



## **FRIENDS OF DONHEAD ANNUAL GENERAL MEETING 2021**

**9am, 1<sup>st</sup> October 2021**

### **MINUTES**

1. Reading of Trustee Report, by outgoing Chair, Briony Tattersall, for period September 2020 - July 2021 (attached at Annex A).
2. Reading of Charity's Accounts (pre-submission) provided by current Treasurer, John Coggan, for the period 1<sup>st</sup> September 2020 – 31<sup>st</sup> August 2021 (attached at Annex B & C).
3. Election of Trustees & Resignations:

*The Charity's Constitution provides for several Trustees, each of whom may serve up to a maximum five-year term. A charity Trustee who has served a whole consecutive term may not be reappointed for a second consecutive term.*

#### **Resignations:**

Chair - Briony Tattersall  
Vice Chair- Clionadh Pegrum  
Treasurer - John Coggan

Election of Trustees and Officers for 2021-22:

#### **New Appointments:**

Chair – Macarena Perez Rosell (*moves from Secretary position to Chair*)  
Secretary – Chaira Smith  
Treasurer – Katie Mulroe

4. Headmaster 100 Club Draw (1 x £100, 2 x £50 & 2 x £25) Secretary will notify winners and make payment
5. Thanks to Committee and volunteers by Briony Tattersall & Macarena Perez-Rosell



## **(ANNEX A)**

### **TRUSTEES REPORT FRIENDS OF DONHEAD ANNUAL GENERAL MEETING**

**9am, 1<sup>st</sup> October, 2021**

#### **Our Mission**

The key role of the Friends of Donhead (hereafter known as 'FOD') is firstly, to build a vibrant social community for parents, and secondly, to raise money for the School and its chosen charities.

#### **Public Benefit Statement**

The FOD aim to help those who need support external of the School in accordance with its Christian values.

The FOD aim, where possible, to support the School financially for the purchase of items that further the child's experience and education at Donhead Preparatory School through fundraising.

The FOD aim to be inclusive and responsible in all activities.

The FOD values are to support others, develop our community and be cognizant of all those in need and to try and assist within our ability.

#### **Summary**

During 2020-2021, the Trustees have continued to oversee the effective running of the charity, with a focus on external giving, whether monetary or materially. This period has been a continuation of the previous year with the COVID 19 restrictions still in place, meaning that ALL FOD events were again cancelled until July 2021. Prior to this, the FOD put their efforts into 'virtual fundraising', thinking of schemes and activities that the Donhead community could partake in offsite, whilst still raising funds.

Following on from the previous accounting period, the emphasis has again been on finances. Through clever activities, the FOD were still able to make 9 external charity donations and 1 significant donation to Donhead Preparatory School. Notably, the FOD also benefitted from the new 'Parental Charitable Donation' scheme, instigated in Lent term, with a termly donation of £5 per child be added to the fees. This incentive guarantees an annual income to the Charity, providing the parents are in agreement, and will be transferred termly to the FOD account via the School Bursar.

The FOD will continue to support the School in any requests forthcoming and within our financial power. Furthermore, within the Jesuit and School's ethos, we will also continue with our charitable giving to those who need it most, both internal and external of the School and after the approval of the Headmaster. We continually seek to broaden the base of parents who participate in the FOD and look forward to a return to our annual event programme.

#### **Trustee Appointments for 2020-21:**

Chair - Briony Tattersall

Treasurer – John Coggan

Secretary – Macarena Perez- Rosell

**Committee Members During Period September 2020 - August 2021 Include** - John Coggan, Delia Antoine Burdett, Fiona Wyse, Helene Ericsson, Anna O'Shea, Brenda Clayden, Bernadette White (Staff Representative), Chiara Romeo, Emma Little, Leslie Burros, David Wang, Katie Mulroe, Helen Daniel, Macarena Perez-Rosell & Clionadh Pegrum

#### **Fundraising Summaries: September 2020 - July 2021**

With the cancellation of most events due to COVID 19, the FOD was fortunate to still run the following schemes:

Personalised Boot Bag Sales	Community Cookbook Print
Pumpkin Carving Competition	Christmas Tree Sale
Christmas Raffle	1933 Challenge
Wine Tasting Events	Easter Baking Competition
Elements Leavers Sports Party	Uniform Sales

#### **Movie Nights:**

The FOD have continued to host children's movie nights but by year groups only to ensure no crossing of the Covid 'bubbles' in place by the School. These remain incredibly popular with the boys and parents still appreciate these afternoons of free childcare by the FOD. Our thanks to Miss Jackson and the Staff for overseeing these this academic year due to the pandemic.

#### **Merchandise and Uniform Sales:**

We have again been able to offer for purchase Donhead branded items. These provide steady income to our accounts and succeed in promoting the brand of the School in the wider community. Branded stock levels will need to be replenished in the forthcoming year.

