

# Friends of Felsted Preparatory School

Charity Commission for England and Wales: Registered Charity number 1180860

## Trustees' annual report

Period start date: 5 July 2022

Period end date: 4 July 2023

## Objectives and Activities:

The object of Friends of Felsted Preparatory School (FoFP) is to advance the education of pupils in Felsted Preparatory School in particular by:

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

The main activities undertaken include the planning and provision of fund-raising events located at Felsted Preparatory School; and also to provide support to activities and events requiring parent volunteers for the school's activities too.

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's public benefit guidance.

## Achievements and Performance:

Similar to the previous financial year the Spring Ball was the most successful fundraising event for our organisation. The charity auction ensured we were able to provide our beneficiary, Felsted School with funds for its bursary programme and equipment for the current pupils of the school to use on a daily basis.

Our annual Christmas Fair was able to take place, being the first one after the COVID-19 pandemic.

The most significant change for the financial year and for future income was the introduction of a permanent home for our 'Second Hand Uniform Shop', which opened during pre-season sports training in August 2022. This provides parents of the school with an alternative to purchasing new uniform and PE/Games kit for their children at a low price. We are also interested in sustainability and this also ensures good quality clothing is available instead of this being disposed of; our parents donate uniform and kit once their children have grown out of or have no more need of their existing clothing. This is predicted to have a significant impact on future years' financial success.

## Financial Review:

The charity is in a good position to continue as a going-concern, with sufficient reserves to plan for future spending on projects and equipment that benefit the school's pupils.

Gross income of £51,259 was generated throughout the year, with the majority of this figure sourced from the charity auction held at the Parents' Spring Ball in March 2023 and the new Second Hand Uniform Shop. Expenditure of £38,950 resulted in a net income of £12,309 for the year ended 4 July 2022. A donation of £13,179 was made to the school, directly used for the bursary programme and equipment for the current pupils.

At year-end reserves equalled £36,894. A minimum amount of £5,000 is retained by the charity for costs incurred before income-generating events take place. The remainder of the reserve is allocated to projects identified by the trustees, and the teachers and pupils of the school.

## **Structure, Governance and Management**

The charity has a Constitution document, signed by the trustees and reviewed once every year. Any potential changes are added to the annual general meeting agenda and must be agreed by majority vote by the charity's members, the parents of Felsted Preparatory School.

A Committee, made up of a group of parents of current pupils of the School, plan and organise events with fund-raising possibilities. Committee members are volunteers and are chosen at the beginning of each financial period. Three of these committee members form the Trustees of the registered charity and hold the roles with the below titles:

1. Chairperson
2. Vice Chairperson
3. Treasurer

The Vice Chairperson and Treasurer are selected by the sitting Committee members. The Chairperson is selected by the Head of the school and the outgoing Chairperson, and is expected to commit to at least two years' service; this may be extended if no other nominations are received, and with the support of the Committee.

## **Reference and Administrative Details:**

Charity name: Friends of Felsted Preparatory School  
Registered charity number: 1180860  
Charity's principal address: Felsted Preparatory School  
Felsted  
DUNMOW  
CM6 3JL


Names of the trustees who manage the charity:

<u>Trustee name</u>	<u>Office</u>	<u>Dates acted</u>
Mrs Jaime Victoria Margaret Holland	Chairperson	Full year
Mrs Zoë Katherine Rantell	Vice Chairperson	Full year
Mrs Jessica Françoise Jennie Odile Foxon Winstone-Adair	Treasurer	Full year

**Declarations:**

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

**Signed on behalf of the charity's trustees**

Signature: 

Full name: Mrs Jaime Victoria Margaret Holland

Position: Chairperson

Date: 10 December 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Felsted Preparatory School

1180860

## Receipts and payments accounts

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For the period from	5 July 2022	To	4 July 2023
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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>					
Spring Ball	37,164	-	-	37,164	63,384
Christmas Fair	4,554	-	-	4,554	3,999
Second Hand Uniform Shop	4,285	-	-	4,285	1,342
Harvest Festival	2,185	-	-	2,185	-
Car Park attendant gifts	1,095	-	-	1,095	-
Stewart House tote bags	1,000	-	-	1,000	968
Wreath-making workshop	575	-	-	575	630
BBQ Bounce afternoon	203	-	-	203	-
Online shopping donations	99	-	-	99	145
Bank account interest	99	-	-	99	-
Headteacher leaving gift	-	-	-	-	1,240
<b>Sub total (Gross income for AR)</b>	<b>51,259</b>	<b>-</b>	<b>-</b>	<b>51,259</b>	<b>71,708</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>51,259</b>	<b>-</b>	<b>-</b>	<b>51,259</b>	<b>71,708</b>
<b>A3 Payments</b>					
Spring Ball	33,706	-	-	33,706	20,282
Donation to Felsted School	13,178	-	-	13,178	17,175
Christmas Fair	2,545	-	-	2,545	862
Car park attendant gifts	1,135	-	-	1,135	-
Stewart House tote bags	858	-	-	858	851
Wreath-making workshop	390	-	-	390	300
Professional membership and insurances	128	-	-	128	123
Administration	100	-	-	100	112
Second Hand Uniform Shop	67	-	-	67	-
BBQ Bounce afternoon	21	-	-	21	-
Headteacher leaving gift	-	-	-	-	1,203
<b>Sub total</b>	<b>52,128</b>	<b>-</b>	<b>-</b>	<b>52,128</b>	<b>40,908</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>52,128</b>	<b>-</b>	<b>-</b>	<b>52,128</b>	<b>40,908</b>
<b>Net of receipts/(payments)</b>	<b>- 869</b>	<b>-</b>	<b>-</b>	<b>- 869</b>	<b>30,800</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>37,763</b>	<b>-</b>	<b>-</b>	<b>37,763</b>	<b>6,963</b>
<b>Cash funds this year end</b>	<b>36,894</b>	<b>-</b>	<b>-</b>	<b>36,894</b>	<b>37,763</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>	Cash at bank (current account)	9,145	-	-
	Cash at bank (savings account)	27,099	-	-
	Petty cash	650	-	-
	<b>Total cash funds</b>	<b>36,894</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature



Print Name

AIME VICTORIA MARGARET HOLLAN

Date of approval

10 Dec 2024

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF FELSTED PREPARATORY SCHOOL**

I report to the trustees on my examination of the accounts of Friends of Felsted Preparatory School (the Charity) for the year ended 31 July 2024.

### **Responsibilities and basis of report**

As the trustees of the Charity 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 Charity'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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Mr J P Foxwell FCCA FCIE  
independent-examiner.net

39 Enfield Road, Poole, BH15 3LJ

Date: 20 December 2024