

Charity registration number: 1164214

**Friends of Sevenoaks School**  
**Annual Report and Financial Statements**  
**for the Year Ended 31 July 2021**

## **Friends of Sevenoaks School**

### **Trustees' Annual Report**

#### **Charity Registration:**

The Friends of Sevenoaks School ("FoS") was registered as a charity by the Charity Commission on 2nd November 2015.

#### **Charity Details:**

Registered Charity Name: Friends of Sevenoaks School

The charity also operates using the name Friends of Sevenoaks and the acronym FoS.

The registered charity number is 1164214.

FoS is an unincorporated association.

The public address of the charity is:

Sevenoaks School  
High Street  
Sevenoaks  
Kent  
TN13 1HU

The trustees who served during the year were:

Sebastien Coquelin (appointed 7 October 2018)  
Emma Kutchera (Co-Chair) (appointed 9 October 2017)  
Susan J.L. Newman (Treasurer) (appointed 9 October 2017)  
Clare Scott (Co-Chair) (appointed 9 October 2017)

Trustees are elected annually at the Annual General Meeting of members of the association. Nominations for election may be made by any member of the association and seconded by another.

The charity has a group of social co-ordinators who organise events for specific year groups.

#### **Objects of the charity:**

The constitution of FoS was adopted on 18th May 2015 and states that the object of the association is to advance the education of the pupils of the school in particular by:

- (i) developing effective relationships between the staff, parents and others associated with the school; and
- (ii) engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## **Friends of Sevenoaks School**

### **Trustees' Annual Report (continued)**

#### **Financial Review, Achievements and Performance:**

FoS facilitate a number of school-wide events each year which help to build effective relationships between the staff, parents and others associated with the school and to raise funds to support the school and advance the education of the pupils. These events aid initial integration into the school and the building of on-going relationships, as well as raising funds to support the school. In addition, FoS has a social coordinator network who organise events for specific year groups. FoS volunteers also run a school shop for second-hand uniforms and a lost property facility.

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

The COVID-19 Pandemic continued to have a negative impact on the activities of FoS for the year, particularly as a result of the U.K. Government lockdown and associated restrictions on social mixing. The school site closed for several months again in December and switched to online learning. The school second hand shop was allowed to stay open for certain times during the year using available outside space and following U.K. Government guidance. All planned social events were not able to take place and the Biennial Ball was postponed again from May 2021 to May 2022. In relation to the postponed Biennial Ball and one other summer event, FoS had previously paid £6,384 in deposits to five vendors that had been recorded as prepayment assets in Debtors in the Balance Sheet at 31 July 2020 on the basis that they would be fully utilized when the events take place. However, during the year the main catering and events company to which Fos had paid a deposit of £3,600 went into liquidation. The Trustees do not expect there to be any reasonable chance to recover this amount, so it has been written off as an expense during the year to 31 July 2021. There is no certainty that the Biennial Ball will be allowed to take place as planned next year due to U.K. Government restrictions and therefore some or all of the remaining deposits paid may need to be written off as an expense in future periods if they are deemed not to be recoverable or utilised at an alternative date.

There was no negative impact on subscription income which continues to be collected annually and electronically.

For the year ended 31 July 2021, resources prior to donations increased during the year by £18,607 (2020: £19,085). Donations made for the year were £56 (2020: £16,309). There was a net inflow of resources after donations made of £18,551 (2020: inflow £2,776). The increase in the net inflow of resources was due mainly to lower donations made during the current year.

The school second-hand uniform shop contributed £7,752 (2020: £4,335) to funds after costs. This was much higher than the previous year due to the timing of the school site closures. While there were some months when the school site was closed in both years, typically more sales are made from the spring months onwards when it was open in 2021.

Subscriptions from the members for the year were £14,565 (2020: £14,370).

During the year, FoS made donations of £56 (2020: £16,309). In the year ended 31 July 2021, donations made related to the remaining work on the garden project. The prior year included a new projector for Pamoja Hall of £16,166. The Trustees are considering a request for funding support for a new sports pavilion for the main sports field which is expected to be built during the year ended 31 July 2022.

As at 31 July 2021, FoS's funds totalled £63,450 (2020: £44,899). All funds are unrestricted. It continues to be the intention of FoS to reduce available funds by way of donations made to help meet the association's objectives to advance the education of the pupils of the school.