The sale of Second-Hand Uniform continues to provide us with a healthy return each term and adds yet another service offered via the FOD. Profits of these sales has increased remarkably with the introduction of convenient card payments and an increase of prices, with a strict overseeing of the quality and condition of items. The FOD plan to install a permanently sited Uniform and Merchandise shop within the School Grounds to solidify this service for the future.

#### **ASSETS**

The total assets at the end of the Academic Year (to 31<sup>st</sup> August 2020) were **£43,872.55** accumulated from the Main FOD bank account, the Headmasters 100 Account & Groundworks Account. **This amount was used as our starting Balance for the 2020-2021 Financial Year.**

*Please note that £30,000 of this amount was a charitable donation via a parent, being held in trust by FOD for a future groundwork project at the OWA / Donhead Sports Grounds and cannot be accessed for anything other than this project and must be protected. This project still falls within the FOD's Constitutional Object at Clause 2b to 'engage in activities which support the School and thereby advance the educational facilities of the pupils attending it'.*

#### **Notes:**

Due to the COVID pandemic almost all our events were cancelled. Following the cancellation of the Donhead Summer Ball we were able to obtain some refunds for monies spent, the other items such as lighting being held for use at the 2022 ball. A refund was also given on the Summer Party hire fee. Our fundraising capabilities were significantly reduced, but we honoured our promises to the community and charities and still made external donations. This left us in credit overall, **but a loss shows for the year due to the generosity of the committee and community.**

## Donations Summary:

The donations given throughout this accounting year, made from November 2020 onwards are:

£1,000.00 to <i>Ronald McDonald House</i>	£1,000.00 to <i>Papyrus</i>
£500 to <i>Brothers Trust</i>	£500 to <i>Volunteers Foundation</i>
£500 to <i>First Touch</i>	£882.02 to <i>Children in Need</i>
£1,329 to <i>St Teresa's RC Primary School</i>	£1,000.00 to <i>The Shabash Ministry</i> activities
£6,160 to <i>Old Wimbledonians Association</i>	

£11,000 donated to Donhead Preparatory School towards outdoors table tennis area and gazebo purchase.

£26,500 was transferred from the Main Account to the Groundworks Account to be held in trust for maintenance of the Donhead and OWA grounds, as stipulated in last year's report.

The FOD have also organized large amounts of donated uniform and shoes to the *Lunchbowl Network* throughout the year for use in African primary schools. Renewable and Sustainable charitable giving

**Please note** – the accounts show an overall loss. This is due to the FOD honouring obligations from the previous academic year by making donations *this* reporting year for the *past two years*. A careful watch has been kept on finances throughout the COVID pandemic and we are satisfied with our activities and generosity, which is in line with our Mission Statement and School ethos. The FOD still retains a healthy bank balance to continue their work.

	DONATION AMOUNTS FROM EACH ACCOUNT HELD BY FOD							TOTAL
Main Account	3500	500	500	500	1000	1329	11000	<b>18329</b>
HM 100	1000	1000						<b>2000</b>
Groundworks	2660							<b>2660</b>
<b>TOTAL DONATED</b>								<b>£22,989.00</b>

Annex B provides the Balance Sheet for the accounting period with Annex C providing an overview of Assets and Liabilities

## ACCOUNTS

Following guidance from the Charity Commissioners we have prepared pre-submission accounts (Annex B&C) for the period September 2020 – August 2021. The Trustees and the Treasurer are solely responsible for the preparation of the accounts.

There is no requirement for the accounts to be audited as income is above £25,000 and under £250,000. Accounts must still be Independently Examined by a party not connected with the FOD. There is a requirement to submit the approved accounts to the Charity Commission. An independent professional has been appointed by the Committee as Examiner and will provide an initial analysis of them alerting to possible issues. The Trustees have reviewed and approved the preliminary accounts.

Prior to final examination the following provides an overview of the Accounts Summary which will be provided to the Charity Commission:

<i>Net Expenses (31/08/20 – 01/09/21)</i>	<i>£59,893.88</i>
<i>Net Takings (31/08/20 – 01/09/21)</i>	<i>£58,152.53</i>
<i>Profit/Loss for Period (31/08/20 – 01/09/21)</i>	<i>-£1,741.35 (across 3 held accounts)</i>
<i>Donations made in this period</i>	<i>£22,989.00</i>

## **REQUIRED DISCLOSURES**

The Charity Annual Return must also include information on whether the charity:

- a. pays its trustees
- b. raises funds from the general public
- c. works with a commercial business that raises money for the charity
- d. has a trading subsidiary (a company whose profits go to the charity)
- e. has policies for risk management, investment, safeguarding vulnerable beneficiaries, managing conflicts of interest, managing volunteers, and handling complaints.

