

# FRIENDS OF GUSFORD PRIMARY SCHOOL

England & Wales · Charity number 1184135

## Details

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Other names	FRIENDS OF GUSFORD
Status	Registered
Legal form	CIO
Registered	2019-06-27
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Gusford Primary School Sheldrake Drive Ipswich IP2 9LQ
Phone	01473682148
Email	<a href="mailto:fog@gusfordprimary.net">fog@gusfordprimary.net</a>
Website	<a href="http://www.gusfordprimary.net">www.gusfordprimary.net</a>

## Activities

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**Objects:** The object of the association (the objects) is to advance the education of pupils in the school in particular by:2.1 Developing effective relationships between the staff, parents and others associated with the school2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

**Activities:** Fundraising events to be run at Gusford Primary School, Ipswich such as school discos, summer and Christmas fete, event raffles and other activities. Funds will be used to advance the education and welfare of the pupils in the school by providing resources and activities which support the school

## Classification

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- **How:** Provides Other Finance
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£8,982	£9,102	-	-
2023-08-31	£3,691	£2,556	-	-
2022-08-31	£4,800	£3,970	-	-
2021-08-31	£12,148	£8,720	-	-
2020-08-31	£13,810	£13,358	-	-

## Trustees

Name	Role	Appointed
Charlotte Duell		2024-06-14
Gemma Coleman		2021-04-14
Katie Louise Finch		2025-10-03
Laura Kowalczyk		2021-04-14
Laura Street		2024-06-14
Natalie Cooch		2025-10-03

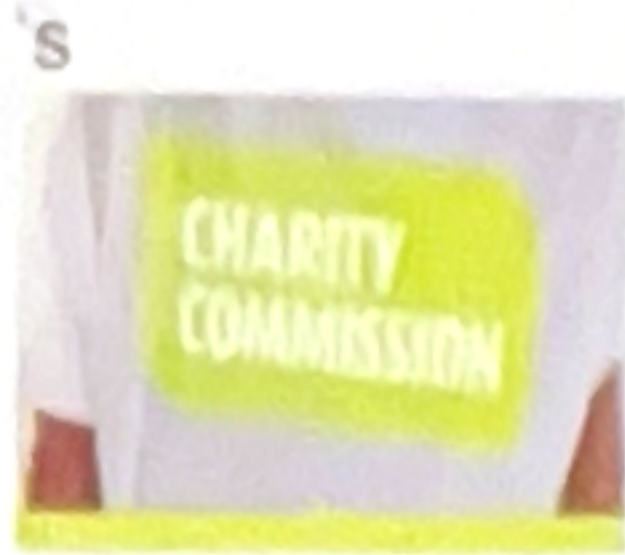
**FRIENDS OF GUSFORD PRIMARY SCHOOL**

England & Wales - Charity number 1184135

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# Accounts

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Trustees' Annual Report for the period						
Period start date			Period end date			
From	01	09	2023	To	31	08 2024

**Section A Reference and administration details**

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Gusford Primary School	
Sheldrake Drive	
Ipswich	
Postcode	IP2 9LQ

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Samantha Collins	Treasurer		
2	Helen Jackson	Vice Treasurer	1.9.23 to 13.6.24	
3	Laura Kowalczyk			
4	Elizabeth Dubbeld			
5	Sandra Burgess	Secretary		
6	Gemma Coleman			
7	Laura Street		From 14.6.24	
8	Charlotte Duell		From 14.6.24	

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Bank	Barclays Bank Plc	Bury St Edmunds, Leicester, Leicestershire, LE87, 2BB

**Name of chief executive or names of senior staff members (Optional information)**

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg trust deed constitution)	Constitution
How the charity is constituted (eg trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg appointed by, elected by)	Trustees are appointed or reappointed at the Annual General Meeting. Nominations are invited in advance of the meeting and can also be made at the meeting itself

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Friends of Gusford's meetings are open to all members of the school community and all parents/carers are automatic members. Everyone is welcome at our meetings which are advertised on our own Facebook page and in regular school newsletters.

Trustees are responsible for overseeing the day to day running of the group. Agendas and minutes are kept of all formal meetings.

To maintain transparency all email communication is carried out through our school email address and all key documents are held on a google drive associated with this email.

Financial controls are in place with only the treasurer and vice treasurer having access to the bank account. Money spent outside of the charity bank account has to be pre-approved and is only reimbursed from a receipt or invoice. All cash based events have double counting of monies which are recorded and signed by the two people involved in the count. At least one of these must be a trustee or named official.

Trustees seek the view of school staff, parents and children in deciding which activities and fundraising events will go ahead and also how funds should be spent

All regular members are expected to hold a current and valid DBS certificate so that they may enter and volunteer within school premises, these DBS certificates are applied for through the school.

All trustees give their time voluntarily and received no remuneration or other benefits.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of the association (the objects) is to advance the education of pupils in the school in particular by:  
Developing effective relationships between the staff, parents and other associated with the school. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefits at our trustee meetings.

A new leadership at the school meant we have been able to put on more fundraising events and activities this year although we still do not have a permanent Chair in place for the charity. Events and fundraisers this year have been as follows: Christmas Cards, Christmas Disco, Spring Disco, Pop Up Circus summer event including a raffle, a Gonka Bar sale for World Book Day. We also continued to run a School Lottery, second hand uniform collections and benefit from Easy Fundraising commission.

These events have all been fully inclusive and all children can participate and attend.

#### **Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are as always grateful for the many hours that our trustees, volunteers and school staff contribute by attending meetings, planning events, shopping for stock, cleaning up and running events.

