



# Friends of Bullers Wood

Trustees' Annual Report and Accounts  
 Period: 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021  
 Reference and Details

<b>Charity Name</b>		Friends of Bullers Wood School	
<b>Other Names by which charity is known</b>		FoBW	
<b>Registered Charity Number</b>		1024413	
<b>Charity's Address</b>		St Nicolas Lane, Chislehurst, Kent, BR7 5LL	
<b>Charity Trustees</b>			
<b>Trustee Name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Appointed by</b>
Lucy Brooks	Chair		Committee meeting (AGM Jan13 <sup>th</sup> 2020)
Carrie Goodwin	Governor-Elected Community Governor		Committee meeting
Helen Tricard	Deputy Chair		Committee meeting
Mike O'Connor	Treasurer		Committee meeting (AGM June 18 <sup>th</sup> 2018)
Any committee member who participates in voting is regarded as a Trustee. All of the above have served on the committee at some time during the year 2020-21		Our constitution states that the management of the Association shall be vested in a Committee composed of <ul style="list-style-type: none"> <li>• The President (the Head Teacher)</li> <li>• 2 members of staff</li> <li>• 12 parent members</li> <li>• Co-opted members</li> </ul>	
<b>School Representation</b>			
Terry Millar		Head Teacher; President of the Trustees	
D Carter		Deputy Head Teacher	
		One other teacher can be appointed to the committee	
K D Abbott		Finance; not a Trustee	
K Harris		Authorised co-signatory; not a Trustee	
<b>Banks</b>			
NatWest Bank, Chislehurst		Historical accounts and reserve accounts for funds raised directly by events and other activities	



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Lloyds Bank, Bromley Main account principally for parent donations under standing orders. This is managed by the school's Finance Office.

<b>Governing Document</b>	Constitution, last amended 2019
<b>How constituted</b>	The Head Teacher as President, with two other teachers on the committee, voluntary representation by 12 parents, and additional co-opted members.
<b>Trustee selection</b>	Election at AGM. Additional membership when appropriate
<b>Additional issues</b>	<p>There is a child protection policy. Criminal Records Bureau checks are carried out for Trustees if they are to have free access to the school or are to have regular contact with school students. The school decides whether CRB checks are required for individual Trustees and arranges for them. Prior to obtaining CRB checks Trustees should be escorted while at school.</p> <p>There is a GDPR policy.</p> <p>All trustees give their time voluntarily and receive no remuneration.</p>
<b>Objectives</b>	<p>To raise funds for school projects for the benefit of the students generally.</p> <p>Funds are not provided for the benefit of individual students.</p>
<b>Main activities</b>	<p>Typical activities for fund raising in the year to 31<sup>st</sup> August 2021 were different to previous years as almost all 'events' became virtual, with online raffles replacing fayres;</p> <ul style="list-style-type: none"> <li>• Christmas Hamper raffles</li> <li>• Easter Hamper raffles</li> <li>• Bags2School clothing collection</li> <li>• Easy Fundraising (money back via retail sites)</li> <li>• Quiz Nights and other virtual events</li> <li>• Local business sponsorship - George Proctor</li> </ul>
<b>Public Benefit</b>	<p>The public benefit is met by agreeing donations to the school for use for specific projects.</p> <p>Agreement is obtained through committee meetings, and receipts are provided for all funding. Funding timings are dependent on the availability of staff during term times and provision of finalised receipts.</p>



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The financial report is appended to this document. It shows a current fund of £95,197 which has been reported to the bank statements as at 31<sup>st</sup> August 2021.

<b>Financial Review</b> <small>Quod Poses Tenta Strive to your Utmost</small>	<p>Of the £46,000 funds received throughout the financial year, £30,000 was from donations through covenants, almost £10,000 was from fund-raising through events and sponsorships and just over £6,000 was a tax refund through Gift Aid.</p> <p>During the year a total of £21,165 was paid from FOBW to the school for projects and equipment that are detailed in the notes to the accounts below. As this amount was lower than the income for the year, there has been an increase in reserves that will be allocated to projects and equipment in the next academic year. The detail for this is to be confirmed periodically by the Chair and Committee.</p> <p>The school has a range of possible additional projects for fund allocation and actual allocation will depend on priorities. It is also prudent to retain some funds in case of any emergency requirement.</p>
<b>Surplus Funds</b>	<p>All funds are retained on deposit for allocation to agreed projects.</p> <p>We maintain sufficient balance to enable necessary expenditure for refreshments and licences for events, and for a suitable float at those events.</p>
<b>Acknowledgement and Thanks</b>	<p>We are indebted to the many people who volunteer to participate in committee meetings and at the various live and virtual events.</p> <p>We also thank Patrick Kelly, Independent Examiner, for reviewing the accounts.</p>

