

Friends of Felsted Preparatory School

Charity Commission for England and Wales: Registered Charity number 1180860

Trustees' annual report

Period start date: 5 July 2023
Period end date: 31 July 2024

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 and experience 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:

A successful calendar of events resulted in a positive return for FoFP. Fund-raising focussed on similar activities as the previous financial period, with the Second Hand Uniform shop exceeding expectations in terms of funds raised and the number of parents visiting. The Christmas Fair's income margin was down on the previous year, due to higher quality items being purchased that will be used for the 2024 event in November. Due to increasing interest rates over the year some passive income was realised on bank balances.

The financial year end was changed from 4 July to 31 July; this takes into consideration any calendar date changes for the end of the school's academic year and ensures we capture all income and expenses within the correct financial period.

Financial Review:

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

Gross income of £52,676 was generated throughout the year, with the majority of this figure sourced from the charity auction held at the Parents' Spring Ball in May 2024 and the Second Hand Uniform shop. Expenditure of £30,786 resulted in a net gain of £21,890 for the year ended 31 July 2024.

A donation of £12,422 was made to the school, directly used for equipment and facilities for the children:

Ross Hall improvements	£10,203
DTE VEX IQ Competition kits (robotics)	£900
Stewart House Bio Building Blocks	£570
Felsted School sustainability programme	£500
Christmas Tree for Prep reception area	£249

Additionally £3,545 was donated to support Felsted School's chosen charities; £2,445 was raised at the Harvest Festival and £1,100 was raised at the Skiwear Show.

At year-end reserves equalled £42,817. 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.

Earmarked for future spending (approximate figures provided):

Ross Hall improvements	£8,000
Mobile digital scoreboard & screen	£5,000
Contribution to Felsted Bursary programme	£3,150

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 outgoing Chairperson and the Head of the school, 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 2023	To	31 July 2024
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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 £
A1 Receipts					
Spring Ball	33,242	-	-	33,242	37,164
Second Hand Uniform	8,405	-	-	8,405	4,285
Christmas Fair	4,383	-	-	4,383	4,554
Harvest Festival	2,445	-	-	2,445	2,185
Wreath-making Workshop	1,495	-	-	1,495	575
Car Park Attendant Gifts	1,118	-	-	1,118	1,095
Ski Show	1,100	-	-	1,100	-
Bank Interest	341	-	-	341	99
Online Shopping Donations	147	-	-	147	99
Tote bags	-	-	-	-	1,000
BBQ Bounce	-	-	-	-	203
Sub total (Gross income for AR)	52,676	-	-	52,676	51,259
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	52,676	-	-	52,676	51,259
A3 Payments					
Spring Ball	25,222	-	-	25,222	33,706
Donation to Felsted School	15,967	-	-	15,967	13,178
Christmas Fair	3,275	-	-	3,275	2,545
Car Park Attendant Gifts	1,100	-	-	1,100	1,135
Wreath-making Workshop	935	-	-	935	390
Parentkind Insurance and Subscription	140	-	-	140	128
Administration	97	-	-	97	100
Second Hand Uniform Shop	16	-	-	16	67
Tote bags	-	-	-	-	858
BBQ Bounce	-	-	-	-	21
Sub total	46,752	-	-	46,752	52,128
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	46,752	-	-	46,752	52,128
Net of receipts/(payments)	5,924	-	-	5,924	- 869
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	36,893	-	-	36,893	-
Cash funds this year end	42,817	-	-	42,817	- 869

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	Cash at bank (current account)	5,000	-	-
	Cash at bank (savings account)	37,167	-	-
	Petty Cash	650	-	-
	Total cash funds	42,817	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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

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