

Charity registration number: 1164214

Friends of Sevenoaks School
Annual Report and Financial Statements
for the Year Ended 31 July 2023

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 School 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:

Sarvenaz Guivi (Chair) (appointed 16 May 2022)
Sejuti Roy (Treasurer) (appointed 13 October 2022)
Danielle Joyce (appointed 13 October 2022)
Susan Newman (Resigned 13 October 2022)
Clare Scott (Resigned 13 October 2022)
Emma Kutchera (Reigned 13 October 2022)

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 also runs a shop on school premises for second hand uniform and a lost property facility. FoS has had another successful year in meeting its objectives and the trustees would like to offer their appreciation to all those individuals who have given their time and expertise freely for the benefit of the charity.

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

At the last Annual General meeting in October 2022, three of the previous Trustees resigned after five years, a longer period than usual due to COVID implications. As of that date, FoS welcomed two new Trustees to continue to guide its mission and operations.

Under the stewardship of the newly appointed Trustees, FoS has continued to thrive and evolve. Several beloved traditions from previous years, such as the Quiz Night, have been upheld while also introducing fresh and engaging initiatives like the Summer Fair. To foster a warm welcome for new parents, a "Drinks & Supper" evening marked the beginning of the academic term. The perennially popular Quiz Night saw spirited competition between parents and teachers, coupled with a remarkably successful auction and an array of entertaining games. The Social Coordinators orchestrated year-group events in spectacular venues, particularly for the festive season.

In an effort to promote closer interaction among parents with specific interests, FoS introduced smaller, niche-focused events centered around Arts, Theatre, and Garden tours. These excursions included visits to esteemed institutions like Leighton House, Tate, the West End, and Doddington Gardens, among others. These initiatives were met with resounding success and played a pivotal role in fostering a stronger sense of community among parents. Additionally, FoS initiated a series of talks on Teen psychology tailored for parents, which received significant appreciation from our members.

A significant milestone for FoS was the introduction of the Summer Fair for the first time. This event aimed to forge stronger connections within the entire school community, including parents, students, and staff members. It is with immense satisfaction that we report the resounding success of this endeavor.

The second-hand uniform shop continued on its upward trajectory, generating a record level of income for FoS.

In conclusion, the past year has witnessed an array of accomplishments and a renewed commitment to our mission of enhancing the school community's experience. We express our gratitude to all members, volunteers, and stakeholders whose unwavering support continues to make these endeavors possible.

The main school-wide events contributing to funds during the current year and the amounts raised after expenses were the Summer Fair £827, Quiz Night £1109, social coordinator events £314 and the Ski Sale £214. FoS also organised certain school-wide events which were funded out of member contributions. These included the Careers fair of £90, coffee mornings £291 and Parents Talks £819. In the prior year ended 31st July 2022, the main schoolwide events contributing to funds during the year were the Ball £4388, Quiz Night £598, social coordinator events £605 & New Parents Supper £162. For the same year, events funded out of member contributions included new parents drinks £4169, Careers Fair £1014 & Coffee mornings £256.

In 2022-23, the second-hand uniform shop contributed £12,110 to funds after costs, compared to £12,913 in 2022. This shop remains popular among parents, students, and new additions to the school community.

Subscriptions from the members for the year were £15,180 (2022: £14,700). This is inline with an increase in the number of students at the school.

During the year, Friends of the School (FoS) made charitable donations totaling £56,000, a significant increase from £3,488 in 2022. This notable increase reflects a shift in the ability to identify and support worthy projects after several challenging years under the influence of Covid.

The school, recognizing the importance of these contributions, requested funding for three specific projects:

Purchase of Audio-Visual Equipment for Bailey Tennis Centre (BTC) / Pamoja Hall

Upgrade of Lighting in Pamoja Hall

Benches for the Junior Play Area

FoS's commitment to supporting these initiatives underscores our dedication to enhancing the school's facilities and resources.

As of July 31, 2023, Friends of the School (FoS) maintains funds amounting to £58,636 reflecting a decrease from the previous year's total of £87,487. It is important to note that all funds remain unrestricted.

The Board of Trustees maintains an ongoing dialogue with the school administration, guided by the primary objective of utilizing these funds to make donations that align with FoS's mission to advance the education of the school's pupils.

