



MAKE A DIFFERENCE

friendsofsalusbury@gmail.com

Friends of Salusbury School

Annual Report & Financial Statements

Year Ending 31st August 2021

Charity Number: 274754
Company Number

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THE FRIENDS OF SALUSBURY SCHOOL ANNUAL REPORT FOR 2021

The trustees of the Friends of Salusbury School present their annual report and financial statements for the year ended 31st August 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Charitable Outcomes

The aim of the Friends is to advance the education of children in Salusbury Primary School, in particular by:

- developing effective relationships between the staff, parents and others associated with the School
- engaging in activities or providing facilities and equipment which support the School and advance the education of the pupils.

Organisation

The Friends have six regular meetings a year, including the meeting to approve the Annual Report and Financial Statements. In addition, there is a formal annual meeting to elect the Friends officers. Every parent, guardian and carer with a child at Salusbury Primary School and every member of staff currently employed by the school is a member of the Friends.

Legal and Administrative Information

The full name of the charity is the Friends of Salusbury School. The address of the charity is Salusbury Road, London NW6 6RG. Correspondence should be sent to the Secretary at that address.

The Friends' trustees during the year were:

Name	Relationship to Salusbury School	Position held at FOSS
Michelle Ginty	Head teacher	President
Marie O'Neill	Parent	Interim Chair
Adrian Nicholls	Parent	Co-Secretary Marketing & Social Media
Naomi Keeling	Parent	Co-Secretary Data management & mailouts
Noemi de Hevia Mendez	Parent	Treasurer
Kirsty Howland	Parent	Greenspace rep
Megan Clark	Parent	Class rep co-ordinator
Jo Nixon	Parent	Class rep co-ordinator
Thomas West	Parent	Community Engagement

All trustees give of their time freely and no remuneration or expenses were paid in the year.

Trustees of the Friends are elected annually by members at the Annual General Meeting. The trustees have ultimate responsibility for directing the affairs of the Friends; ensuring that it is solvent, well-run, and delivering the charitable outcomes of the Friends.

The Friends of Salusbury School is a charity registered with the Charity Commission (charity registration number 274754).

The independent examiner of its accounts is Teuta Bulica. The independent examiner is a parent of a child in the School and a member of the Friends, but she is not a trustee and is considered by the Friends to qualify as an "independent examiner". Her report is on page 12.

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Legal and Administrative Information

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The Friends' trustees during the year were:

Name	Relationship to Salusbury School	Position held at 2022
Michelle Ginty	Head teacher	President
Wahne O'Neill	Parent	Chairman/Chair
Adam Nicholas	Parent	Co-Secretary Marketing & Social Media
Naomi Keating	Parent	Co-Secretary Data Management & Mailouts
Noemi de Hevis Mendez	Parent	Treasurer
Kirsty Howland	Parent	Greenpeace rep.
Megan Clark	Parent	Class rep co-ordinator
Jo Nixon	Parent	Class rep co-ordinator
Thomas West	Parent	Community Engagement

All trustees give of their time freely and no remuneration or expenses were paid in the year.

THE FRIENDS OF SALUSBURY SCHOOL STATEMENT OF FINANCIAL ACTIVITIES FOR 12 MONTHS ENDED 31st AUGUST 2021

Review of 2021

Although this year has been challenging due to coronavirus (COVID-19) pandemic, lockdowns and social distancing rules, the Friends organised virtual events enabling the community to come together during such difficult period.

The total income reached £35,907 with continued grants and donations made for the benefit of the school. Pupils received the benefit of £22,087 to the school including 90 Chromebooks, providing technology for pupils without digital resources. After direct expenditure and admin costs there is a surplus for the year of 6,711.

The funds raised came from the enjoyable events such as 12 Days of Christmas, Book Day Storytelling and Kitchen Disco, as well as campaign for immediate purchase of laptops and Triathlon for Project Playground. This is in addition to general donations, planned giving through Gift Aid and the support of local businesses.

The increment in cost of sales is due to the subscription to Zoom Video Communications in order to organise virtual meetings and events.

The Friends continue to attract active members, adding to the strong sense of community within the school and the partnership between staff and parents. This partnership being clearly demonstrated in numbers of parent volunteers who help the School in such a variety of ways by assisting in the classroom, helping with events and school trips, through to bringing their specialist skills to support the School in specific tasks.

Financial Review

The details of income and expenditure are set out in the below Statement of Receipts and Payments.

		Unrestricted Funds 2021 £	Restricted Funds 2021 £	2021 £	2020 £
	Note				
Incoming Resources					
Incoming resources from donors	2	2,495	22,092	24,587	11,826
Income from other activities for generating funds	2	11,316	0	11,316	24,779
Income from investments	2	4	0	4	64
Total Incoming Resources		13,815	22,092	35,907	36,669
Resources Used					
Grants and donations	3	4,606	17,480	22,087	45,127
Expenses directly relating to activities for generating funds	2	4,262	500	4,762	9,276
Management and administration	3	2,347	0	2,347	69
		11,216	17,980	29,196	54,472
Surplus/(Deficit) for the financial year		2,599	4,112	6,711	-17,803

Reserves Policy

The Friends' policy is not to maintain reserves of funds as its objective is that current giving and other current income should meet current expenditure. Due to the timing of projects some expenses cross over more than one academic year.

Risk Management Policy

The Friends has considered the major risks which it faces. In its opinion, the Friends has established systems which, under normal conditions, should allow those risks to be mitigated to an acceptable level in its day to day operations.

