



Friends of Bullers

Trustees' Annual Report and Accounts

Period: 1st September 2021 to 31st August 2022

Reference and Details

Charity Name		Friends of Bullers Wood School	
Other Names by which charity is known		FoBW	
Registered Charity Number		1024413	
Charity's Address		St Nicolas Lane, Chislehurst, Kent, BR7 5LL	
Charity Trustees			
Trustee Name	Office	Dates acted if not for whole year	Appointed by
Lucy Brooks	Chair		Committee meeting (AGM Jan13 th 2020)
Helen Tricard	Deputy Chair		Committee meeting
Mike O'Connor	Treasurer		Committee meeting (AGM June 18 th 2018)
Mike Feely	Trustee	25 January 2022	Committee Meeting
Paul Palmer	Trustee	25 January 2022	Committee Meeting
Peter Taylor	Trustee	25 January 2022	Committee Meeting
Sophie Anne Mercer	Trustee	25 January 2022	Committee Meeting
Britta Wicke	Trustee	25 January 2022	Committee Meeting
Kirsten Burton	Trustee	25 January 2022	Committee Meeting
Kerstin Retzlaff	Trustee	25 January 2022	Committee Meeting
Any committee member who participates in voting is regarded as a Trustee. All of the above have served on the committee throughout 2021-2022		Our constitution states that the management of the Association shall be vested in a Committee composed of <ul style="list-style-type: none"> • The President (the Head Teacher) • 2 members of staff • 12 parent members • Co-opted members 	
School Representation			
S Hardwick		Head Teacher; President of the Trustees	
K Parsons		Teacher	
Lola Reffel		Finance; not a Trustee	
K Harris		Authorised co-signatory; not a Trustee	



Friends of Bullers Wood

Banks

NatWest Bank, Sidcup	Historical accounts and reserve accounts for funds raised directly by events on their activities
Lloyds Bank, Bromley	Main account principally for parent donations under standing orders. This is managed by the school's Finance office.

Governing Document	Constitution, last amended 2019
How constituted	The Head Teacher as President, with two other teachers on the committee, voluntary representation by 12 parents, and additional co-opted members.
Trustee selection	Election at AGM. Additional membership when appropriate
Additional issues	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. There is a GDPR policy.
	All trustees give their time voluntarily and receive no remuneration.
Objectives	To raise funds for school projects for the benefit of the students generally. Funds are not provided for the benefit of individual students.
Main activities	Typical activities for fund raising in the year to 31 st August 2022; <ul style="list-style-type: none"> • Christmas Hamper raffles • Easter Hamper raffles • Bags2School clothing collection • Easy Fundraising (money back via retail sites) • Quiz Nights and other virtual events
Public Benefit	The public benefit is met by agreeing donations to the school for use for specific projects. 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.



Friends of Bullers Wood

<p>Financial Review</p>	<p>The financial report is appended to this document. It shows a current fund of £64,373 which has been reconciled to the bank statements as at 31st August 2022. The report has been prepared on a cash basis following the Receipts and Payments methodology.</p> <p>Of the £49,000 funds received throughout the financial year, £29,000 was from donations through covenants, £13,000 was from fund-raising through events and sponsorships and almost £7,000 was tax paid on donations subsequently refunded through Gift Aid.</p> <p>During the year a total of £78,417 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 higher than the income for the year, there has been a reduction in reserves available for future projects. However, the Trustees are in agreement that those reserves are sufficient, having built up over the previous 5 years where expenditure was lower than income.</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>
<p>Surplus Funds</p>	<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>
<p>Acknowledgement and Thanks</p>	<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 Travis Macilwain, 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
6th June 2023

Friends of Bullers Wood

FRIENDS OF BULLERS WOOD SCHOOL

RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST AUGUST 2022

	2022	2021
	£	£
RECEIPTS		
Appeal Fund	29,182	29,825
Fund Raising	13,550	10,036
HMRC Gift Aid	6,634	6,255
Bank Interest	4	3
	<u>49,370</u>	<u>46,119</u>
PAYMENTS		
Fund Raising	1,749	361
PTA UK Subscription	128	123
Donation: Bullers Wood School (see Notes)	78,417	21,165
	<u>80,294</u>	<u>21,649</u>
Net Income for the Year	<u>(30,924)</u>	<u>24,470</u>

STATEMENT OF ASSETS AND LIABILITIES as at 31ST AUGUST 2022

Accumulated Fund at 31/08/21	95,297	70,827
(Less Deficit) / Add Excess for the year	<u>(30,924)</u>	<u>24,470</u>



Friends of Bullers Wood

Accumulated Fund at 31/08/22 64,373 95,297

Represented by:

Bank Balances and Receivables

Appeal Capital Deposit Account (NatWest Reserve ****840)	3,977	3,975
Appeal Current Account (NatWest ****580)	35,001	34,881
Staff Association Current Account(NatWest Account ****092)	9,776	23,632
School Current Account (Lloyds, Covenants)	8,985	32,809
HMRC Gift Aid monies receivable as at 31.8.22, received 28.9.22	6,634	-
Total Bank Balance	<u>64,373</u>	<u>95,297</u>

Notes

Payment to Bullers Wood School of £78,417 was made up of (*nb rounds to £79,000*);

£36,000 Outdoor Classroom

£10,000 Outdoor seating & picnic benches

£12,000 Technology equipment (monitors, visualisers, boards)

£4,000 Books (English, History, Science)

£3,000 Science equipment

£3,000 Music equipment

£3,000 PE equipment

£2,000 Art supplies

£4,000 General repairs (Toilet block refurbishment, flooring)

£2,000 Online learning subscriptions & sundry (Christmas Tree)

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

I report to the trustees on my examination of the accounts of The Friends of Bullers Wood School Trust (the Charity) for the year ended 31st August 2022, in accordance with the Charities Act 2011 (the Act) 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 144 of the Act do not apply opting instead to recognise the requirements of Section 145 (1)(a) of the Act. It is therefore to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under 145(5) 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



Friends of Bullers

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 for an Audit, and consequently I do not express an Audit opinion on the view given by the accounts.

Wood

Independent Examiner's Statement

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination:

1. which give me reasonable cause to believe that in any material respect the requirement
 - to keep accounting records in accordance with Section 130 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, or
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.

Travis Macilwain
Director of International Accounting & Finance
OpenExchange, 78 Cowcross Street, Farringdon, EC1M 6EJ

Signature dated 14th June 2023

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



Friends of Bullers

events, the trustees and volunteers should be permitted unrestricted access, but would normally be working with other colleagues.

Wood

Paying staff

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

GDPR

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