

# Friends of Bramfield Primary School

## Annual Report 01/09/21 – 31/08/2022

**Charity Commission Number:** 1174066

**Address:**

Bramfield Primary School  
Bridge Street  
Bramfield  
Halesworth  
IP19 9HZ

**Trustees:**

Chair - Julie Smith

Treasurer - Josephine Shepherd (till 14/10/21)

Treasurer - William Shoote (from 14/10/21)

Secretary – elected person didn't take up post

Linda Ashford (Head of School) acted as Chair due to Julie Smith shielding (covid).

Linda Ashford and Tamasine Batey covered secretary post.

**Constitution adopted 2<sup>nd</sup> December 2016 and amended 19<sup>th</sup> July 2017.**

The Friends of Bramfield Church of England Primary School is a group set up to raise money (through events and fundraising) to be spent on enhancing the learning experiences and opportunities available to pupils at Bramfield Primary School. The Friends meet several times a year in order to organise events and secure additional sources of funding for school projects.

Trustees are recruited from parents of pupils at Bramfield Primary School or members of staff at the school. Trustees/committee members are elected by parents at the annual Friends AGM.

Appropriate checks are made regarding the suitability of individuals to join the trustees. In addition to the 3 trustees, the Head of School and a number of parents of pupils at the school are involved in the activities of the Friends.

### **Income and expenditure**

It has proven a difficult year for the Friends with covid restrictions making meetings and events difficult. Despite limited opportunities a number of modest fundraising events were held at the school. In addition, significant fundraising was undertaken to secure funding for a proposed sports building. Sources of income for 2021 – 2022 included grants/donations from: EDF; Adnams; Bramfield Parish Council; Heveningham Hall Trust; East Suffolk DC; Lord Belstead Trust; Bramfield Meats and Spectra packaging. Fundraising in school at events such as the Pumpkin Parade, cake sales, a coffee morning and a stall at Heveningham Hall Fayre also brought in income.

Money raised is spent on projects to enhance the experience of pupils at the school. The Friends help finance school trips and provide equipment/facilities for the benefit of pupils. Examples in the past 12 months include improving the outdoor areas by funding parasols and bark chippings, funding books to be given out as Christmas gifts to pupils, and supporting the year 6 leavers' event.

### **Sports building**

The main focus of fundraising this year (through events, grants and donations from other organisations) has been to raise money to help provide a new sports building for use by pupils and the local community. For this reason the Friends accounts show a significant increase in money held this year. Balances will return to normal levels once the building is built in the next financial period.

### **Financial risk**

With limited fixed outgoings (money is spent on projects for pupils the scale of which can be determined depending upon the Friends current balance) a reserves policy is not currently in place for the Friends. However, this will be reviewed in the coming year (as well as an assessment of other financial controls) to ensure that the group remains financially solvent (and safe) at all times.

All money (with the exception of a small float (<£50) kept securely in school) is held in a UK bank account (with a High Street bank). Cheque payments require dual authorisation and internet banking is being reviewed in the coming year in order to enhance security. Accounts (and screen shots of the bank balance) are forwarded to trustees (and Head of School) prior to every Friends meeting in order to maintain transparency.

### **Assets and financial liabilities**

With the exception of a few games, stationery equipment and resources to support events (materials, cups etc) the Friends have minimal assets. The Friends operate within their financial resources and have no debts or outstanding financial liabilities.

As already mentioned, it has been a challenging period for the Friends of Bramfield School due to covid restrictions and subsequent difficulties around organising meetings and events and fulfilling committee/trustee roles. Despite these challenges the group has provided some funds for projects benefitting pupils. The Friends have also raised significant funding for future projects and in particular the proposed new sports building. The construction of the building in the next reporting period will be exciting and an opportunity to see the school and Friends' hard work come to fruition. There has also been an increase in support for the Friends towards the end of this period which will hopefully result in a more active group in the coming year.

## Accounts

A summary of the year's accounts are below with full details provided on the accounting sheets.

# **Friends of Bramfield Primary School**

## **Summary of accounts for 2021 - 2022**

Opening balance from 1/9/21	<b><u>18686.52</u></b>
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### **Income**

Donations/Grants	19929.74
Event Fundraising	823.77
Local Authority Grants	6277.43
Interest	0.00
	<b><u>27030.94</u></b>

### **Payments**

Fundraising expenses	204.37
Purchases for pupils/school	4130.33
Subscriptions	72.00
Banking charges	43.83
	<b><u>4450.53</u></b>

<b>Opening Balance 1/9/21</b>	<b><u>18686.52</u></b>
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Income	27030.94
Expenditure	<b>4450.53</b>

<b>Increase</b>	<b><u>22580.41</u></b>
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<b>Closing Balance 31/8/22</b>	<b><u>41266.93</u></b>
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Bank account 31/08/2022	41235.58
Cash in school office 31/08/2022	31.35
Closing Balance	<b><u>41266.93</u></b>

## Friends of Bramfield Primary School

### Summary of accounts for 2021 - 2022

Opening balance from 1/9/21	<u>18686.52</u>
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#### Income

Donations/Grants	19929.74	
Event Fundraising	823.77	
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		<u>27030.94</u>

