



## Trustees' Annual Report for the period

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

### Section A Reference and administration details

Charity name

Friends of Potters Gate

Other names charity is known by

Registered charity number (if any) 1152025

Charity's principal address

Potters Gate School

Potters Gate

Farnham

Postcode

GU9 7BB

#### 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	Elizabeth Marsh	Co-Chair		
2	Emma Stanley	Co-Chair		
3	Shirley Hesry	Treasurer		
4				
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 (eg. trust deed, constitution)	Constitution Adopted 06/03/2013
How the charity is constituted (eg. trust, association, company)	Standard Registration
Trustee selection methods (eg. appointed by, elected by)	Appointed by Committee

### 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 advance the education of pupils in the school in particular by:

- 1) Developing effective relationships between the staff parents and others associated with the school
- 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Hold numerous fun events during the year to raise funds for equipment and experiences for the children of Potters Gate 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)**

**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**

Held various fund raisers e.g. Christmas and Summer Fair.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

It is policy to keep a minimum cash reserve of £5000 in the bank account.

**Details of any funds materially in deficit**

### 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.

The charity's principal source of funds is fundraising during the year. £33,023 was raised.

The expenditure during the year was split as follows - £3,006 was spent on running the fundraising events and £42,765 was donated to the school.

The charity does not make any investments - funds are kept in the charity.

## 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)**

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

**Date**

**Section E****Financial review**

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**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)

Position (eg Secretary, Chair, etc)

Date

	
ELIZABETH MARSH	SHIRLEY HESRY
CHAIR	TREASURER

10/06/2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Potters Gate School

No (if any)

CC16a

## Receipts and payments accounts

For the period  
from

01/09/2023

To

31/08/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Income from Fund Raising	33,023	-	-	33,023	26,080
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>33,023</b>	<b>-</b>	<b>-</b>	<b>33,023</b>	<b>26,080</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>33,023</b>	<b>-</b>	<b>-</b>	<b>33,023</b>	<b>26,080</b>
<b>A3 Payments</b>					
Cost of Fund Raising	3,006	-	-	3,006	4,936
Expenditure	42,765	-	-	42,765	23,732
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>45,771</b>	<b>-</b>	<b>-</b>	<b>45,771</b>	<b>28,668</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>45,771</b>	<b>-</b>	<b>-</b>	<b>45,771</b>	<b>28,668</b>
<b>Net of receipts/(payments)</b>	<b>- 12,748</b>	<b>-</b>	<b>-</b>	<b>- 12,748</b>	<b>- 2,588</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>30,217</b>	<b>-</b>	<b>-</b>	<b>30,217</b>	<b>32,805</b>
<b>Cash funds this year end</b>	<b>17,469</b>	<b>-</b>	<b>-</b>	<b>17,469</b>	<b>30,217</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>	Lloyds Bank	17,441	-	-
	Cash in Hand	28	-	-
		-	-	-
	<b>Total cash funds</b>	<b>17,469</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	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	
		Shirley Hesry	19/06/2024	



## 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	Lloyds Bank	17,441	-	-
	Cash in Hand	28	-	-
		-	-	-
	<b>Total cash funds</b>	<b>17,469</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

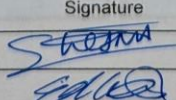

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Signature	Print Name	Date of approval
	Shirley Hesry	10/06/2025
	ELIZABETH MARSH	10/06/25



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 Potters Gate School

On accounts for the year  
ended

31<sup>st</sup> August 2024

Charity no  
(if any)

1152025

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 31/08/2024.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]].  
*Delete [ ] if not applicable.*

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

27.6.25

Name:

Sarah Cross

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

AAT

Address: 8 Bouverth Rd