



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date April 2022 To Period end date March 2023

Charity name: Friends of CCHT Federation

Charity registration number: 1195212

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the pupils at Christ Church and Holy Trinity primary schools by providing and assisting in the provision of facilities and resources for education at the federated schools.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To enrich the lives of primary school age children by offering extended opportunities that otherwise would not be available to them through the national curriculum. For example, after school clubs at an affordable price for all. This includes sport clubs such as ballet, judo, volleyball, table tennis etc as well as visiting artists and creative resources.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of the guidance and have taken it into account when making a decision to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Friends of CCHT Federation charity has benefitted from both recurrent and one-off donations from parents as well as a significant donation of £30,000 from a local benefactor. The federation has hosted a number of fundraising events including an online auction, in person auction, a federation charity walk, Christmas card sales from the pupils' art work, selling Christmas trees.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	In a good position,
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Governing Document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO) – A foundation Model Constitution.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The four appointed charity trustees were chosen for their skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of CCHT Federation
Other name the charity uses	N/A
Registered charity number	1195212
Charity's principal address	1 Robinson Street, London SW3 4AA

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	Mr Andrew Greetham			
2	Mr Quentin Nason			
3	Revd Brian Leathard			
4	Mrs Avis Hawkins			
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)**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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

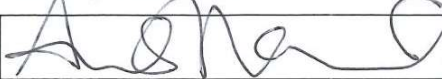
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mrs Ans Hawkins	
Position (eg Secretary, Chair, etc)		

Date	27/3/2024
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Budget vs actual vs committed with % budget spent

Account

CCHT ARM

CCHT CHU

OTH DON

Balance for CCHT Federation Account - Donations

CC PROM

CCHT 5%

CCHT FUN

CCHT LET

CCHTSHP

INC PAR

Balance for CCHT Federation Account - CCHT Shop

CCHTCHAR

SMILEINC

SUMINC

Balance for CCHT Federation Account - Other Income

CCHTSHEX

Balance for CCHT Federation Account - CCHT Shop Expenditure

CCHT CAD

CCHT CC

CCHT ENT

CCHT EVE

CCHT FR

CCHT HT

CCHTARM

CCHTBANK

Balance for CCHT Federation Account - Other Expenditure

Description	2022-23 Bds 10-12 spent_x0000 / received	2023-24 Bds 1-9 spent_x0000 / received
Armitage Grant	0	-80000
CCHT Church Donations Income	0	-3424.5
CCHT Other Donations Income	-7000	0
	-7000	-83424.5
Income from CC Promises Auction	0	-555.46
Annual Schools Contribution	0	-6739.06
CCHT Fundraising Income	-8097.3	-12051.45
CCHT Lettings income	-7250	-46480
CCHT Shop Income	0	-1103.75
CCHT Parents Donations	-2071.96	-19077.87
	-17419.26	-86007.59
CCHT Charitable Income	-10000	-23449
CCHT Amazon Smile Income	-22.66	-39.64
CCHT Sum Up Income	-9387.11	-141.57
	-19409.77	-23630.21
Total Income	-43829.03	-193062.3
CCHT Shop Expenditure	116	0
	116	0
CCHT Cadogan Transfer to HT	0	10000
Transfer to Christ Church School	9286.75	6514.72
CCHT Enthuse Charges	263.92	527.84
CCHT Event	-280.6	120
CCHT Fundraising Expenditure	770	1755.7
Transfer to Holy Trinity School	34504.88	68241.64
Armitage Grant Transfer to schools		80000
CCHT Lloyds Bank Charges	22.77	72.43
	44567.72	167232.33
Total Expenditure	44683.72	247232.33

Total

/ received

-80000

-3424.5

-7000

-90424.5

-555.46

-6739.06

-20148.75

-53730

-1103.75

-21149.83

-103426.85

-33449

-62.3

-9528.68

-43039.98

-236891.33

Income

236891

Expenditure

291916

116

116

10000

15801.47

791.76

-160.6

2525.7

102746.52

80000

95.2

211800.05

291916.05

In year balance	-55025
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Finance & Business