Without their valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

*Christmas and Spring Disco* – The discos are always very popular and well supported by the families of the school with a large number of children attending.

*Christmas Cards* – Children across the school were able to create Christmas artwork to be added to cards and gifts and purchased. This was our third year of doing this project and it remained popular however sales have dropped this year.

*Pop Up Circus* – this was a return to holding a big summer event for us. We had an external Circus provider come into school which we paid for and sold tickets to and external food and drink providers and face painter who paid a commission on their sales to our charity. We also ran a raffle with prizes donated by local businesses. The event used mainly external providers as although this does not raise as much money we continue to struggle with volunteer support from the parent/carer base at school so run with only a very small number of staff and parent helpers in comparison to the size of the school. Unfortunately we had very bad weather on the day so turnout was lower than we had hoped but it was still a successful event overall.

*Gonka Bars* – this is an event ran for World Book Day to encourage reading with chocolate bars sold and a number of these containing tickets to win books as prizes as well as one bar with a cash prize. This proved to be an extremely popular event and is one that we will run again.

*School Lottery* – this ran for the full school year and continues to provide a steady income with little work needed by the committee other than marketing of the lottery.

**Section E****Financial review**

Brief statement of the charity's policy on reserves

Cash at bank and in hand as at 31 August 2024 was £5,665  
Funds are only spent when available and all spending has to be agreed in advance.

Details of any funds materially in deficit

Funds are not operated in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funding has come through fundraising from the events as documented above.

Our main spending for the year was a £1,500 for the hire of an Immersive Dome to be used by all classes for a unique learning experience.

We also purchased all students an A3 display folders to give better visibility and storage of their art and DT work. Other purchases included remote control cars, a firepit and cover for use at the annual stargazing sleepover event and a large outdoor chalkboard.

The school has started a Forest School so to aid in the running of this we purchased a storage shed specifically for this to provide storage for all the equipment and resources needed to run this.

Finally to contribute towards the wider experiences and sense of community at school we purchased sports day ice poles.

**Section F****Other optional information**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*S Collins*

*S Burgess*

Full name(s)

Samantha Collins

Sandra Burgess

Position (eg Secretary, Chair, etc)

Treasurer

Secretary

Date

30 June 2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Gusford Primary School

1184135

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1/9/2023

To

Period end date  
31/8/2024

### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Disco ticket sales	1,718	-	-	1,718	953
Cake sales	-	-	-	-	348
School Lottery	1,093	-	-	1,093	1,222
Raffle tickets	909	-	-	909	487
Gonka Bar sales	1,301	-	-	1,301	-
Christmas card sales	381	-	-	381	434
Second hand clothing	243	-	-	243	94
Easy Fundraising	16	-	-	16	29
Amazon Smile	-	-	-	-	72
Pop Up Circus sales	3,284	-	-	3,284	-
Other income	36	-	-	36	52
<i>AR)</i>	<b>8,982</b>	-	-	<b>8,982</b>	<b>3,691</b>
<b>A2 Asset and investment sales,</b>					
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total receipts</b>	<b>8,982</b>	-	-	<b>8,982</b>	<b>3,691</b>
<b>A3 Payments</b>					
Insurance	153	-	-	153	140
Prizes	163	-	-	163	31
Food and drink	162	-	-	162	133
Entertainment	3,390	-	-	3,390	110
Sundry	889	-	-	889	108
Games and activities	-	-	-	-	47
Coronation badges	-	-	-	-	129
School - floodlights contribution	-	-	-	-	1,500
School - Coronation badges	-	-	-	-	281
School - Sports Day Ice Poles	44	-	-	44	51
School - Class wish lists	-	-	-	-	28
Raffle tickets	128	-	-	128	-
School - remote control cars	136	-	-	136	-
School - firepit enc cover	89	-	-	89	-
School - outdoor chalkboard	437	-	-	437	-
School - A3 display folders	896	-	-	896	-
School - immersive dome	1,500	-	-	1,500	-
School - Forest school shed	375	-	-	375	-
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	<b>8,362</b>	-	-	<b>8,362</b>	<b>2,556</b>
<b>A4 Asset and investment</b>					
Wooden shed	740	-	-	740	-
	-	-	-	-	-
<i>Sub total</i>	<b>740</b>	-	-	<b>740</b>	-
<b>Total payments</b>	<b>9,102</b>	-	-	<b>9,102</b>	<b>2,556</b>
<b>Net of receipts/(payments)</b>	<b>- 120</b>	-	-	<b>- 120</b>	<b>1,135</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>5,785</b>	-	-	<b>5,785</b>	<b>4,650</b>
<b>Cash funds this year end</b>	<b>5,665</b>	-	-	<b>5,665</b>	<b>5,785</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Cash at bank and in hand	5,665	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,665</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	3 Pop up gazebos		90	-
	Christmas decorations		76	-
	4 Walkie Talkies		40	-
	Splat the Rat		10	-
	Table top spinning wheel		30	-
	Bubble Machine		34	-
	Gazebo weights		60	-
	Clothes rail		23	-
	Fridge Freezer		40	-

Categories	Details	Fund to which	Amount due	When due
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf

Signature	Print Name	Date of
	Samantha Collins	30 June 2025
	Sandra Burgess	

**FRIENDS OF GUSFORD PRIMARY SCHOOL**

England & Wales - Charity number 1184135

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# Accounts

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2022		31	08	2023

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Gusford Primary School	
Sheldrake Drive	
Ipswich	
Postcode	IP2 9LQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Samantha Collins	Treasurer		
2	Helen Jackson	Vice Treasurer		
3	Laura Kowalczyk	Secretary		
4	Elizabeth Dubbeld			
5	Sandra Burgess			
6	Gemma Coleman			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Barclays Bank Plc	Bury St Edmunds, Leicester, Leicestershire, LE87, 2BB

### Name of chief executive or names of senior staff members (Optional information)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the Annual General Meeting. Nominations are invited in advance of the meeting and can also be made at the meeting itself

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Friends of Gusford's meetings are open to all members of the school community and all parents/carers are automatic members. Everyone is welcome at our meetings which are advertised on our own Facebook page and in regular school newsletters.

