A total of £19,340 was paid to the school during the period, leading to a carried forward cash balance of £68,005.47. A significant portion of this is to support the future purchase of ipads, outdoor mindfulness garden, new PA system and annual spending items.

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

- Donations via online events and others raised £2,018.64
- The Christmas Fair and Christmas products sale raised £5,639.58
- The Summer Ball raised £7,673.85
- Cakes sales raised a total of £1,338.06
- Mufti Days raised £1,447.95
- Mother's Day and Father's Day sales raised £1,088.44
- Parents of school children ran in the London Landmarks Half Marathon and raised £5,738.42
- The Summer Fair raised £3,593.93

The Friends spent £1,447.67 on metal lockers for the school  
The Friends spent £875 on a Reindeer to visit the school during December

The Friends spent £3,500 on Phonics resources

The Friends spent £11,596 on a Log Cabin

The Friends spent £451 on Christmas presents for the children

The Friends spent £975 on an Annual Newspaper subscription

## 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 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)**

Shaun Ogden

**Position (eg Secretary, Chair, etc)**

Treasurer

**Date**

30/6/2023



## Receipts and payments accounts

For the period from	Period start date 01.09.2021	To	Period end date 31.08.2022
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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 £
<b>A1 Receipts</b>					
Cake sales	1,867			1,867	
Xmas gifts purchased by parents	3,107			3,107	4,053
Christmas Fair (inc silent auction)	7,964			7,964	2,519
Mufti Days	1,448			1,448	1,543
Mothers & Fathers Day Gifts	1,907			1,907	2,088
Sweets Jar				-	154
Rainbow Envelopes				-	1,675
Easter Bunny Hunt				-	239
Class Summer Fair Fundraiser				-	2,188
Halloween Hunt	40			40	
Dad's Camp donation	13,570			13,570	
Caroling Night tuck shop	141			141	
LLHM	8,478			8,478	
Tuck Shop	623			623	
Kindle Raffle	963			963	
Easter treats	411			411	
Summer Ball	12,747			12,747	
Smarties challenge	536			536	
Summer Fair	4,698			4,698	
Sponsorship/ Donations	2,019			2,019	7,768
Other				-	
				-	
<b>Sub total (Gross income for AR)</b>	<b>60,518</b>	<b>-</b>	<b>-</b>	<b>60,518</b>	<b>22,227</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>60,518</b>	<b>-</b>	<b>-</b>	<b>60,518</b>	<b>22,227</b>

<b>A3 Payments</b>					
Cake sales	529	-	-	529	
Xmas gifts purchased by parents	2,049	-	-	2,049	2,832
Christmas Fair (inc silent auction)	3,382	-	-	3,382	1,239
Dads camp donation	11,970	-	-	11,970	
Caroling tuck shop	72	-	-	72	
LLHM	2,740	-	-	2,740	
Tuck shop	140	-	-	140	
Kindle raffle	172	-	-	172	
Easter treats	130	-	-	130	355
Summer Ball	5,073	-	-	5,073	
Smarties challenge	215	-	-	215	640
Rainbow Envelopes		-	-	-	200
Class Summer Fair Fundraiser	1,104	-	-	1,104	
Mothers & Fathers Day Gifts	819	-	-	819	
Other		-	-	-	
Funds Spent - Reindeer for school	875	-	-	875	1,050
Funds Spent - Lockers	1,448	-	-	1,448	1,448
Funds Spent - Books		-	-	-	339.65
Funds Spent - Phonics resources	3,500.00	-	-	3,500	
Funds Spent - log cabin	11,596.00	-	-	11,596	
Funds Spent - dance days workshop	495.00	-	-	495	
Funds Spent - bikes, helmets, road safety kits		-	-	-	166.67
Funds Spent - Yr 6 Annual Newspaper subscription	975.00	-	-	975	906.00
Funds Spent - Maths equipment		-	-	-	63.74
Funds Spent - Admin items (paper, coin counter, cash safes)	589.30	-	-	589	12.07
Funds Spent - Science Magazine		-	-	-	
Funds Spent - Childrens christmas presents	451.00	-	-	451	615.24
Funds Spent - Playground Equipment		-	-	-	766.75
<b>Sub total</b>	<b>48,323</b>	<b>-</b>	<b>-</b>	<b>48,323</b>	<b>10,633</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	

<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	48,323	-	-	48,323	10,633
<b>Net of receipts/(payments)</b>	12,195	-	-	12,195	11,593
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	55,811	-	-	55,811	56,507
<b>Cash funds this year end</b>	68,006	-	-	68,006	68,100

## 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>	<div> <div>Cash at Bank</div> <div>Money from events not deposited until 7 Sep</div> <div></div> <div><b>Total cash funds</b></div> <div>(agree balances with receipts and payments account(s))</div> </div>	<div>61,509</div> <div>6,497</div> <div>-</div> <div>68,006</div> <div>OK</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>
<b>B2 Other monetary assets</b>	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>
<b>B3 Investment assets</b>	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>
<b>B4 Assets retained for the charity's own use</b>	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>
<b>B5 Liabilities</b>	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div></div> <div></div> <div></div> <div></div> <div></div>
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

Friends of St James School (Weybridge)

**On accounts for the  
year ended**

31/08/2022

**Charity  
no (if  
any)**

1143694

**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 31/08/2022.

**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 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:**

**Date:**

30.06.23

**Name:**

Lindsey Moses-Roberts

**Relevant  
professional  
qualification(s) or**

Chartered Institute of Management Accountants

**body (if any):**

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**Address:**

4 Kingswood Close
Weybridge, Surrey
KT13 0RE

## 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.**