## Declaration

Report Prepared by Mike O'Connor, Treasurer and agreed by Trustees led by the Chair, Lucy Brooks and Deputy-Chair, Helen Tricard.

### Signature

**Full Name**  
**Position**  
**Date**

**Mike O'Connor**  
**Treasurer**  
**21<sup>st</sup> January 2022**



FRIENDS OF BULLERS WOOD SCHOOL

# Friends of Bullers Wood

## RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2021

	2021 £	2020 £
<b>RECEIPTS</b>		
Appeal Fund	29,825	27,042
Fund Raising	10,036	7,891
Tax Refund	6,255	6,002
Bank Interest	3	18
	<u>46,119</u>	<u>40,953</u>
<b>PAYMENTS</b>		
Fund Raising	361	987
PTA UK Subscription	123	122
Donation: Bullers Wood School (see Notes)	21,165	42,490
	<u>21,649</u>	<u>43,599</u>
<b>Net Income for the Year</b>	<u>24,470</u>	<u>(2,646)</u>

## STATEMENT OF ASSETS AND LIABILITIES as at 31<sup>ST</sup> AUGUST 2021

<b>Accumulated Fund at 31/08/20</b>	70,827	73,473
(Less Deficit) / Add Excess for the year	24,470	(2,646)
<b>Accumulated Fund at 31/08/21</b>	<u>95,297</u>	<u>70,827</u>

### **Represented by:**

#### **Bank Balances**

Appeal Capital Deposit Account (NatWest Reserve)	3,975	3,975
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****840)		
Appeal Current Account (NatWest) (**580)	4,881	28,506
Staff Association Current Account (NatWest Account ****092)	23,632	14,884
Cash in hand	-	-
	<b>62,488</b>	<b>47,365</b>
School Current Account (Lloyds, Covenants)	32,809	23,462
<b>Total</b>	<b>95,297</b>	<b>70,827</b>

## Notes

Payment to Bullers Wood School of £21,165 was made up of;  
£21,165 Toilet Block

## Independent Examiners Reports to the Trustees of The Friends of Bullers Wood School

I report on the accounts of the Trust for the year ended 31<sup>st</sup> August 2020 which are set out on the immediately preceding pages.

### Respective Responsibilities of Trustees and Examiner

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the Audit requirements of Section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is therefore to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under 43 (7) of the Act whether particular matters have come to my attention.

### Basis of Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and any comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit, and consequently I do not express an Audit opinion on the view given by the accounts.

### Independent Examiner's Statement



# Friends of

In connection with my examination, no matter has come to my attention:

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1. Which give me reasonable cause to believe that in any material respect the requirement
  - to keep accounting records in accordance with Section 41 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached,
3. Which gives me reasonable cause to believe that in any material respect the accounting rules of the Trust's constitution have not been met.

Patrick Kelly  
Independent Examiner  
Suite A, 6 Honduras Street  
London EC1Y 0TH

Signature dated 11th April 2022

## **Formal Policies on Governance Issues.**

### **Risk management policy**

The charity is bound by the obligations of the school and the rules regarding the use of the premises.

### **Written investment policy**

The charity makes no formal investments other than through the use of bank accounts. The charity will endeavour to retain monies as efficiently as possible in its various accounts.

### **Written safeguarding policy**

The charity is governed by the school's policies which relate in particular to the need for people to comply with government guidance on working with people of school age. Some trustees may be permitted to work unescorted subject to completion of the necessary approvals. Outside school times, for example during events, the trustees and volunteers should be permitted unrestricted access, but would normally be working with other colleagues.

### **Paying staff**

All people working with FoBW are doing so as volunteers. They are unpaid.



# Friends of Bullers Wood

The charity ratified a privacy policy compliant with GDPR in June 2018.