Trustees are responsible for overseeing the day to day running of the group. Agendas and minutes are kept of all formal meetings.

To maintain transparency all email communication is carried out through our school email address and all key documents are held on a google drive associated with this email.

Financial controls are in place with only the treasurer and vice treasurer having access to the bank account. Money spent outside of the charity bank account has to be pre-approved and is only reimbursed from a receipt or invoice. All cash based events have double counting of monies which are recorded and signed by the two people involved in the count. At least one of these must be a trustee or named official.

Trustees seek the view of school staff, parents and children in deciding which activities and fundraising events will go ahead and also how funds should be spent

All regular members are expected to hold a current and valid DBS certificate so that they may enter and volunteer within school premises, these DBS certificates are applied for through the school.

All trustees give their time voluntarily and received no remuneration or other benefits.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of the association (the objects) is to advance the education of pupils in the school in particular by:  
Developing effective relationships between the staff, parents and other associated with the school. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefits at our trustee meetings.

The activities of Friends of Gusford have remained scaled back due to the changes in leadership at the school and not having a permanent Chair in place for the charity. Events and fundraisers this year have been as follows: Christmas Cards, Christmas Disco, Spring Disco, Coronation week. We also continued to run a School Lottery and benefit from Amazon Prime commission.

These events have all been fully inclusive and all children can participate and attend.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are as always grateful for the many hours that our trustees, volunteers and school staff contribute by attending meetings, planning events, shopping for stock, cleaning up and running events.

Without their valuable contribution of time, energy and expertise we would not have been able to achieve so much.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

Christmas and Spring Disco – The discos are always very popular and well supported by the families of the school with a large number of children attending.

Christmas Cards – Children across the school were able to create Christmas artwork to be added to cards and gifts and purchased. This was our third year of doing this project and it remained popular however sales have dropped this year.

The school held a full week of activities to celebrate the King's Coronation. This included paper plate designs with winning designs copied to ceramic plates, an after school cake sale, a tree planting and a raffle. Further activities within school ran by the school happened during the week

School Lottery – this ran for the full school year and continues to provide a steady income with little work needed by the committee other than marketing of the lottery.

Amazon Smile – this provided a small sundry income but the scheme has ceased during this financial year so no further income is expected from this.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash at bank and in hand as at 31 August 2023 was £5,785. Funds are only spent when available and all spending has to be agreed in advance.

### Details of any funds materially in deficit

Funds are not operated in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funding has come through fundraising from the events as documented above.

Money raised allowed us to fund purchases for each class based on their wish list as requested by the class teachers and agreed by the committee to benefit learning and welfare.

As fundraising during the year had been limited and we did not have a permanent head teacher, spending was done sparingly so we could wait until the new head teacher is in post and find out what would benefit the school the most.

Our main spending for the year was a £1,500 contribution to floodlights that the school purchased to be able to make greater use of the outside facilities and to aid with health and safety for example with movement around the site for parents evenings or school discos.

Finally to contribute towards the wider experiences and sense of community at school we purchased sports day ice poles, and coronation pin badges)

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Samantha Collins

Laura Kowalczyk

Position (eg Secretary, Chair, etc)

Treasurer

Secretary

Date

30 June 2024



## Receipts and payments accounts

CC16a

<b>For the period from</b>	Period start date 1/9/2022	<b>To</b>	Period end date 31/8/2023
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### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Disco ticket sales	953	-	-	953	306
Cake sales	348	-	-	348	-
School Lottery	1,222	-	-	1,222	1,262
Raffle tickets	487	-	-	487	2,101
Coin Challenge	-	-	-	-	503
Christmas card sales	434	-	-	434	562
Second hand clothing	94	-	-	94	-
Easy Fundraising	29	-	-	29	-
Amazon Smile	72	-	-	72	66
Other income	52	-	-	52	-
<i>AR)</i>	3,691	-	-	3,691	4,800
<b>A2 Asset and investment sales,</b>					
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total receipts</b>	<b>3,691</b>	<b>-</b>	<b>-</b>	<b>3,691</b>	<b>4,800</b>
<b>A3 Payments</b>					
Insurance	140	-	-	140	128
Equipment	-	-	-	-	156
Raffle tickets	-	-	-	-	138
Prizes	31	-	-	31	100
Food and drink	133	-	-	133	166
Entertainment	110	-	-	110	129
Sundry	108	-	-	108	42
Games and activities	47	-	-	47	111
Coronation badges	129	-	-	129	-
School - floodlights contribution	1,500	-	-	1,500	-
School - Coronation badges	281	-	-	281	-
School - Virtual Panto	-	-	-	-	90
School - Family Engagement resources	-	-	-	-	70
School - TT Rockstars subscripton	-	-	-	-	95
School - Sports Day Ice Poles	51	-	-	51	41
School - Jubilee Pin Badges	-	-	-	-	394
School - Jubilee Tree Plaque	-	-	-	-	145
School - Jubilee Tree	-	-	-	-	60
School - Little Hoot	-	-	-	-	95
School - EYFS home corner	-	-	-	-	460
School - Christmas crackers	-	-	-	-	150
School - Class wish lists	26	-	-	26	1,038
School - Wet play games	-	-	-	-	362
<i>Sub total</i>	2,556	-	-	2,556	3,970
<b>A4 Asset and investment</b>					
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total payments</b>	<b>2,556</b>	<b>-</b>	<b>-</b>	<b>2,556</b>	<b>3,970</b>
<b>Net of receipts/(payments)</b>	<b>1,135</b>	<b>-</b>	<b>-</b>	<b>1,135</b>	<b>830</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>4,650</b>	<b>-</b>	<b>-</b>	<b>4,650</b>	<b>3,820</b>
<b>Cash funds this year end</b>	<b>5,785</b>	<b>-</b>	<b>-</b>	<b>5,785</b>	<b>4,650</b>