Responsibilities of the Officers - Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Friends on 10/01/2022 and signed on its behalf by

Marie O'Neill

THE FRIENDS OF SALUSBURY SCHOOL BALANCE SHEET as of the 31st AUGUST 2021

		2021	2020
	Note	£	£
Current Assets			
Fixed assets		569	569
Depreciation		-109	-49
Debtors		0	0
Cash at bank and in hand		49,574	87,589
		<u>50,034</u>	<u>88,109</u>
Current Liabilities			
Creditors		0	-44,785
		<u>50,034</u>	<u>43,324</u>
Net Current Assets		<u>50,034</u>	<u>43,324</u>

THE FRIENDS OF SALUSBURY SCHOOL CHARITY FUNDS as of the 31st AUGUST 2021

	Unrestricted Funds	Restricted Funds	2021	2020
	Note		£	£
Balances brought forward:				
		24,199	19,125	43,324
				61,127
Surplus for the year		2,599	4,112	6,711
				-17,803
Balances carried forward		26,797	23,237	50,034
				43,324

**THE FRIENDS OF SALUSBURY SCHOOL NOTES TO THE FINANCIAL STATEMENTS FOR 12 MONTHS
ENDED 31ST AUGUST 2021**

1. Accounting Policies

Funds

The Unrestricted Funds of the Friends are not subject to any restrictions regarding their use and are available for application to the general purposes of the Friends.

This year, the Restricted Funds were available for application towards the outdoor education project "Greenspace", immediate purchase of laptops for pupils and improvement of the School Playground.

Completeness of Transactions

The accounts include all transactions, assets and liabilities for which the Friends is responsible in law.

Incoming Resources

Voluntary income and capital sources

Donations are recognised when received by (or on behalf of) the Friends.

Planned giving receivable under gift aid is recognised only when received and the related Income Tax recoverable on gift aid donations is recognised when the tax is recovered.

Grants and legacies to the Friends are accounted for as soon as they are received by the Friends.

Funds raised by fairs and similar events are accounted for gross when received. Sales of items are accounted for gross when received.

Income from investments

Bank interest is accounted for when received. Tax recoverable on such income is recognised when received.

Resources Used

Grants and donations are accounted for when paid.

2. Incoming resources and expenses

	Gross income £	Direct expenses £	2021 £	2020 £
(a) Incoming resources from donors: unrestricted				
Donations and planned giving	2,495	-	2,495	3,467
Income tax recovered	-	-	-	-
	2,495	-	2,495	3,467
(b) Incoming resources from donors: restricted				
Grants	-	-	-	2,500
Laptops	15,668	-	15,668	-
Playground (Triathlon)	6,424	500	5,924	-
	22,092	500	21,592	7,319
Total incoming resources from donors:	24,587	500	24,087	10,786
Income and expenses from other activities for generating funds:				
Summer Fair	-	597	- 597	-
Christmas Fair	6,400	721	5,679	11,781
International Evening	-	-	-	1,795
Cake Sales	-	-	-	273
Disco	-	-	-	180
Christmas cards	4,612	2,795	1,816	1,283
Ladies evening	-	-	-	769
Ceilidh	-	-	-	1,162
Easter Egg Hunt	304	-	304	-
Halloween	-	150	- 150	-
	11,316	4,262	7,053	16,881
(c) Income from investments:				
Bank interest	4	0	4	64
Total income	35,907	4,762	31,145	27,731

3. Resources Used

	Note	2021 £	2020 £
(a) Grants and donations from unrestricted funds			
Green Space - not restricted		-	-
Classroom equip & materials		3,111	30,932
Arts week		-	2,600
Sundry Items		-	-
Playground		300	-
Sports and sports equipment		53	-
Author/Special visitors		-	600
Sports		810	-
Year 6 disco/party		333	300
Class workshops/trips		-	2,600
Plays and musicals		-	400
Maths week		-	536
Text service		-	1,000
Science week		-	300
		4,606	39,268
(b) Grants and donations from restricted funds			
Greenspace		1,812	-
Classroom equipment/Computers		15,668	5,859
		17,480	5,859
Total grants and donations		22,087	45,127
(c) Activities for generating funds:			
Direct expenses	2	4,262	8,938
(d) Management and administration:			
Bank charges		-	-
Broken equipment reimbursement		-	-
Office expenses		2,347	69
		2,347.09	69.08
		28,696	54,134

4. Expenses incurred by Officers

During the year no officers were reimbursed for out of pocket expenses incurred for the work of the Friends although these officers were reimbursed costs incurred in organising events or buying items for Greenspace/Groundworks projects.

Noemi de Hevia Mendez	£ 40.00
Marie O'Neill	£ 269.28
John Lightbody	£ 483.02

There were no other transactions between the Friends and its members.

5. Financial Commitments

As a condition of the funding arrangements between the School and the London Borough of Brent, the Friends have made a commitment to the School to meet the costs of the development and running of the outdoor education area, Greenspace. The Friends are confident that obligations under this arrangement can be met from future fundraising activities.

The Friends have made binding pledges of £16,963 for Greenspace which only £ 1,812 where using, moving the binding pledges of £ 15,151 to 31st August 2021.

The rest of the Surplus of the year will be spent on IT equipment and Project Playground.

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF THE FRIENDS OF SALUSBURY SCHOOL

I report on the accounts of the Trust for the 12 months ended 31st August 2021, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

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 charity 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 trustees 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.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or

the accounts did not accord with the accounting records; or

the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Teuta Bulica