Declaration:

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

Signed on behalf of the charity's trustees:

Sarvenaz Guivi
Chair

Sejuti Roy
Treasurer

Danielle Joyce
Trustee

2nd October 2023

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 2023, 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.



Matthew Couch
Deansfields
Sevenoaks, Kent
TN14 6JG

30 September 2023

Friends of Sevenoaks School

Statement of Financial Activities for the Year Ended 31 July 2023

	<u>Notes</u>	<u>Year Ended</u> <u>£</u>	<u>Year Ended</u> <u>£</u>
Incoming Resources			
Income from:			
Subscriptions	2	15,180	14,700
Activities for Raising Funds	3	45,619	88,671
Total Incoming Resources		<u>60,799</u>	<u>103,371</u>
Resources Expended			
Expenditure on:			
Raising Funds	3	(32,898)	(75,514)
Administrative Costs		(752)	(332)
Total Resources Expended (before donations)		<u>(33,650)</u>	<u>(75,846)</u>
Donations	5	(56,000)	(3,488)
Total Resources Expended		<u>(89,650)</u>	<u>(79,334)</u>
Net Movement of Funds		<u>(28,851)</u>	<u>24,037</u>
Total Funds Brought Forward		87,487	63,450
Total Funds Carried Forward		<u>58,636</u>	<u>87,487</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 2023

	<u>Notes</u>	<u>31 July 2023</u>	<u>31 July 2022</u>
		<u>£</u>	<u>£</u>
Current Assets			
Cash at bank and in hand		61,276	92,990
Debtors	6	1,785	700
		<u>63,061</u>	<u>93,690</u>
Creditors: Amounts falling due within one year	7	<u>(4,425)</u>	<u>(6,203)</u>
Net current assets		<u>58,636</u>	<u>87,487</u>
Net assets		<u>58,636</u>	<u>87,487</u>
Funds of the charity:			
Unrestricted Funds		<u>58,636</u>	<u>87,487</u>

The financial statements were approved by the trustees on 2 October 2023 and signed on their behalf:



Sarvenaz Guivi
Chair



Sejuti Roy
Treasurer



Danielle Joyce
Trustee

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 2023

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

	Year Ended	Year Ended
	£	£
Subscriptions from members	<u>15,180</u>	<u>14,700</u>

Friends of Sevenoaks School

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

Note 3: Activities for Raising Funds

For the year ended 31 July 2023

	Incoming £	Resources £	Net £
School Second Hand Uniform Shop	14,632	(2,277)	12,355
Other Events generating funds:			
Summer Fair	2,998	(2,171)	827
Quiz Night	8,222	(7,112)	1,109
Social Coordinators' Events	11,347	(11,033)	314
New Parents' Supper	6,000	(6,613)	(613)
Arts/Theatre/Garden events	2,207	(2,492)	(285)
Other Events-Ski Sale	214	0	214
Events subsidised from subscriptions:			
Other Events	0	(1,952)	(1,952)
	45,619	(33,650)	11,969

For the year ended 31 July 2022

	Incoming £	Resources £	Net £
School Second Hand Uniform Shop	16,204	(3,291)	12,913
Other Events generating funds:			
Biennial Ball	40,975	(36,587)	4,388
Quiz Night	7,069	(6,471)	598
Social Co-ordinators Events	17,248	(16,643)	605
New Parents supper	7,175	(7,013)	162
Other Events	0	0	
Events subsidised from subscriptions:			
Other Events	0	(5,509)	(5,509)
	88,671	(75,514)	13,157

Friends of Sevenoaks School

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

Note 4: Trustees' Remuneration

No trustees received any remuneration during the year.

Note 5: Donations

	Year Ended 31 July 2023 £	Year Ended 31 July 2022 £
Project 1	40,000	1,688
Project 2	11,000	1,800
Project 3	5,000	0
	<u>56,000</u>	<u>3,488</u>

Note 6: Debtors

	31 July 2023 £	31 July 2022 £
Net amount receivable from School related to events held	1,785	700
	<u>1,785</u>	<u>700</u>

Note 7: Creditors: Amounts falling due within one year

	31 July 2023 £	31 July 2022 £
Payable relating to School Second Hand Uniform Shop	2,654	3,636
Payable to Parents' Choir	1,241	1,619
Payable to School	0	505
Other payable for expenses incurred	530	443
	<u>4,424</u>	<u>6,203</u>