# Section B Statement of assets and liabilities at the end of the period



Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Cash at bank and in hand	5,785	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,785</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>	3 Pop up gazebos		90	-
	Christmas decorations		76	-
	4 Walkie Talkies		40	-
	Splat the Rat		10	-
	Table top spinning wheel		30	-
	Bubble Machine		34	-
	Gazebo weights		60	-
	Clothes rail		23	-
	Fridge Freezer		40	-

	Details	Fund to which	Amount due	When due
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf	Signature	Print Name	Date of
		Samantha Collins	30/06/2024
		Laura Kowalczyk	30/06/2024

**FRIENDS OF GUSFORD PRIMARY SCHOOL**

England & Wales - Charity number 1184135

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	01	09	2021	To	31	08	2022

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Gusford Primary School	
Sheldrake Drive	
Ipswich	
Postcode	IP2 9LQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Samantha Collins	Treasurer		
2	Helen Jackson	Vice Treasurer		
3	Laura Kowalczyk	Secretary		
4	Elizabeth Dubbeld			
5	Sandra Burgess			
6	Gemma Coleman			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Barclays Bank Plc	Bury St Edmunds, Leicester, Leicestershire, LE87, 2BB

### Name of chief executive or names of senior staff members (Optional information)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the Annual General Meeting. Nominations are invited in advance of the meeting and can also be made at the meeting itself

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Friends of Gusford's meetings are open to all members of the school community and all parents/carers are automatic members. Everyone is welcome at our meetings which are advertised on our own Facebook page and in regular school newsletters.

Trustees are responsible for overseeing the day to day running of the group. Agendas and minutes are kept of all formal meetings.

To maintain transparency all email communication is carried out through our school email address and all key documents are held on a google drive associated with this email.

Financial controls are in place with only the treasurer and vice treasurer having access to the bank account. Money spent outside of the charity bank account has to be pre-approved and is only reimbursed from a receipt or invoice. All cash based events have double counting of monies which are recorded and signed by the two people involved in the count. At least one of these must be a trustee or named official.

Trustees seek the view of school staff, parents and children in deciding which activities and fundraising events will go ahead and also how funds should be spent

All regular members are expected to hold a current and valid DBS certificate so that they may enter and volunteer within school premises, these DBS certificates are applied for through the school.

All trustees give their time voluntarily and received no remuneration or other benefits.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

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

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefits at our trustee meetings.

The activities of Friends of Gusford have remained scaled back due to the effects of Covid, changes in leadership at the school and not having a permanent Chair in place. Events and fundraisers this year have been as follows: Halloween disco, Christmas cards, Christmas raffle, Coin Challenge and Jubilee week. We also continued to run a School Lottery and benefit from Amazon Prime commission.

These events have all been fully inclusive and all children can participate and attend.

#### **Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are as always grateful for the many hours that our trustees, volunteers and school staff contribute by attending meetings, planning events, shopping for stock, cleaning up and running events.

Without their valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

Halloween Disco - This was our first school disco to be held in person following Covid and was very well supported by the families of the school with a large number of children attending.

Christmas Card and Gifts, Christmas Raffle – Children across the school were able to create Christmas artwork to be added to cards and gifts and purchased. This was our second year of doing this project and it remained popular with lots of items being purchased again. A Christmas hamper raffle was also run which again proved very popular.

Coin Challenge - this was an event run through the spring term with all classes given a jar place coins into. At the end of the challenge each class used their coins to create a design of their choice. Winning classes were chosen based on the best design and the most money raised.

We held a full week of activities to celebrate the Jubilee. This included paper plate designs with winning designs copied to ceramic plates, an after school cake sale, a tree planting for the Queen's Green Canopy with a jubilee themed raffle, a jubilee hunt around the playground and finally an outside picnic with music and bubbles. All the activities (except the raffle) were free to join in with so everyone could take part.

School Lottery and Amazon Smile – both of these ran the full year and provided a consistent income during the period where events were difficult to facilitate.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Cash at bank and in hand as at 31 August 2021 was £4,650. Funds are only spent when available and all spending has to be agreed in advance.

Details of any funds materially in deficit

Funds are not operated in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funding has come through fundraising from the events as documented above.

Money raised allowed us to fund purchases for each class based on their wish list as requested by the class teachers and agreed by the committee to benefit learning and welfare.

We purchased a number of items to improve the EYFS Home corners as well as wet play activities to be used during bad weather days. Both of these will support the wellbeing and social skills of the children.

We paid a contribution towards a Little Hoot for the school to be part of the local towns Owl Trail which the children created designs for and also printed their fingerprints on.

We also purchased hygiene packs for the Family Engagement Team to use for under privileged children and a continued subscription to TT Rockstars.

