



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From** 1<sup>st</sup> September 2022

**To** 31<sup>st</sup> August 2023

## **Reference and Administration details**

Charity name BURHILL COUNTY FIRST SCHOOL PARENT TEACHER ASSOCIATION

Other name used FRIENDS OF BURHILL SCHOOL (hereafter referred to as FoBS)

Address: Burhill Primary School, New Berry Lane, Hersham, Surrey, KT12 4HQ

**Charity registration number:** 285685

## **Names of Trustees as at 31<sup>st</sup> August 2023**

<i>Trustee Name</i>	<i>Office</i>
Jennifer Dady	Co-Chair
Trilby Fox-Rumley	Co-Chair
Katherine Lister	Co-Treasurer
Richard Leavey-Bell	Co-Treasurer
Sarah Bax	Secretary
Fiona Wishaw	Trustee
James Johnson	Trustee

## **Structure, Governance, Management**

*Type of Governing Document* – Parentkind Model Constitution Adopted 13<sup>th</sup> October 2020

*How the charity is constituted* – All parents/ primary carers of pupils at Burhill Primary School are automatically members of the PTA although they are not all active members. This also applies to staff at the school.

Members of the board of trustees are elected at the AGM by those present.

*Additional Governance issues*

All trustees are members of Parentkind UK.

## **Objectives and Activities**

Our objectives reflect the ethos of the school.

FoBS aims to raise money during the school year to fund projects to enhance the learning experience of both the children in attendance at the school as a whole and also to meet the specific needs of individual pupils.

We consider the Charity Commission's general guidance on public benefit when setting our own objectives and planning our activities.

We typically have regular fundraisers in the year, notably, a fireworks night open to the public and a summer fair.

These events and activities aim to raise money and also provide a memorable experience for the children who attend. We aim to provide a supportive community for all the families at Burhill Primary School and our local community.

The trustees co-ordinate many of the fundraisers themselves but they also rely largely on volunteers made up of parents and carers of children at the school to support the fundraising events.

## **Achievements and Performance**

This year has seen a series of successful fundraising events, including a fireworks display, summer fair, disco and quiz night. Additional fundraising income has been raised via a sponsored walk, sales of Christmas items created by pupils, second hand uniform sales, cake sales and a Mother's Day hamper raffle. The increase in fundraising income over the prior year represents a higher number of events and greater amounts raised at the larger events.

FoBS has made a significant contribution to the new school playground in this financial year, which has driven the increase in costs. FoBS has also purchased a book vending machine, new library books and supported the year six leavers festival. At Christmas FoBS funded a visiting theatre company performance of a pantomime for all children to watch live in school, as well as other Christmas festivities.

2023 was the King's Coronation, and FoBS supported school celebrations of the event by purchasing a commemorative bookmark for each child. In this financial year pupils also received an easter treat and a sports day ice lolly courtesy of FoBS.

## **Financial Review**

From September 2022 - August 2023, FoBS made a loss of £8,172. The closing cash balance is £20,782.

Net assets stand at £21,142 – this will allow FoBS to cover deposits to be paid for future events.

**Declaration**

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

Signed on behalf of the charity's trustees.

Signature

*J Dady*

K Lister

Full Name

Jennifer Dady

Katherine Lister

Positions

Co-Chair

Co-Treasurer

Date

18<sup>th</sup> September 2023

18<sup>th</sup> September 2023

<b>Balance Sheet</b>	<b>31st August 2023</b>	<b>31st August 2022</b>
<b>Current Assets</b>		
Cash	20,782	28,909
Prepayments	360	405
	<b>21,142</b>	<b>29,314</b>
<b>Current Liabilities</b>	-	-
<b>Net Assets</b>	<b>21,142</b>	<b>29,314</b>
<b>Capital &amp; Reserves</b>		
Retained Earnings B/F	29,314	27,100
Profit	(8,172)	2,215
Retained Earnings C/F	<b>21,142</b>	<b>29,314</b>
	<b>12 months to 31st August 2023</b>	<b>12 months to 31st August 2022</b>
<b>Profit &amp; Loss</b>		
Fundraising Income	48,528	39,405
Other Income	1,000	3,500
	<b>49,528</b>	<b>42,905</b>
Cost of Fundraising	(28,222)	(25,286)
Other Costs	(29,477)	(15,405)
<b>Profit (Loss)</b>	<b>(8,172)</b>	<b>2,215</b>



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## **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

**Report to the trustees/ members of :** BURHILL COUNTY FIRST SCHOOL PARENT  
TEACHER ASSOCIATION

**On accounts for the year ended:** 31<sup>st</sup> August 2023

**Charity No:** 285685

**Set out on page:** 4

### **Respective responsibilities of trustees and examiner:**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees do not consider an audit to be required for this reporting year, under section 144 of the Charities Act 2011 and that an independent examination is sufficient.

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
- To state whether particular matters have come to my attention

### **Basis of independent examiner's statement:**

My examination was carried out in accordance with the general directions from 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. Explanations concerning such matters were sought from the trustees.

The procedures undertaken do not provide all the evidence that would be required in an audit. 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.

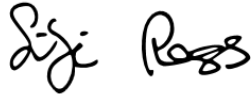
### **Independent examiner's statement:**

In connection with my examination, no matter has come to my attention which either;

1. Gives me reasonable cause to believe that in any material respect the requirements

- To keep accounting records in accordance with section 130 of the Charities Act and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met
2. Or, in my opinion, that attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:

A handwritten signature in black ink, appearing to read 'Silje Ross'.

Date: 18<sup>th</sup> September 2023

Name: Silje Ross

Address: 1 Avondale Close, Hersham Surrey, KT12 4HS