Independent Examiner's Report

Report to the trustees/members of Christ Church and Holy Trinity Primary
Schools on their Federated and Dedicated School Fund Accounts
for the period 1 April 2022 to 31 March 2023

Independent Examination carried out by:

Name: Russ Mitchell, Senior Finance Consultant, School Business Services	Date: 21 June 2023
Signature: By secure email	
Relevant professional qualification(s) or body (if any): MBA	
Contact Details: t. 01202 057211 e. rmitchell@schoolbusinessservices.co.uk	

1. Respective responsibilities of trustees and examiner

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Registered in England No. 06443524



The School Fund account's trustees are responsible for the preparation of the accounts. The account's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

2. Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the school and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the school concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

3. Independent examiner's statement

In connection with my examination, no matter has come to my attention other than that disclosed in section four to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

I have made x recommendations towards improving the operation of the Funds and related areas of the corresponding Finance Policy.

I am grateful again to Lisa Walden and Nicola London for their help during this review and I commend them for their excellent record keeping!

4. Disclosure

Following the independent examination, I wish to bring the below points to the attention of the account's trustees/members:

Independent Examination Checklist	Observations made which Trustees/members should note:
1. Object and/or Policy are in existence, including up to date list of trustees, scheme of delegation for fund payments and decisions, and action to be taken on balances in event of closure, last/next review dates (should be annual)	The School's Finance Policy (signed and last approved on 4 th October 2022, following review by the Governing Body, Resources Committee) sets out the purpose, objectives and Trustees of the Dedicated School Funds. The date of the next review is scheduled for October 2023.
2. Check Bank Mandate to ensure matches with scheme of delegation and current Trustees	The Finance Policy sets out that payment of invoices is the responsibility of the Executive Head Teacher and Business and Finance Managers – the signatories. It is now clarified that the Chair of the Resources Committee acts on behalf of the Committee when approving transfers from the School Funds to each School's main accounts between the values of £5,000 and £10,000. Bank mandates have been confirmed for all three funds but the bank has not provided written confirmation in all cases. The Finance Policy should be amended to identify the agreed signatories eg The SENCO is on the HT mandate but not recorded in the Finance Policy. Deputy/ Head of School should deputise in Executive Head Teacher's absence.
3. All Income received matches with Object of Fund	Examination of the income received since 1 April 2022, in all three Funds, confirms that it matches with the agreed sources of income set out in the Finance Policy.
4. All Expenditure made matches with Object of Fund, and terms of Scheme of Delegation	Examination of the expenditure since 1 April 2021, in all three Funds, confirms that all funds spent or transferred are in keeping with the requirements of the Finance Policy i.e. 'to meet the objectives stated in the School Development Plan for that respective school'.
5. Donations collected for specific purposes are passed on in a timely manner	Examination of school records found that funds raised for Charitable causes were generally passed on to those causes in a timely manner.
6. All Transactions Documented and evidenced (e.g. cheque book, paying in slips, invoices, bank statements)	Year End bank statements have been viewed and sampling has been undertaken for the reconciliation of 3 other months during 2022-23. Each has been signed and countersigned as required by the Finance Policy. Sampling has also been undertaken of documentation relating to 12 transactions across the three Fund accounts. In all cases, proper authorisation in accordance with the Finance Policy had been given.
7. Annual reconciliation is completed accurately & an independent examination is completed and submitted to Trustees	The Independent Review of three Dedicated School Fund accounts was last presented to the Resources Committee on 14 th June 2022 for review of the report and 2021-22

accounts. The minutes of the meeting showed that the Committee noted the recommendations.

5. Recommendations

The following recommendations are made to the Governors, Head Teacher and the Business and Finance Managers to enhance their Dedicated School Fund policy and procedures for the administration of the Account:

- **It is recommended that the bank mandate signatories for each Fund be specified in the Finance Policy along with arrangements for cover during periods of absence.**