



Quod Proes Tenta  
Serve to your 'Ultima'

# Friends of Bullers Wood

## Trustees' Annual Report and Accounts

Period: 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023

### 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
Helen Tricard	Deputy Chair		Committee meeting
Mike O'Connor	Treasurer		Committee meeting
Mike Feely	Trustee		Committee Meeting
Paul Palmer	Trustee		Committee Meeting
Peter Taylor	Trustee		Committee Meeting
Sophie Anne Mercer	Trustee		Committee Meeting
Britta Wicke	Trustee		Committee Meeting
Kirsten Burton	Trustee		Committee Meeting
Kerstin Retzlaff	Trustee		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"> <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>			
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	
<b>Banks</b>			
NatWest Bank, Sidcup		Historical accounts and reserve accounts for funds raised directly by events and other activities	
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.		



# Friends of Bullers Wood

<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.</p> <p>The school decides whether CRB checks are required for individual Trustees and arranges for them.</p> <p>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>	To raise funds for school projects for the benefit of the students generally. Funds are not provided for the benefit of individual students.
<b>Main activities</b>	<p>Typical activities for fund raising in the year to 31<sup>st</sup> August 2023;</p> <ul style="list-style-type: none"> <li>• Christmas Fayre and 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, Concerts and other events</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>
<b>Financial Review</b>	<p>The financial report is appended to this document. It shows a current fund of £53,190 which has been reconciled to the bank statements as at 31<sup>st</sup> August 2023. The report has been prepared on a cash basis following the Receipts and Payments methodology.</p> <p>Of the £38,000 funds received throughout the financial year, £29,000 was from donations through covenants and £9,000 was from fund-raising through events and sponsorships. There will be a late claim for 2022/2023 Gift Aid of almost £7,000 which is an amount consistent with previous years, but as the actual amount is unknown at the time of submitting the Annual Report and Accounts for 2022/2023 we have decided not to provision for it and will account for it on a cash basis when received in the 2023/2024 Financial Year.</p> <p>During the year a total of £47,295 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>
<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>



# Friends of Bullers Wood

<b>Acknowledgements and Thanks</b>	We are indebted to the many people who volunteer to participate in committee meetings and at the various events.
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## Declaration

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

### Signature

<b>Full Name</b>	<b>Mike O'Connor</b>
<b>Position</b>	<b>Treasurer</b>
<b>Date</b>	<b>17<sup>th</sup> June 2024</b>

**FRIENDS OF BULLERS WOOD SCHOOL**



# Friends of Bullers Wood

## RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022

	2023 £	2022 £
<b>RECEIPTS</b>		
Appeal Fund	28,986	29,182
Fund Raising	8,623	13,550
HMRC Gift Aid	-	6,634
Bank Interest	35	4
	<u>37,644</u>	<u>49,370</u>
<b>PAYMENTS</b>		
Fund Raising	1,392	1,749
PTA UK Subscription	140	128
Donation: Bullers Wood School (see Notes)	47,295	78,417
	<u>48,827</u>	<u>80,294</u>
<b>Net Income for the Year</b>	<u><b>(11,183)</b></u>	<u><b>(30,924)</b></u>

## STATEMENT OF ASSETS AND LIABILITIES as at 31<sup>ST</sup> AUGUST 2022

<b>Accumulated Fund at 31/08/22</b>	64,373	95,297
(Less Deficit) / Add Excess for the year	<u>(11,183)</u>	<u>(30,924)</u>
<b>Accumulated Fund at 31/08/23</b>	<b>53,190</b>	<b>64,373</b>

### **Represented by:**

#### **Bank Balances and Receivables**

Appeal Capital Deposit Account (NatWest Reserve ****840)	4,012	3,977
Appeal Current Account (NatWest ****580)	1,754	35,001
Staff Association Current Account (NatWest Account ****092)	9,453	9,776
School Current Account (Lloyds, Covenants)	37,971	8,985
HMRC Gift Aid monies receivable as at 31.8.22, received 28.9.22	-	6,634
<b>Total Bank Balance</b>	<u><b>53,190</b></u>	<u><b>64,373</b></u>

### **Notes**

Payment to Bullers Wood School of £47,295 was made up of (*nb rounds to £47,000*);  
 £18,000 Gym changing room refurbishment  
 £14,000 Artificial grass at the Dalo building  
 £ 5,000 PE Equipment  
 £ 1,000 Picnic Tables  
 £ 2,000 Teaching and Display Boards  
 £ 2,000 Licences, subscriptions and talks  
 £ 2,000 Books and science equipment  
 £ 2,000 Hardware, matting, cabinets  
 £ 1,000 Art and other equipment



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# Friends of Bullers Wood

## **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 31<sup>st</sup> August 2023, 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 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**

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 17<sup>th</sup> June 2024



# Friends of Bullers Wood

## **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.

### **GDPR**

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