Finally to contribute towards the wider experiences and sense of community at school we purchased Christmas crackers, a virtual panto, sports day ice poles, and jubilee items (a pin badge gift to all children to commemorate the occasion, a tree for the Queen's Green Canopy and a plaque to accompany the tree).

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*S Collins*

*L Konrad*

Full name(s)

SAMANTHA COLLINS

LAURA KONALCZYK

Position (eg Secretary, Chair, etc)

TREASURER

SECRETARY

Date

30.08.2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Gustord Primary School

1184135

CC16a

## Receipts and payments accounts

For the period  
from

1/9/2021

To

31/8/2022

### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Disco ticket sales	306	-	-	306	44
Bag2School collections	-	-	-	-	189
School Lottery	-	-	-	1,262	1,414
Raffle tickets	1,262	-	-	2,101	3,689
Non-uniform donation days	2,101	-	-	-	520
Seasonal hunt donation days	-	-	-	-	864
Coin Challenge	-	-	-	503	-
Christmas card sales	503	-	-	582	806
Second hand clothing	562	-	-	-	26
Suffolk County Council Playground funding	-	-	-	-	4,483
Amazon Smile	-	-	-	66	67
Other income	66	-	-	-	46
<b>Sub total (Gross income for AR)</b>	<b>4,800</b>	<b>-</b>	<b>-</b>	<b>4,800</b>	<b>12,148</b>
<b>A2 Asset and investment sales,</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,800</b>	<b>12,148</b>
<b>Total receipts</b>	<b>4,800</b>	<b>-</b>	<b>-</b>	<b>4,800</b>	<b>12,148</b>
<b>A3 Payments</b>					
Insurance	128	-	-	128	123
Equipment	156	-	-	156	30
Raffle tickets	138	-	-	138	151
Prizes	100	-	-	100	542
Food and drink	166	-	-	166	209
Entertainment	129	-	-	129	50
Sundry	42	-	-	42	10
Games and activities	111	-	-	111	-
School - Fogger Contribution	-	-	-	-	500
School - Virtual Panto	90	-	-	90	113
School - portable PA system	-	-	-	-	150
School - playground resources	-	-	-	-	682
School - Thrive resources	70	-	-	70	148
School - Family Engagement resources	-	-	-	-	137
School - class wish lists	-	-	-	-	198
School - sports kit	-	-	-	-	44
School - IT Rockstars subscription	95	-	-	95	95
School - Staging	-	-	-	-	1,115
School - Playground equipment	41	-	-	41	4,483
School - Sports Day Ice Poles	394	-	-	394	-
School - Jubilee Pin Badges	145	-	-	145	-
School - Jubilee Tree Plaque	60	-	-	60	-
School - Jubilee Tree	95	-	-	95	-
School - Little Hoot	460	-	-	460	-
School - EYFS home corner	150	-	-	150	-
School - Christmas crackers	1,038	-	-	1,038	-
School - class wish lists	362	-	-	362	-
School - Wet play games	-	-	-	-	-
<b>Sub total</b>	<b>3,970</b>	<b>-</b>	<b>-</b>	<b>3,970</b>	<b>8,780</b>
<b>A4 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,970</b>	<b>-</b>	<b>-</b>	<b>3,970</b>	<b>8,780</b>
<b>Net of receipts/(payments)</b>	<b>830</b>	<b>-</b>	<b>-</b>	<b>830</b>	<b>3,368</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>3,820</b>	<b>-</b>	<b>-</b>	<b>3,820</b>	<b>452</b>
<b>Cash funds this year end</b>	<b>4,650</b>	<b>-</b>	<b>-</b>	<b>4,650</b>	<b>3,820</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Cash at bank and in hand	4,650	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b> <small>(agree balances with receipts and payments account(s))</small>	4,650	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	3 Pop up gazebos		90	-
	Christmas decorations		76	-
	4 Walkie Talkies		40	-
	Splat the Rat		10	-
	Table top spinning wheel		30	-
	Bubble Machine		34	-
	Gazebo weights		60	-
	Clothes rail		23	-
	Fridge Freezer		40	-

Categories	Details	Fund to which	Amount due	When due
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf

Signature	Print Name	Date of

**FRIENDS OF GUSFORD PRIMARY SCHOOL**

England & Wales - Charity number 1184135

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# Accounts

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# Trustees' Annual Report for the period

Period start date		Period end date					
From	01	09	2020	To	31	08	2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Natalie Cooch	Chair	8/3/2019 to 14/4/2021	
2	Samantha Collins	Treasurer		
3	Helen Jackson	Vice Treasurer		
4	Laura Kowalczyk	Secretary	14/4/2021 to present	
5	Elizabeth Dubbeld		14/4/2021 to present	
6	Sandra Burgess		14/4/2021 to present	
7	Gemma Coleman		14/4/2021 to present	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Bank	Barclays Bank Plc	Bury St Edmunds, Leicester, Leicestershire, LE87, 2BB

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are appointed or reappointed at the Annual General Meeting. Nominations are invited in advance of the meeting and can also be made at the meeting itself

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Friends of Gusford's meetings are open to all members of the school community and all parents/carers are automatic members. Everyone is welcome at our meetings which are advertised on our own Facebook page and in regular school newsletters.

Trustees are responsible for overseeing the day to day running of the group. Agendas and minutes are kept of all formal meetings.

To maintain transparency all email communication is carried out through our school email address and all key documents are held on a google drive associated with this email.

