



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 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

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)

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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

For the period
from

Period start date
1/9/2022



To

Period end date
31/8/2023

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 £
A1 Receipts					
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	-
AR)	3,691	-	-	3,691	4,800
A2 Asset and investment sales,					
		-	-	-	
Sub total	-	-	-	-	-
Total receipts	3,691	-	-	3,691	4,800
A3 Payments					
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
Sub total	2,556	-	-	2,556	3,970
A4 Asset and investment					
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	2,556	-	-	2,556	3,970
Net of receipts/(payments)	1,135	-	-	1,135	830
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,650	-	-	4,650	3,820
Cash funds this year end	5,785	-	-	5,785	4,650

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Cash at bank and in hand	5,785	-	-
		-	-	-
		-	-	-
	Total cash funds	5,785	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	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	-
B5 Liabilities		Fund to which	Amount due	When due
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf	Signature	Print Name	Date of	
		Samantha Collins	30/06/2024	
		Laura Kowalczyk	30/06/2024	