

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2021		31	August	2022

## 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	Elizabeth Sarah McQuater			
2	Karen Elizabeth Theunissen			
3	Linda Sierra Parkes			
4	Sarah Elizabeth Anderson	Chair		
5	Dorette Kirsty Porter			
6	Emily Morwenna Jane Larive			
7	Laura Szehofner	Vice-Chair		
8	Camilla Katharine Bowker			
9	Kiyomi Justine Suleski Markham			
10	Clair Joanne Stokes		Resigned 18 January 2022	
11	Laura Schiavo	Secretary	Appointed 12 October 2021	
12	Caroline Louise Black	Treasurer	Appointed 12 October 2021	
13	Helen Victoria Dawn Turner		Appointed 12 October 2021	
14	Shareen Rae-Sharma		Appointed 12 October 2021	
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 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.

The Chair of the trustees meets with the Headmaster and Bursar of St. Andrew's School on a termly basis to update them on the activities of the CIO and to provide relevant feedback from the parent body.

## Section C

## Objectives and activities

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

The objectives 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 the CIO's 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.

During the period covered by this report (1 Sept 2021 – 31 Aug 2022), fundraising activities have resumed (compared to the prior year) following the lifting of the majority of COVID 19 restrictions.



## 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 be 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 registered as a charitable incorporated organisation with the Charity Commission in July 2019.

Following the release of the majority of restrictions imposed due to Covid 19, a full programme of activities and fundraising events was able to resume during the period covered by this report, 1 Sept 2021-31 August 2022. (The previous period's activities had been significantly impacted due to the Covid 19 restrictions being in place.)

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 Night, Pumpkin Trail and Kids only Christmas sale for the children.

In the Easter term we held a Valentines soiree for the parents and teachers, with a Disco and Easter Trail for the children. The year's activities concluded with the return of the popular Summer Fair, enjoyed by the entire school community, and the Summer Ball for the parents and staff.

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

The Charity contributed £3,674 towards new table-tennis tables for the School.

## 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.

During the period of this report (1 September 2021-31 August 2022), we are pleased that a full programme of activities and fundraising events was able to resume following the release of the majority of Covid-19 restrictions. (The previous period's activities had been significantly impacted due to the Covid 19 restrictions being in place.)

## 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 2022.

Additionally, there is no debt outstanding at 31 August 2022 which is owed by the CIO and secured by an express charge on any of the CIO assets.

Following the relaxation of Covid-19 restrictions, we are pleased to have been able to resume holding events for the benefit of the school and its community.

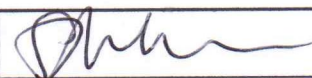
## Section G

### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Ch. Black

Full name(s)

Sarah Elizabeth Anderson

Caroline Louise Black

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

29 June 2023

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

**Report to the trustees/members of**

Friends of St Andrew's School, Woking

**On accounts for the year ended**

31 August 2022

**Charity no (if any)**

1184432

**Set out on pages**

8-11

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charitable incorporated organisation ("the Charity") for the year ended 31 August 2022.

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**



**Date:**

29.06.23

**Name:**

E MILLS

**Relevant professional qualification(s) or body (if any):**

CIMA (CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS)

**Address:**

IONA COTTAGE, HORSELL VALE

WOKING

GU21 4QU



## Section B

## Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of St Andrew's School, Woking

1184432

CC16a

## Receipts and payments accounts

For the period from	To
01-Sep-21	31-Aug-22

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year to the nearest £
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	
<b>A1 Receipts</b>					
Transfer of funds raised prior to registration	-	-	-	-	-
Events income - current year	25,297	-	-	25,297	-
Events income - future years	-	-	-	-	8,772
Commission based income	526	-	-	526	636
Donation income	206	-	-	206	181
Items sold	78	-	-	78	418
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>26,106</b>	<b>-</b>	<b>-</b>	<b>26,106</b>	<b>10,007</b>

**A2 Asset and investment sales, (see table).**

	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,106</b>	<b>-</b>	<b>-</b>	<b>26,106</b>	<b>10,007</b>



### A3 Payments

Donations paid to St Andrew's School	3,674	-	-	3,674	-
Cost of running events	19,372	-	-	19,372	949
Miscellaneous expenses	161	-	-	161	111
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>23,206</b>	<b>-</b>	<b>-</b>	<b>23,206</b>	<b>1,060</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Total payments

23,206	-	23,206	1,060
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### Net of receipts/(payments)

2,900	8,947
-	-
9,694	747
<b>12,594</b>	<b>9,694</b>

### A5 Transfers between funds

### A6 Cash funds last year end

### Cash funds this year end

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

Categories	Details	Unrestricted funds			Restricted funds			Endowment funds		
		to nearest £			to nearest £			to nearest £		
B1 Cash funds	Current account balance			12,594			-			-
				-			-			-
				-			-			-
	<b>Total cash funds</b>			12,594			-			-
	(agree balances with receipts and payments account(s))									
B2 Other monetary assets	Details									
				-			-			-
				-			-			-
				-			-			-
				-			-			-
B3 Investment assets	Details									
	Details									



**B4 Assets retained for the charity's own use**

			-
			-
			-
			-
			-
			-
			-
			-
			-

**Details**

**Fund to which liability relates**

**Amount due (optional)**

**When due (optional)**

**B5 Liabilities**


		-	
		-	
		-	
		-	
		-	

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

Signature

Print Name

Date of approval

  
ChBlack

Sarah Elizabeth Anderson  
Caroline Louise Black

29/06/23  
29/06/23