Financial controls are in place with only the treasurer and vice treasurer having access to the bank account. Money spent outside of the charity bank account has to be pre-approved and is only reimbursed from a receipt or invoice. All cash based events have double counting of monies which are recorded and signed by the two people involved in the count. At least one of these must be a trustee or named official.

Trustees seek the view of school staff, parents and children in deciding which activities and fundraising events will go ahead and also how funds should be spent

All regular members are expected to hold a current and valid DBS certificate so that they may enter and volunteer within school premises, these DBS certificates are applied for through the school.

All trustees give their time voluntarily and received no remuneration or other benefits.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

2.1 Developing effective relationships between the staff, parents and other associated with the school  
2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefits at our trustee meetings.

The activities Friends of Gusford had been very limited due to the effect of Covid and school closures. Events and fundraisers this year have been as follows: Virtual disco, Halloween hunt, Easter hunt, Christmas card and gift designs, Pet photo competition, Bag2School collections and Christmas, Easter and Summer raffles. We also continued to run a School Lottery and benefit from Amazon Prime commission.

These events have all been fully inclusive and all children can participate and attend.

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are as always grateful for the many hours that our trustees, volunteers and school staff contribute by attending meetings, planning events, shopping for stock, cleaning up and running events.

Without their valuable contribution of time, energy and expertise we would not have been able to achieve so much.

**Summary of the main achievements of the charity during the year**

Christmas Card and Gifts, Christmas Raffle – Children across the school were able to create Christmas artwork to be added to cards and gifts and purchased. This is the first time in many years the school has done this and it was very popular with the children and families with lots of items being purchased. A Christmas hamper raffle was also run which again proved very popular.

Virtual disco – We were unable to hold a traditional disco in school so arranged for a virtual disco to be screened into all classes. The disco was well received as a replacement but didn't have the same excitement as a whole school event in the hall.

Pet photo competition – this was an online competition run to help with community engagement during Covid. We had lots of amazing entries and children loved being able to show off their pets.

Halloween and Easter Hunt – These were events run during the school day. Due to Covid restrictions the preparation was completed by FoG but the hunts themselves were run by the school staff. Children were allowed to come in non-uniform and there were separate hunts for Key Stage 1 and Key stage 2. Each child who chose to take part received a small prize. All children were included and the children enjoyed the hunts.

Bags2school collections – Small collection of used clothing/items by a national businesses. This was run twice in this charity year and will be run in the future.

School Lottery and Amazon Smile – both of these ran the full year and provided a consistent income during the period where events were difficult to facilitate.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash at bank and in hand as at 31 August 2021 was £3,820. The majority of the funds are unrestricted, there was one restricted amount which was given to us for a specific use and was spent as required in the same financial year.  
Funds are only spent when available and all spending has to be agreed in advance.

### Details of any funds materially in deficit

Funds are not operated in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funding has come through fundraising from the events as documented above.

Money raised allowed us to fund the balance of the staging purchased in the previous financial year to be used in future school productions and presentations.

We also funded the remaining purchases of the class wish lists from the previous year where teachers chose class resources or activities which they felt would benefit their learning and welfare.

The main purchase for the year was playground panels which were installed in the KS1 playground and funded with restricted funds from Suffolk County Council.

We purchased a large quantity of playground resources and portable PA system to be used by all ages across the school in their recreation time to help in their personal and social development.

We made a significant contribution towards a school Fogger which was purchased to allow quick and efficient deep cleaning in the school and thereby ensure the wellbeing of the children.

We purchased resources for both the Family Engagement Team and the Thrive Team as well as a virtual panto and continued subscription to TT Rockstars

## Section F

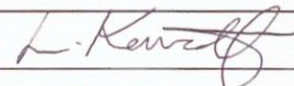
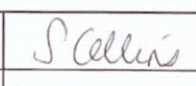
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Laura Kowalczyk	Samantha Collins
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date 29/06/2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Gusford Primary School

1184135

## Receipts and payments accounts

CC16a

For the period from	Period start date 1/9/2020	To	Period end date 31/8/2021
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### Section A Receipts and payments

