



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st September 2024

To 31st August 2025

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 31st August 2025

| <i>Trustee Name</i> | <i>Office</i> |
|---------------------|---------------|
| Jaime Mellor | Chair |
| Sara Lucioni | Co-Treasurer |
| Richard Leavey-Bell | Co-Treasurer |
| Jen Morris | Trustee |
| Hannah Sizer | Trustee |
| Candice Ward | Trustee |
| Cheryl Rawling | Trustee |
| Katie Lister | Trustee |
| Jen Dady | Trustee |

Structure, Governance, Management

Type of Governing Document – Parentkind Model Constitution Adopted 13th 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. Our summer circus was impacted by bad weather and did not generate the anticipated profit. Additional fundraising income has been raised via a sponsored walk and second hand uniform sales.

FoBS were able to provide significant financial support to enhance the educational and community experience of pupils. They funded the entirety of the school's Christmas celebrations, ensuring all pupils were able to participate in seasonal activities without additional cost to families.

Further funding was directed towards curriculum enrichment through class workshops, visiting speakers, the provision of Year 3 ties, year group resources, and the organisation of the annual school disco at no cost to parents. In addition, FoBS invested in a set of nativity costumes and Egyptian costumes for school use, representing a sustainable resource that will benefit pupils in future years. FoBS also contributed to the Year 6 leavers' festival, supporting the school in marking this important milestone.

In this financial year pupils also received an easter treat and a sports day ice lolly courtesy of FoBS.

Financial Review

From September 2024 - August 2025, FoBS made a loss of £4,861. The closing cash balance is £27,011.

Net assets stand at £27,700 – 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 Mellor

S Lucioni

| | | |
|-----------|---------------------------------|---------------------------------|
| Full Name | Jaime Mellor | Sara Lucioni |
| Positions | Chair | Co-Treasurer |
| Date | 30 th September 2025 | 30 th September 2025 |

| Balance Sheet | 31st August 2025 | 31st August 2024 |
|-------------------------------|--------------------------------------|--------------------------------------|
| Current Assets | | |
| Cash | 27,011 | 32,201 |
| Prepayments | 480 | 360 |
| Debtors | 209 | |
| | 27,700 | 32,561 |
| Current Liabilities | - | - |
| Net Assets | 27,700 | 32,561 |
| Capital & Reserves | | |
| Retained Earnings B/F | 32,561 | 21,142 |
| Profit | (4,861) | 11,419 |
| Retained Earnings C/F | 27,700 | 32,561 |
| | | |
| | 12 months to 31st August 2025 | 12 months to 31st August 2024 |
| Profit & Loss | | |
| Fundraising Income | 45,831 | 57,825 |
| Other Income | 596 | 2,000 |
| | 46,427 | 59,825 |
| Cost of Fundraising | (35,107) | (35,626) |
| Other Costs | (16,181) | (12,780) |
| Profit (Loss) | (4,861) | 11,419 |



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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: 31st August 2025

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: 

Date: 2 October 2025

Name: Silje Ross

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