#### Payments

Fundraising expenses	204.37	
Purchases for school	4130.33	
Subscriptions	72.00	
Banking charges	43.83	
		<u>4450.53</u>

Opening Balance 1/9/21	<u>18686.52</u>
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Income	27030.94
Expenditure	4450.53

Gains made during year	<u>22580.41</u>
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Closing Balance 31/8/22	<u>41266.93</u>
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Bank account 31/08/2022	41235.58
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*All transaction are detailed below*

## Friends of Bramfield - Running Accounts/Transactions 21-22

				Description	Balance
Date	Credit	Debit	Total		
				31.08.21 OPENING BALANCE SCHOOL YEAR 2021 - 22	18686.52
12.10.21	500	0		500.00 EDF Donation towards Dome Project	19186.52
12.10.21	777.43	0		777.43 Bramfield Parish Council for sports dome	19963.95
12.10.21	270.65	0.00		270.65 Raffle Money	20234.60
12.10.21	0	24.62		-24.62 Raffle Expenses	20209.98
12.10.21	0	35.43		-35.43 Cases for Christmas Play DVD	20174.55
12.10.21	0	89.95		-89.95 Outdoor Cupboard for Early years	20084.60
12.10.21	0	63.84		-63.84 Bark for Early years play area	20020.76
14.10.21	513.79	0		513.79 THE ADNAMS COMMUNITY Trust grant for garden	20534.55
14.10.21	0	570		-570.00 Bramfield BMF PTA Music - glockenspiels etc	19964.55
04.11.21	38.06	0		38.06 Easy Fundraising	20002.61
02.01.22	0	5		-5.00 Banking charges	19997.61
20.01.22	0	222		-222.00 ESDC NDOMDC/22/0193/PREAPP dome planning fee	19775.61
31.01.22	56.25	0		56.25 Paypal Giving Fund Donation - cheque	19831.86
31.01.22	145.95	0		145.95 Helen Nicholson Photography commision - cheque	19977.81
02.02.22	0	5		-5.00 Banking charges	19972.81
07.02.22	0	113.08		-113.08 Brampton PFA for books cheque 100193	19859.73
18.02.22	22.6	0		22.60 Easy Fundraising	19882.33
05.03.22	0	6.6		-6.60 Banking charges	19875.73
16.03.22	1220	0		1220.00 Suffolk Community 221210 Sugar Tax for Garden	21095.73
23.03.22	0.91	0		0.91 Heveningham Hall Trust donation for dome (test)	21096.64
25.03.22	4999.09	0		4999.09 Heveningham Hall Trust donation (remainder)	26095.73
29.03.22	500	0		500.00 East Suffolk DC grant for dome	26595.73
01.04.22	5000	0		5000.00 East Suffolk DC grant for dome	31595.73
02.04.22	0	5		-5.00 Banking charges	31590.73
14.04.22	500	0		500.00 Spectra packaging - donation for dome	32090.73
03.05.22	0	5		-5.00 Banking charges	32085.73
09.05.22	10000	0		10000.00 Bramfield Meats donation for dome	42085.73

13.05.22	0	60	-60.00 Halesworth Mens Shed for furniture	42025.73
17.05.22	0	25	-25.00 Seckford Trust art entries	42000.73
17.05.22	0	956.2	-956.20 Planning portal application fee for dome planning	41044.53
22.05.22	0	7.5	-7.50 Seckford Trust art entries	41037.03
02.06.22	0	5	-5.00 Banking charges	41032.03
07.06.22	27.62	0	27.62 Easy Fundraising	41059.65
10.06.22	33.77	0	33.77 Donations for cakes at 150 yrs	41093.42
10.06.22	73	0	73.00 150 Square at 150 yrs events	41166.42
27.06.22	0	72	-72.00 Parent Kind	41094.42
03.07.22	0	5	-5.00 Banking charges	41089.42
03.07.22	147.5	0	147.50 Heveningham Hall income (inc' some 150 square)	41236.92
06.07.22	2000	0	2000.00 Lord Belstead Trust donation for dome	43236.92
06.07.22	154.32	0	154.32 Pumpkin parade and other donations	43391.24
08.07.22	0	1220	-1220.00 Sugar tax paid to school for use in garden	42171.24
13.07.22	0	122.75	-122.75 Tam Batey Heveningham expenses (prizes/banner)	42048.49
19.07.22	0	7	-7.00 Brampton Friends for seeds	42041.49
19.07.22	0	748.68	-748.68 Bramfield School - purchasing parasols, picnic blankets	41292.81
19.07.22	0	18.65	-18.65 BBQ food - leavers	41274.16
19.07.22	0	50	-50.00 Prize from 150 square	41224.16
19.07.22	50	0	50.00 Donated by winners - prize from 150 square	41274.16
02.08.22	0	7.23	-7.23 Banking charges	41266.93
Totals	27030.94	4450.53		
Closing balance 31.08.22				<b>41266.93</b>
In Bank				41235.58
Cash in school office				31.35
Total				<b>41266.93</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Friends of Bramfield School

On accounts for the year  
ended

31/8/22

Charity no  
(if any)

1174066

Set out on pages

1

(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:

*Alice Colls*

Date:

20/5/23

Name:

Alice Colls

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

Address:

Arden House, Stoven

Beccles NR34 8ER

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.**