

# **Trustees Annual Report Financial year 01/07/23-30/06/24**

**The Friends of Highcliffe St Mark Primary School**  
**Greenways**  
**Highcliffe**  
**Christchurch**  
**Dorset**  
**BH23 5AZ**

Charity number 900343

Chairperson - Mrs Claire Barker  
Co Vice Chairperson - Mrs Lisa Flood  
Co Vice Chairperson - Mrs Lucy Le Roux  
Treasurer - Mrs Beverley Baker

The purpose of the charity is to advance the education of pupils at the school and assisting in the provision of facilities for education at the school ( not normally provided by the local education authority). To engage in activities which support the school and advance the education of the pupils who attend and foster more extended relationships amongst the staff, parents and others associated with the school.

In accordance with the charity commission guidelines, FOHPS organises events at our school which raise funds in accordance with our objectives. Some of these events such as our Summer and Christmas fayre are advertised and open to members of our wider local community to attend in order to foster good relationships with the school and its neighbours. Local business also have involvement at such events by providing sponsorship or having stalls at an event.

The membership of the association is in two categories:

- a) Full membership which covers all members of staff, parents/guardians of children currently attending the school and the governors of the school.
- b) Associate membership for those people who show an active interest in the school and its activities, possibly due to previous involvement as a full member where this association can be continued into the future. These members do not have voting rights.

The committee for the charity consists of the chairperson: This position is taken by the headteacher. The vice chairperson is nominated from within the committee by the chairperson. The treasurer is elected from the committee following the AGM with the proviso of having served on the committee for 1 full year as a committee member. The secretary is elected with the same proviso as the treasurer.



This financial year, the charity has raised £21,652.83p. Events the charity have held a Summer fayre and at Christmas, a story time with Santa event. Twice yearly discos for each year group, Mothers Day sale (not strictly for raising funds), summer ice cream sales, parents quiz and bingo nights, sports day refreshments, Easter trail and sales of pantomime tickets at a local theatre and to Paultons park.

The charity made purchases for the school totalling 18,951.59p . This included a contribution towards the complete refurbishment/upgrade of the existing football cage, to an all weather sports court for the benefit of all pupils at the school. The charity also purchased class Christmas presents for every class at the school, selected by the teachers. The charity also purchased lion soft toys for new pupils starting the school in reception class. The lion being a symbol of courage one of the core values at Highcliffe St Mark School.

The charity does not hold any debts. We keep a savings account of £11,100 in reserve.

We do not hold any funds as a custodian trustee.



# Highcliffe St Marks Primary School Friends

## MAIN INCOME AND EXPENDITURE ACCOUNT 2023/2024

BALANCES BROUGHT FORWARD 22/23	
CASH ON HAND	0.00
CHEQUES ON HAND	0.00
CURRENT ACCOUNT	14,814.04
SAVINGS ACCOUNT	10,000.00
TOTAL	24,814.04

ACCOUNTS 2023/2024	INCOME	EXPENDITURE	NET (PROFIT)
BANK INTEREST (Savings Only)	196.29	0.00	196.29
BANK FEES	0.00	134.58	0.00
KS1 Disco and KS2 Discos	1,335.40	645.93	689.47
Quiz night (Oct 23)	725.00	256.93	468.07
IQ Christmas cards	171.00	11.95	159.05
Christmas Raffle	2,556.10	373.92	2,182.18
Storytime With Santa 2023	1,822.80	1,386.48	436.32
Panto 2023	4,325.00	3,549.40	775.60
Parent Kind	0.00	153.00	-153.00
Bingo (March 24)	676.40	280.91	395.49
Mothers Day Sale 2024	1,037.07	291.00	746.07
Easter Trail	324.70	7.68	317.02
Summer Discos 2024	1,587.70	591.71	995.99
SummerFest 2024	8,010.00	2,678.36	5,331.64
Sports Day 2024 (ice pops)	0.00	16.25	-16.25
Summer Raffle 2024	2,384.00	264.50	2,119.50
Paultons Park 2024	7,512.00	5,127.00	2,385.00
Ice Cream Sales Summer 2024	606.55	343.80	262.75
General Friends Purchases	0.00	471.93	-471.93
Pre Loves Uniform	589.60	2.17	587.43
Bags 4 School	909.00	0.00	909.00
Your School Lottery	920.60	0.00	920.60
My Nametags	136.00	0.00	136.00
Charities Trust	363.34	0.00	363.34
Donation JP Morgan Stem Equipment	750.00	750.00	0.00
Float Money	1,917.20	0.00	1,917.20
TOTAL	38,855.75	17,337.50	£ 21,652.83

23/24 FUNDS AVAILABLE FOR DISPERSAL	
BALANCE BROUGHT FORWARD FROM 22/23	14,814.04
NET SURPLUS FROM 23/24 ACCOUNTS	21,652.83
	<b>36,466.87</b>
PURCHASES FOR SCHOOL	18,951.59
FUNDS TRANSFERRED TO SAVINGS	0.00
23/24 FUNDS AFTER DISPERSAL	17,515.28

BALANCES CARRIED FORWARD TO 24/25	
CASH OUTSTANDING	0.00
CHEQUES OUTSTANDING	0.00
CURRENT ACCOUNT	21,510.46
FLOAT MONEY	1,917.20
DECEMBER 2024 PANTO SALES	5,676.00
DEPOSIT ACCOUNT	11,109.79
TOTAL BALANCE CARRIED FORWARD	17,751.66

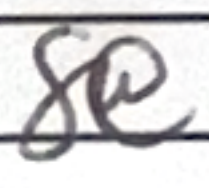
TO BE CARRIED OVER TO 24/25  
Savings (not included in final figure)





**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report  
on the accounts**

Report to the trustees/ members of	THE FRIENDS OF HIGHCLIFFE ST MARK PRIMARY SCHOOL
On accounts for the year ended	Charity no (if any) 900343
Set out on pages	(remember to include the page numbers of additional sheets)
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"><li>• accounting records were not kept in accordance with section 130 of the Act or</li><li>• the accounts do not accord with the accounting records</li></ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please delete the words in the brackets if they do not apply.</p>
Signed: 	Date: 24/4/2025
Name: SARA WEST	
Relevant professional qualification(s) or body (if any):	
Address:	12 CURZON WAY CHRISTCHURCH BH23 4LG
Only complete if the examiner needs to highlight 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.