	Unrestricted to the nearest	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Disco ticket sales	44	-	-	44	1,197
Food and drink sales	-	-	-	-	1,055
Bag2School collections	189	-	-	189	360
School Lottery	1,414	-	-	1,414	263
Raffle tickets	3,689	-	-	3,689	4,075
Grotto tickets	-	-	-	-	313
Event game stalls	-	-	-	-	2,531
External stalls	-	-	-	-	489
Non-uniform donation days	520	-	-	520	515
Tuck shop	-	-	-	-	181
Show photo sales	-	-	-	-	557
Seasonal hunt donation days	864	-	-	864	466
Donations	-	-	-	-	450
Taylor Wimpey Community Prize Fund	-	-	-	-	1,000
Christmas card sales	806	-	-	806	-
Second hand clothing	26	-	-	26	-
Suffolk County Council Playground funding	-	4,483	-	4,483	-
Amazon Smile	67	-	-	67	5
Other income	46	-	-	46	73
<b>Sub total (Gross income for</b>	<b>7,665</b>	<b>4,483</b>	<b>-</b>	<b>12,148</b>	<b>13,530</b>
<b>A2 Asset and investment sales,</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,665</b>	<b>4,483</b>	<b>-</b>	<b>12,148</b>	<b>13,530</b>
<b>A3 Payments</b>					
Insurance	123	-	-	123	239
Equipment	30	-	-	30	216
Show photos	-	-	-	-	103
Raffle tickets	151	-	-	151	184
Prizes	542	-	-	542	831
Food and drink	209	-	-	209	1,075
Santas grotto	-	-	-	-	193
Present room	-	-	-	-	104
Entertainment	-	-	-	-	794
Sundry	-	-	-	-	279
School - sports day ice poles	-	-	-	-	37
School - pop up gazebo	-	-	-	-	35
School - christmas crackers	-	-	-	-	76
School - Dictionary 4 Life	-	-	-	-	364
School - craft supplies	-	-	-	-	26
School - class wish lists	-	-	-	-	934
School - sports kit	-	-	-	-	993
School - TT Rockstars subscripton	-	-	-	-	95
School - Staging	-	-	-	-	5,500
School - Marmax benches	-	-	-	-	1,000
School - fogger contribution	500	-	-	500	-
School - panto screening and treats	113	-	-	113	-
School - portable PA system	150	-	-	150	-
School - playground resources	682	-	-	682	-
School - Thrive resources	148	-	-	148	-
School - Family Engagement resources	137	-	-	137	-
School - class wish lists	198	-	-	198	-
School - sports kit	44	-	-	44	-
School - TT Rockstars subscripton	95	-	-	95	-
School - Staging	1,115	-	-	1,115	-
School - Playground equipment	-	4,483	-	4,483	-
<b>Sub total</b>	<b>4,237</b>	<b>4,483</b>	<b>-</b>	<b>8,720</b>	<b>13,078</b>
<b>A4 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>4,237</b>	<b>4,483</b>	<b>-</b>	<b>8,720</b>	<b>13,078</b>
<b>Net of receipts/(payments)</b>	<b>3,428</b>	<b>-</b>	<b>-</b>	<b>3,428</b>	<b>452</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,428</b>	<b>-</b>	<b>-</b>	<b>3,428</b>	<b>452</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Cash at bank and in hand	3,820	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,820</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

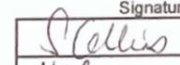
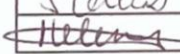
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which	Cost (optional)	Current value
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which	Cost (optional)	Current value
<b>B4 Assets retained for the charity's own use</b>	3 Pop up gazebos		90	-
	Christmas decorations		76	-
	4 Walkie Talkies		40	-
	Splat the Rat		10	-
	Table top spinning wheel		30	-
			-	-
			-	-

Categories	Details	Fund to which	Amount due	When due
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on

Signature	Print Name	Date of
	Samantha Collins	30/6/22
	Helen Jackson	30/6/22

**FRIENDS OF GUSFORD PRIMARY SCHOOL**

England & Wales - Charity number 1184135

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# Accounts

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## Trustees' Annual Report for the period

Period start date			Period end date				
From	27	06	2019	To	31	08	2020

### Section A Reference and administration details

Charity name	Friends of Gusford Primary School
Other names charity is known by	FoG; Friends of Gusford
Registered charity number (if any)	1184135
Charity's principal address	Gusford Primary School
	Sheldrake Drive
	Ipswich
	Postcode <span style="float: right;">IP2 9LQ</span>

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Natalie Cooch	Chair		
2	Samantha Collins	Treasurer		
3	Laura Kowalczyk	Secretary	27/6/2019 to 19/07/2020	
4	Helen Jackson	Vice Treasurer		
5	Mandy Welham	Vice Chair	27/6/2019 to 20/07/2020	
6	Natasha Glading	Vice Secretary	27/6/2019 to 22/07/2020	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Bank	Barclays Bank Plc	Bury St Edmunds, Leicester, Leicestershire, LE87, 2BB

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Charitable Incorporated Organisation
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Trustees are appointed or reappointed at the Annual General Meeting. Nominations are invited in advance of the meeting and can also be made at the meeting itself

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Friends of Gusford's meetings are open to all members of the school community and all parents/carers are automatic members. Everyone is welcome at our meetings which are advertised on our own Facebook page and in regular school newsletters.

Trustees are responsible for overseeing the day to day running of the group. Agendas and minutes are kept of all formal meetings.

To maintain transparency all email communication is carried out through our school email address and all key documents are held on a google drive associated with this email.

Financial controls are in place with only the treasurer and vice treasurer having access to the bank account. Money spent outside of the charity bank account has to be pre-approved and is only reimbursed from a receipt or invoice. All cash based events have double counting of monies which are recorded and signed by the two people involved in the count. At least one of these must be a trustee or named official.

Trustees seek the view of school staff, parents and children in deciding which activities and fundraising events will go ahead and also how funds should be spent

All regular members are expected to hold a current and valid DBS certificate so that they may enter and volunteer within school premises, these DBS certificates are applied for through the school.

All trustees give their time voluntarily and received no remuneration or other benefits.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

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

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefits at our trustee meetings.

The main events for Friends of Gusford this year have been as follows: We were able to run the first Summer Fete and Christmas Market for the school in many years. We ran a tuck shop, seasonal shows with photos and raffles, a Spring disco, Easter bunny hunt and a Bags2school recycling collection. We also started a School Lottery to raise additional funds during the pandemic.

These events have all been fully inclusive and all children can participate and attend.

### **Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are as always grateful for the many hours that our trustees, volunteers and school staff contribute by attending meetings, planning events, shopping for stock, cleaning up and running events.

Without their valuable contribution of time, energy and expertise we would not have been able to achieve so much.

**Summary of the main achievements of the charity during the year**

Summer Fete – This was the first major event for the charity and was planned in a short timescale from set up as the group only came together in March 2019 and registered as a charity in June 2019. The event was held outside with games stalls, inflatables, donkey rides, sports activities, food and drink, face painting, drinks, cakes and sweets and a raffle. This event was hugely popular and was a lovely way to bring the school community together.