#### **Declaration:**

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

Signed on behalf of the charity's trustees:



Emma Kutchera  
Co-Chair



Clare Scott  
Co-Chair



Susan J.L. Newman  
Treasurer

4 October 2021

## **Friends of Sevenoaks School**

### **Independent examiner's report to the trustees of Friends of Sevenoaks School** **(Charity Number 1164214)**

I report on the accounts of Friends of Sevenoaks School for the year ended 31 July 2021, which are set out on pages 4 to 8.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
- have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Emma King  
ACA  
44, The Drive  
Sevenoaks, Kent TN13 3AF

4 October 2021

## **Friends of Sevenoaks School**

### **Statement of Financial Activities for the Year Ended 31 July 2021**

|                                             | <b><u>Notes</u></b> | <b><u>Year Ended</u><br/><u>31 July 2021</u><br/><u>£</u></b> | <b><u>Year Ended 31</u><br/><u>July 2020</u><br/><u>£</u></b> |
|---------------------------------------------|---------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| <b>Incoming Resources</b>                   |                     |                                                               |                                                               |
| Income from:                                |                     |                                                               |                                                               |
| Subscriptions                               | 2                   | 14,565                                                        | 14,370                                                        |
| Activities for Raising Funds                | 3                   | 10,649                                                        | 26,849                                                        |
| Total Incoming Resources                    |                     | <u>25,214</u>                                                 | <u>41,219</u>                                                 |
| <b>Resources Expended</b>                   |                     |                                                               |                                                               |
| Expenditure on:                             |                     |                                                               |                                                               |
| Raising Funds                               | 3                   | (6,479)                                                       | (21,918)                                                      |
| Administrative Costs                        |                     | (128)                                                         | (216)                                                         |
| Total Resources Expended (before donations) |                     | <u>(6,607)</u>                                                | <u>(22,134)</u>                                               |
| Donations                                   | 5                   | (56)                                                          | (16,309)                                                      |
| Total Resources Expended                    |                     | <u>(6,663)</u>                                                | <u>(38,443)</u>                                               |
| Net Movement of Funds                       |                     | <u>18,551</u>                                                 | <u>2,776</u>                                                  |
| Total Funds Brought Forward                 |                     | 44,899                                                        | 42,123                                                        |
| Total Funds Carried Forward                 |                     | <u>63,450</u>                                                 | <u>44,899</u>                                                 |

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 6 to 8 form an integral part of these financial statements.

## Friends of Sevenoaks School

### Balance Sheet As At 31 July 2021

|                                                       | <u>Notes</u> | <u>31 July 2021</u><br><u>£</u> | <u>31 July 2020</u><br><u>£</u> |
|-------------------------------------------------------|--------------|---------------------------------|---------------------------------|
| <b>Current Assets</b>                                 |              |                                 |                                 |
| Cash at bank and in hand                              |              | 65,548                          | 58,523                          |
| Debtors                                               | 6            | 3,134                           | 6,384                           |
| Stock                                                 |              | 110                             | 224                             |
|                                                       |              | <u>68,792</u>                   | <u>65,131</u>                   |
| <b>Creditors: Amounts falling due within one year</b> | 7            | <u>(5,342)</u>                  | <u>(20,232)</u>                 |
| <b>Net current assets</b>                             |              | <u>63,450</u>                   | <u>44,899</u>                   |
| <b>Net assets</b>                                     |              | <u>63,450</u>                   | <u>44,899</u>                   |
| <b>Funds of the charity:</b>                          |              |                                 |                                 |
| <b>Unrestricted Funds</b>                             |              | <u>63,450</u>                   | <u>44,899</u>                   |

The financial statements were approved by the trustees on 4 October 2021 and signed on their behalf:



Emma Kutchera  
Co-Chair



Clare Scott  
Co-Chair



Susan J.L. Newman  
Treasurer

4 October 2021

The notes on pages 6 to 8 form an integral part of these financial statements.

## **Friends of Sevenoaks School**

### **Notes to the Financial Statements for the Year Ended 31 July 2021**

#### **Note 1: Accounting Policies**

##### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

##### **Income**

###### *Recognition of Income*

These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

###### *Income with related expenditure*

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

###### *Subscriptions*

Subscriptions are only included in the Statement of Financial Activities when the general income recognition criteria are met.

##### **Expenditure and Liabilities**

###### *Liability recognition*

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

###### *Creditors*

Creditors are measured at the settlement amount.

##### **Assets**

###### *Debtors*

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

###### *Stock*

Stock of items purchased for use at fund raising and other events are carried at the lower of cost and net realisable value. Items donated to the second hand shop for resale are not included in the financial statements until they are sold.

