



Trustees' Annual Report for the period

Period start date				Period end date			
From	01	08	2021	To	31	07	2022

Section A Reference and administration details

Charity name Friends of St Paul's School

Other names charity is known by

Registered charity number (if any) 311003

Charity's principal address St Paul's C of E Primary & Nursery School

Langleybury Lane

Kings Langley

Postcode

WD4 8RJ

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	Louisa Ellis	Chair	From April 2023	AGM
2	Katrina Edwards	Treasurer	From September 2022	AGM
3	Nicola Bone	Trustee		AGM
4	Sarah Thomas	Prev. Chair	Until April 2023	
5	Laura Barnes	Prev. Treasurer	Until September 2022	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Mrs Claire Jones ACMA	111 Scatterdells Lane, Chipperfield, WD4 9EY
Head Teacher	Miss Michelle Cohen	St Paul's C of E Primary & Nursery School, WD4 8RJ
Chair of Governors	Mr Andrew Gunning	St Paul's C of E Primary & Nursery School, WD4 8RJ

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Nominated, seconded & voted for at AGM, and between AGM co-opted by committee members at committee meetings.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Friends of St Paul's School works closely with the school and the head teacher or her representative, plus a member of the teaching staff attends all committee meetings.

The charity is a member of Parentkind.

The charity holds regular committee meetings, mostly monthly. Sub-committees may be formed by the committee to work on specific events / activities and will report back to the committee.

The charity has a Chair and Treasurer and one/two class reps for each year group. Generally, at committee meetings the Chair and Treasurer will be present and normally at least one class rep from each year group plus a small number of parents from the school.

Every parent of St Paul's is a member of the charity, by association with the school and are encouraged to come along to committee meetings.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The purpose of the Friends of St Paul's School is to maintain, foster and extend the work of true education of the children according to the principles of the Church of England and forward the work of St Paul's Primary School and St Paul's Church, Langleybury, under the guidance of the Governors.

We exist to enhance the community and work of St Paul's Church of England Voluntary Aided Primary and Nursery School.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Development of staff & school / parent relationships

- The Friends host 7 coffee afternoons throughout the year. Parents can come together to socialise and purchase second hand uniform whilst raising funds.
- The Friends attend both the nativity plays and end of year plays to serve refreshments and snacks.
- The Friends run an Advent Market & Summer Fair jointly with St Paul's Church. As well as raising funds for the school, this increases the commitment and familiarity with the school of the whole family. The events are supported by the local community. The staff always play a key role in supporting these events, volunteering their time alongside that of the Friends.

All families are actively encouraged to take part in these events.

Activities to support the school & pupil education

- The Friends run a sponsored pancake flip around Shrove Tuesday.
- The Friends help children to make Christmas Cards which can then be made into actual printed cards for family and friends. This supports them with their creative skills.

Provision of funds & facilities

In 2021/2022 the Friends provided to the school

- £3,321.43 towards a new outdoor classroom
- £438 to fund in-school workshops
- £33 to fund Christmas celebrations.
- £700 to part fund the Year 6 leaver's party & the purchase of hoodies.
- £114.99 Nursery Slide
- £755 whole school trip

Total funds to the school were £5329.42

The Friends aims to make all of its activities accessible to everyone in the school. We issue a termly newsletter and send out messages via the weekly school newsletter.

The trustees declare that they have throughout their activities, had regard to the guidance issues by the charity commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity had a great year raising funds for the school & holding many fun events for the children and their families. These are listed below:

- Advent Market
- Christmas Card sales
- Coffee Afternoons
- Children's DISCOS
- Sale of Mother's day, Father's Day and Christmas Presents
- Supplying refreshments for various events
- Textile recycling collections
- Your School Lottery
- Summer Fair
- Sponsored Pancake Flip
- And more....

Raising a total surplus of £13118.71 from these events

The charity incurred net sundry expenses in the year of £156.40 of which £116 is charity insurance for our activities acquired as part of our membership of Parentkind.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not have a policy on reserves. The Treasurer looks to maintain enough money in the bank accounts to fund all forthcoming expenses such as floats and expenses for events and any commitments to the school. At no point in the year was the account overdrawn.

The opening bank balance on 01/08/2018 was £18,527.77

The closing bank balance on 31/07/2019 was £26,020.66

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

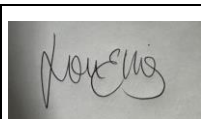
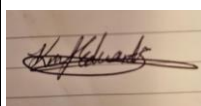
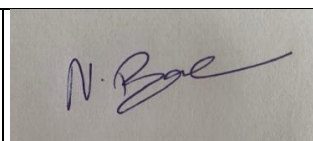
The Friends of St Paul's School would like to thank all parents, family members and school staff for their assistance in their activities during the year.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

LOUISA ELLIS

KATRINA EDWARDS

NICOLA BONE

Position (eg Secretary, Chair, etc)

CHAIR

TREASURER

TRUSTEE

Date 21/05/2023

Friends of St Paul's School - Accounts for the year ending 31st July 2022

Opening Bank Balance	18,527.77	
Plus Income	26,844.59	<i>Bank Rec Check</i> 0.00
Less Expenditure	(19,211.70)	0.00
Less Float	(140.00)	(See Note 1)
Closing Bank Balance	26,020.66	