Christmas Market – The first in many years at Gusford Primary School. This was a hugely successful event and was very well received by the school and its wider community. Attendance was much higher than expected and included market stalls, games and activities, decorating tables, a Father Christmas Grotto, a Christmas hamper raffle, a gift room, hot and cold drinks and cake and sweet stall.

Tuck Shop – An opportunity for us to sell on left over stock of sweets, crisps and drinks. We also had the school council help us to sell on some no longer needed school supplies.

Seasonal show photos and raffle – Great support from local businesses allowed us to have a raffle at the end of each of our Summer and Christmas shows. We were also fortunate to be able to sell photos of the production to parents to help raise further funds.

Spring Disco – Another chance for us to run a disco slightly differently to those that had taken place in the past. Tickets and goodie bags were able to be sold in advance meaning that more volunteers were able to supervise the disco and children didn't need to bring cash into school. Great feedback from staff, pupils and volunteers on how much easier to run this way and how much they enjoyed the event.

Easter bunny Hunt – This was an event run during the school day. Children were allowed to come in non-uniform and take part in a bunny hunt outside. There were separate hunts for Key Stage 1 and Key stage 2. Each child who chose to take part received a small sweet treat as a prize. All children were included and this event was very well received.

Bags2school collection – Small collection of used clothing/items by a national businesses. This was run twice in this charity year and will be run in the future.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash at bank and in hand as at 31 August 2020 was £452. The majority of the funds are unrestricted, there were three restricted amounts which were given to us for specific uses and these were all spent in the same financial year.

Funds are only spent when available and all spending has to be agreed in advance. We had a significant purchase during the year for staging which would exceed our funds so it was agreed that school would make the purchase and we would pay contributions when funds allowed.

### Details of any funds materially in deficit

Funds are not operated in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funding has come through fundraising from the events as documented above.

Funds raised have allowed us to purchase new staging and seating for the school to be used in future school productions and presentations.

We have purchased a new multiuse sports kit for the school teams to use to help encourage pupils and bring greater pride to their involvement.

All classes were given a budget to spend on class resources or activities of their choice which they felt would benefit their learning and welfare.

We have paid for the school's subscription to an educational website for all children to use both in school and at home called TT Rockstars, which was used widely when schools were not open due to COVID19.

Funds also helped to purchase all children and staff Christmas crackers for the school Christmas dinner and ice poles for sports day.

Competition money was used to purchase additional outside seating and tables. And a Rotary donation was received for illustrated dictionaries to be used in the school

## Section F

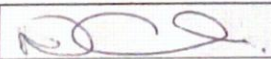

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Natalie Cooch	Samantha Collins
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	28/06/2021	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Gusford Primary School

1184135

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	27/6/2019		31/8/2020

### 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>					
Disco ticket sales	1,197	-	-	1,197	-
Food and drink sales	1,055	-	-	1,055	-
Bag2School collections	360	-	-	360	-
School Lottery	263	-	-	263	-
Raffle tickets	4,075	-	-	4,075	-
Grotto tickets	313	-	-	313	-
Event games stalls	2,531	-	-	2,531	-
External stalls	489	-	-	489	-
Non-uniform donation days	515	-	-	515	-
Tuck shop	181	-	-	181	-
Show photo sales	557	-	-	557	-
Seasonal hunt donation days	466	-	-	466	-
Donations		450	-	450	-
Taylor Wimpey Community prize fund		1,000	-	1,000	-
Amazon Smile	5			5	
Other income	74			74	
<b>Sub total (Gross income for AR)</b>	<b>12,080</b>	<b>1,450</b>	<b>-</b>	<b>13,530</b>	<b>-</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>12,080</b>	<b>1,450</b>	<b>-</b>	<b>13,530</b>	<b>-</b>
<b>A3 Payments</b>					
Insurance	239	-	-	239	-
Equipment	216	-	-	216	-
Show photos	103	-	-	103	-
Raffle tickets	184	-	-	184	-
Prizes	831	-	-	831	-
Food and drink	1,075	-	-	1,075	-
Santa's grotto	193	-	-	193	-
Present room	104	-	-	104	-
Entertainment	794	-	-	794	-
Sundry	281	-	-	281	-
School - sports day ice poles	37	-	-	37	-
School - pop up gazebo	35	-	-	35	-
School - christmas crackers	76	-	-	76	-
School - Dictionary 4 Life	14	350	-	364	-
School - craft supplies	26	-	-	26	-
School - class wish lists	934	-	-	934	-
School - sports kit	893	100	-	993	-
School - TT Rockstars subscripton	95	-	-	95	-
School - Staging	5,500	-	-	5,500	-
School - Marmax benches	-	1,000	-	1,000	-
<b>Sub total</b>	<b>11,628</b>	<b>1,450</b>	<b>-</b>	<b>13,078</b>	<b>-</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>11,628</b>	<b>1,450</b>	<b>-</b>	<b>13,078</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>452</b>	<b>-</b>	<b>-</b>	<b>452</b>	<b>-</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>452</b>	<b>-</b>	<b>-</b>	<b>452</b>	<b>-</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 and in hand	452	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>452</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

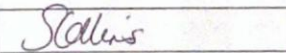
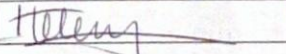
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	3 Pop up gazebos		90	-
	Christmas decorations		76	-
	4 Walkie Talkies		40	-
	Splat the Rat		10	-
			-	-
			-	-

Categories	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	Date of approval
	Samantha Collins	28.6.2021
	Helen Jackson	28.6.2021