The FOD:

- a. does not pay its Trustees.
- b. does not raise funds from the general public
- c. does not work with a commercial business that raises money for charity
- d. does not have a trading subsidiary
- e. has in place policies for data protection and other risks to which we are exposed, but does not manage investments, or work with vulnerable beneficiaries

## **Public Benefit Statement Declaration**

The undersigned Charity Trustees for the FOD have hereby complied with their duty. They have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

**Thank you to the Donhead Community for supporting the FOD Committee. Thanks also to the Committee Members for their continued commitment during this difficult period and for their determination and optimism throughout another difficult fundraising year and we wish the FOD luck moving forward.**

1<sup>st</sup> October 2021

Briony Tattersall (Chair)

Clionadh Pegrum (Vice Chair)

John Coggan (Treasurer)

Macarena Perez-Rosell (Secretary)



(ANNEX B)

**FINANCIAL STATEMENT FOR 1<sup>st</sup> SEPTEMBER 2020 – 31<sup>st</sup> AUGUST 2021**

**FOD Main Account Balance as of  
01/09/2020**

**£38,673.05**

	<b>Expenditure</b>	<b>Income</b>	<b>Net Profit / Loss</b>
<b><i>FOD Activity Totals</i></b>			
Gifts/Admin/License/Float/Movie	1339.81	0.00	-1339.81
Donations	18329.00	7103.67	-11225.33
<i>Amount transferred to Groundworks Account</i>	<i>26500</i>	<i>0</i>	<i>-26500</i>
Uniform Sales 2020-21	41.97	3872.57	3830.6
<b><i>FOD Activities 2020/21</i></b>			
Xmas Trees	1146.00	1612.00	466
Xmas Cards	0.00	307.50	307.5
Wine Tasting	386.18	685.00	298.82
Xmas Raffle	271.98	2152.60	1880.62
Pumpkin Competition	40.00	270.00	230
Leavers Event	1701.25	2699.66	998.41
2020 Ball Refunds	0.00	2114.99	2114.99
Cookbooks	1114.61	2044.00	929.39
Children in Need	882.02	981.20	99.18
Bootbags and Merchandise Sales	711.06	921.00	209.94
Rugby Ball Sales	15.00	885.00	870
Baking Competition	30.00	90.94	60.94
1933 Challenge	0.00	1329.40	1329.4
Summer Party ( <i>payment &amp; refund</i> )	720.00	720.00	0
<b>TOTAL</b>	<b>£53,228.88</b>	<b>£27,789.53</b>	<b>-£25,439.35</b>
<b>Starting Balance,</b>			<b>£38,673.05</b>
<b><i>less outgoings,</i></b>			<b><i>-£25,439.35</i></b>
<b>equals Main Account Balance at 31/08/21</b>			<b><u>£13,233.70</u></b>



## Friends of Donhead - Charity Number 284059

### STATEMENT OF ASSETS AND LIABILITIES AS AT 1ST SEPTEMBER 2021

CURRENT ASSETS	2021	2020
Cash at Bank and in Hand		
Current Account	£13,233.70	£38,673.05
Headmasters 100 Account Club Account	£5,057.50	£5,199.50
Groundworks Account	£23,840	~
Cash in Hand	~	~
<b>TOTAL CURRENT ASSETS &amp; RETAINED FUNDS</b>	<b>£42,131.20</b>	<b>£43,872.55</b>

### STATEMENT OF MOVEMENT IN NET FUNDS YEAR ENDED 31 AUGUST 2020

	CURRENT ACCOUNT	HEADMASTERS 100 CLUB	GROUND WORKS	CASH	TOTAL
Net funds at 1 September 2020	£38,673.05	£5,199.50	~	£100	£43,872.55
Net Receipts (inc. all donated/transferred amounts)	-£25,439.35	-£142.00	£23,840.00	~	-£1,741.35
<b>TOTAL NET FUNDS AT 31 AUGUST 2021</b>	<b>£13,233.70</b>	<b>£5,057.50</b>	<b>£23,840</b>		<b>£42,131.20</b>

### STATEMENT OF CHARITABLE DONATIONS MADE TO 31 AUGUST 2021

	TOTAL
Donhead Preparatory School	£11,000.00
Donations Made to External Charities/Organisations	£5,829
Donations to Groundworks	£6,160.00
<b>TOTAL DONATIONS MADE</b>	<b>£22,989.00 *</b>

\*Donations made across all 3 FOD Accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
FRIENDS OF DONHEAD

On accounts for the year  
ended

2020-2021

Charity no  
(if any)

284059

Set out on pages

6-7

Guidance: If the charity is a company, the accounts should be set out on pages 6-7.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 08 2021**.

Responsibilities and  
basis of report

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

01. 11. 2021

Name:

LYNDSY MCCOLGAN

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

DIRECTOR - BUSINESS MGR  
DEUTSCHE BANK

Address:

YORK COTTAGE, HUGGETT'S LANE, CADE ST TN21 9BX