

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	16	July	2019		31	August	2020

## Section A Reference and administration details

Charity name

Friends of St. Andrew's School, Woking

Other names charity is known by

FoSA

Registered charity number (if any)

1184432

Charity's principal address

C/O St.Andrew's School, Woking

Church Hill House, Wilson Way

Woking

Postcode

GU21 4QW

### 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	Lesley Hill			
2	Elizabeth McQuater			
3	Karen Theunissen			
4				
5				
6				
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

**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 adopted at registration on 16 July 2019.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed charity trustees may be appointed or reappointed at a meeting of the charity trustees. Ex officio trustees are elected as class representatives by the parents of each year group. A nominated trustee may be appointed by the Board of Governors.

**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.

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

The objects of the CIO are:

(1) to advance the education of pupils within St. Andrew's School, Woking ("the School"), in particular, by assisting with the provision of facilities not provided by the School for education at the School and by any other means deemed appropriate to advance education of the pupils at the School by the Trustees in exercise of their discretion.

(2) to advance such charitable purposes (according to the law of England and Wales) as the Trustees see fit from time to time by provision of funds and non-financial support to other registered charities from time to time.

## 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)

The CIO holds regular meetings throughout the school year to decide and plan events for the staff, pupils and parents of the school. In planning our activities, the trustees had regard to the guidance issued by the Charity Commission on public benefit.

Funds raised from these events are held in its bank account. From time to time the school makes applications for grants for specific items of expenditure for the advancement of the education of its pupils. The CIO considers these applications during its regular meetings. If the grant is approved, the CIO provides the funding requested. The funds raised and grants approved are communicated within the school community.

From time to time the trustees may decide to raise funds for the benefit of another registered charity. In this case, a specific activity is identified and communicated for this purpose and only the funds raised from that activity are paid to that other charity.

## 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, as trustees, decide as a committee how to spend the funds we raise. This is done by considering and voting on the grant applications submitted by the school. We may undertake some longer term projects depending on the needs identified to advance the education of pupils at the school. For example, funding a food technology classroom fit-out. These may require funds to be raised over a longer period.

Also, a trustee may nominate a registered charity to raise funds for by undertaking a specific activity. This nomination is considered and voted on by the committee.

We are grateful for the many hours parents have volunteered in helping the CIO undertake its fundraising activities. 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

Friends of St. Andrew's School, Woking has operated for many years and is pleased to have now registered as a charitable incorporated organisation with the Charity Commission.

In the first term of the academic year, the Charity held a Quiz Night for parents and staff of the school. This was followed by a Movie and Pizza Night for the children of the school. We then held a Fireworks Evening for the parents and children. The term ended with a Christmas Soiree for the parents and teachers.

We held a disco for the children in the Easter term.

No further events were held because of the restrictions imposed due to Covid 19 in March 2020.

The funds raised from these events totalled £3,277.

Further monies were raised mainly via Easyfundraising, sales of branded products and Christmas cards.

The Charity paid the school £6,000 for the fit-out of the food technology classroom. This completed its commitment to the school in this regard.

## Section E

## Financial review

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

The trustees decide as a committee how to spend the funds raised. This is done by considering and voting on the grant applications submitted by the school. When deciding on whether to approve the grant applications, the trustees consider, amongst other things, the subject of the grant expenditure, the amount, value for money and the number and age of pupils that will benefit from it.

In addition, the trustees aim to retain a level of reserves which is sufficient to organise and fund the next planned, large, fundraising event.

### Details of any funds materially in deficit

Not applicable

### 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.

The charity's main source of funds is from holding events for the benefit of the school community. FoSA organises socials and events for the parents, children and staff of St. Andrew's School, Woking. It charges a fee for attendance and participation in these events and also sells items at a profit at these events e.g. food and drinks.

We are pleased to have completed this year a long-term funding objective by fully paying for the fit-out of the new library and food technology classroom.

## Section F

## Other optional information

As a CIO, Friends of St. Andrew's Woking confirms that it has not provided any guarantee during the period. Therefore, there are no potential liabilities under any such guarantee as at 31 August 2020.

Additionally, there is no debt outstanding at 31 August 2020 which is owed by the CIO and secured by an express charge on any of the CIO assets.

We hope to continue holding events for the benefit of the school and its community as soon as the restrictions imposed due to Covid 19 are sufficiently relaxed.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

E. McQuater

Full name(s)

Elizabeth McQuater

Position (eg Secretary, Chair,  
etc)

Date

17 May 2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of St. Andrew's School, Woking

1184432

## Receipts and payments accounts

CC16a

For the period  
from

16-Jul-19

To

31-Aug-20

### 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>					
	-	-	-	-	-
Fundraising income prior to 16 July 2019	2,144	-	-	2,144	-
Events income	13,824	-	-	13,824	-
Commission based income	947	-	-	947	-
Donation income	134	-	-	134	-
Items sold	407	-	-	407	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>17,456</b>	<b>-</b>	<b>-</b>	<b>17,456</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>17,456</b>	<b>-</b>	<b>-</b>	<b>17,456</b>	<b>-</b>
<b>A3 Payments</b>					
Donations paid to St Andrew's School	6,000	-	-	6,000	-
Cost of running events	10,547	-	-	10,547	-
Office administration expenses	162	-	-	162	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,709</b>	<b>-</b>	<b>-</b>	<b>16,709</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>16,709</b>	<b>-</b>	<b>-</b>	<b>16,709</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>747</b>	<b>-</b>	<b>-</b>	<b>747</b>	<b>-</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>747</b>	<b>-</b>	<b>-</b>	<b>747</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>	Current account balance	747	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>747</b>	<b>-</b>	<b>-</b>

CCXX R1 accounts (SS)

(agree balances with receipts and payments<sup>1</sup> account(s))

OK

OK

1 OK

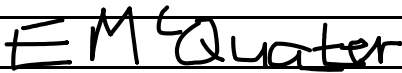
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	<b>Details</b>			
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Elizabeth McQuater	17/05/2021