FUNDRAISING EVENTS

	Income	Expenditure	Surplus	
Advent Market	2,926.21	(1,357.96)	1,568.25	
Balloon Race	-	-	-	
Break the Rules day	325.18	-	325.18	
Christmas Cards	1,207.50	(926.33)	281.17	
Christmas Treeasy	15.50	-	15.50	
Coffee Afternoons	765.75	(46.15)	719.60	
Bingo	-	-	-	
Books	-	-	-	13,118.71
Disco AUTUMN	1,488.21	(736.15)	752.06	
Disco EASTER	1,194.77	(554.33)	640.44	
Disco SUMMER	1,008.44	(173.46)	834.98	
Easyfundraising	98.82	-	98.82	
Fireworks Competition	-	-	-	
Friend's Merchandise	240.65	-	240.65	
Frozen Friday	1,361.80	(734.85)	626.95	
Float	1,500.00	(1,500.00)	-	Advent Market Float/Summer Fair Float
Jubilee Day	-	(91.67)	(91.67)	
Locality Grant	-	-	-	
Miscellaneous	1,109.21	(1,099.21)	10.00	Repayments/ Accidental Payments/bounced cheq
Music Evening	371.90	(70.27)	301.63	
Ink Cartridge Recycling	30.15	-	30.15	
Nativity Play	541.80	(19.40)	522.40	
Pancake Flip 2020 -2021	350.00	-	350.00	
Pancake Flip 2021 -2022	1,465.50	-	1,465.50	
Pantomime 2021	3,553.00	(2,826.12)	726.88	
Quiz	-	-	-	
Sale of Christmas Presents	-	-	-	
Sale of Christmas Presents 2021	1,119.85	(379.22)	740.63	
Sale of Father's Day Presents	516.75	(394.58)	122.17	
Sale of Mother's Day Presents	577.80	(365.84)	211.96	
Sports Day Refreshments	84.10	(7.50)	76.60	
Sponsor Link Books	-	-	-	
Stikins	-	-	-	
Summer Fair 2021	350.00	-	350.00	
Summer Fair 2022	3,186.29	(2,252.16)	934.13	
Textile Recycling	148.20	-	148.20	
Teacher Gift	-	-	-	
Treasure Hunt	-	-	-	
Year 5/6 Play Refreshments	-	-	-	
Year 6 Leavers Bus	-	-	-	
Year 6 Leavers Hoodies	-	-	-	
Your School Lottery	829.60	-	829.60	
Warm Wednesday	477.61	(190.68)	286.93	
Total Surplus from Events	26,844.59	(13,725.88)	13,118.71	

EXPENDITURE

	£ Actual	£ Budget
Class Allocations (Budget £ x 8 = £)	-	-
Class Allocations - Nursery	-	-
Class Allocations - Reception	-	-
Class Allocations - Year 1	-	-
Class Allocations - Year 2	-	-
Class Allocations - Year 3	-	-
Class Allocations - Year 4	-	-
Class Allocations - Year 5	-	-
Class Allocations - Year 6	-	-
Ben Vasey Dance	-	-
Cooking Equipment	-	-
EYFS/KS1 Image Theatre Production	-	-
KS2 Theatre Trip	-	-
Nursery Slide	(114.99)	(150.00)
I SING POP	-	(1,800.00)
Locality Grant COVID	-	-
Multicultural Day	-	(500.00)
Skip to be fit	(755.00)	
Shakespeare Workshop Year 6	-	(1,000.00)
Sports Day Rosette	-	
Link Book Sponsorship	-	
Dance Days	(438.00)	

Note 1: Float Details	(140.00)
Coffee Afternoon	(60.00)
Friends Merchandise	(40.00)
Disco Entrance	(40.00)

New taken out of whole school trip

New taken out of whole school trip

RE/Wellbeing Day	-		
Christmas Chocolates	-	(80.00)	
Token Christmas Gift	-		
Outdoor Classroom	(3,321.43)	(9,920.00)	
Whole School Trip	-	(1,500.00)	£1500 Cancelled
Year 6 Leavers Hoodies	(450.00)	(450.00)	
Year 6 Leavers Bus	(250.00)	(250.00)	
<i>Sub-total</i>	<u><u>(5,329.42)</u></u>	<u><u>(15,650.00)</u></u>	- 10,320.58
Running Costs		15,650.00	
AGM	-		
Running Costs - Admin	(20.00)		
Running Costs - Other	(20.40)		SUM UP Machine
PTA Membership & Insurance	(116.00)	101.00	
<i>Sub-total</i>	<u><u>(156.40)</u></u>	<u><u>101.00</u></u>	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

FRIENDS OF ST PAULS SCHOOL

On accounts for the year
ended

31st July 22

Charity no
(if any)

311003

Set out on pages

Remember to fill up the page numbers at additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.~~

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:

Jones

Date:

21/5/23

Name:

C. JONES

Relevant professional
qualification(s) or body

ACMA

(if any):

Address:

111 SCATTERDELLS LANE,
CHILPERFIELD
WD4 9EY.

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

of the sample tested 2 receipts were missing.

It was noted that credit card transaction had been made for personal items in error. These have now been repaid in full.