#### **Note 2: Subscriptions**

|                            | <b>Year Ended 31<br/>July 2020<br/>£</b> | <b>Year Ended 31<br/>July 2020<br/>£</b> |
|----------------------------|------------------------------------------|------------------------------------------|
| Subscriptions from members | <u>14,565</u>                            | <u>14,370</u>                            |

# **Friends of Sevenoaks School**

## **Notes to the Financial Statements for the Year Ended 31 July 2021 (continued)**

### **Note 3: Activities for Raising Funds**

#### **For the year ended 31 July 2021**

|                                              | Incoming<br>Resources<br>£ | Resources<br>Expended<br>£ | Net Movement<br>in Resources<br>£ |
|----------------------------------------------|----------------------------|----------------------------|-----------------------------------|
| School Second Hand Uniform Shop              | 10,631                     | (2,879)                    | 7,752                             |
| <b>Other Events generating funds:</b>        |                            |                            |                                   |
| Biennial Ball                                | 0                          | (3,600)                    | (3,600)                           |
| Other Events                                 | 18                         | 0                          | 18                                |
| <b>Events subsidised from subscriptions:</b> |                            |                            |                                   |
| Other Events                                 | 0                          | 0                          | 0                                 |
|                                              | <b>10,649</b>              | <b>(6,479)</b>             | <b>4,170</b>                      |

#### **For the year ended 31 July 2020**

|                                              | Incoming<br>Resources<br>£ | Resources<br>Expended<br>£ | Net Movement<br>in Resources<br>£ |
|----------------------------------------------|----------------------------|----------------------------|-----------------------------------|
| School Second Hand Uniform Shop              | 6,086                      | (1,751)                    | 4,335                             |
| <b>Other Events generating funds:</b>        |                            |                            |                                   |
| Quiz Night                                   | 7,235                      | (6,334)                    | 901                               |
| Social Coordinators' Events                  | 6,154                      | (6,055)                    | 99                                |
| New Parents' Supper                          | 7,105                      | (6,124)                    | 981                               |
| Other Events                                 | 269                        | 0                          | 269                               |
| <b>Events subsidised from subscriptions:</b> |                            |                            |                                   |
| Careers Fair                                 | 0                          | (804)                      | (804)                             |
| Coffee Mornings                              | 0                          | (296)                      | (296)                             |
| Carol Service                                | 0                          | (445)                      | (445)                             |
| Other Events                                 | 0                          | (109)                      | (109)                             |
|                                              | <b>26,849</b>              | <b>(21,918)</b>            | <b>4,931</b>                      |

## **Friends of Sevenoaks School**

### **Notes to the Financial Statements for the Year Ended 31 July 2021 (continued)**

#### **Note 4: Trustees' Remuneration**

No trustees received any remuneration during the year.

#### **Note 5: Donations**

|                                            | <b>Year Ended 31<br/>July 2021</b> | <b>Year Ended 31<br/>July 2020</b> |
|--------------------------------------------|------------------------------------|------------------------------------|
|                                            | <b>£</b>                           | <b>£</b>                           |
| Projector for Pamoja Hall                  | 0                                  | 16,166                             |
| Organic garden and Students' wellness area | 56                                 | 143                                |
|                                            | <b>56</b>                          | <b>16,309</b>                      |

#### **Note 6: Debtors**

|             | <b>31 July 2021</b> | <b>31 July 2020</b> |
|-------------|---------------------|---------------------|
|             | <b>£</b>            | <b>£</b>            |
| Prepayments | 3,134               | 6,384               |
|             | <b>3,134</b>        | <b>6,384</b>        |

Prepayments at 31 July 2020 related to deposits paid to five vendors for planned events that were subsequently been postponed until 2021 due to the restrictions related to the COVID-19 pandemic. This included £3,600 paid as a deposit to a catering and events company that went into liquidation during the year ended 31 July 2021. The Trustees do not expect to recover this amount so it has been written off as an expense in the current year. Some or all of the remaining deposit amounts paid may need to be written off in future periods if they are deemed unrecoverable or not able to be utilised at an alternative date.

#### **Note 7: Creditors: Amounts falling due within one year**

|                                                     | <b>31 July 2021</b> | <b>31 July 2020</b> |
|-----------------------------------------------------|---------------------|---------------------|
|                                                     | <b>£</b>            | <b>£</b>            |
| Payable relating to School Second Hand Uniform Shop | 3,590               | 2,297               |
| Payable to Parents' Choir                           | 1,752               | 1,752               |
| Payable to School                                   | 0                   | 17                  |
| Payable for Projector Donation                      | 0                   | 16,166              |
|                                                     | <b>5,342</b>        | <b>20,232</b>       |