



Friends of Bullers Wood

Trustees' Annual Report and Accounts

Period: 1st September 2024 to 31st August 2025

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
Veronica Huxtable	Chair		Committee meeting
Victoria Virtue-Boussie	Deputy Chair	13 th February 2025	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
Liz Kirby	Trustee	12 th February 2025	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 2024-2025		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	
D Nguyen		Teacher	
J Lille		Teacher	
J Wyman		Teacher	
Banks			
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.	

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



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Additional issues	<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>
Objectives	<p>To raise funds for school projects for the benefit of the students generally. Funds are not provided for the benefit of individual students.</p>
Main activities	<p>Typical activities for fund raising in the year to 31st August 2025;</p> <ul style="list-style-type: none"> • Christmas Fayre and Hamper raffles • Easter Hamper raffles • Bags2School clothing collection • Easy Fundraising (money back via retail sites) • Quiz Nights, Concerts and other events
Public Benefit	<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>
Financial Review	<p>The financial report is appended to this document. It shows a current fund of £91,156 which has been reconciled to the bank statements as at 31st August 2025. The report has been prepared on a cash basis following the Receipts and Payments methodology.</p> <p>Of the £58,503 funds received throughout the financial year, £19,715 was from donations through covenants and £24,810 was from fund-raising through events and sponsorships. There were Gift Aid claims for both 2023/24 and 2024/25 totalling £13,977. Note the 2023/24 late claim was not recognised in the 2023/24 Accounts as we made a note that we would account for it on a cash basis.</p> <p>During the year a total of £21,815 was paid from FOBW to the school for projects and equipment that are detailed in the minutes of the PTA meetings where bids are discussed and agreed. As this amount was lower than the income for the year, there has been a substantial increase in reserves available for future projects.</p>
Surplus Funds	<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>
Acknowledgement and Thanks	<p>We are indebted to the many people who volunteer to participate in committee meetings and at the various events.</p>



Friends of Bullers Wood

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	Mike O'Connor
Position	Treasurer
Date	4 th January 2026

FRIENDS OF BULLERS WOOD SCHOOL

RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST AUGUST 2025

2025
£

2024
£



Friends of Bullers Wood

RECEIPTS

Appeal Fund	19,715	24,334
Fund Raising	24,810	9,911
HMRC Gift Aid	13,977	-
Bank Interest	1	60
	58,503	34,305

PAYMENTS

Fund Raising	3,032	1,680
PTA UK Subscription	162	153
Donation: Bullers Wood School (see Notes)	21,815	23,000
	25,009	24,833
Net Income for the Year	33,494	9,472

STATEMENT OF ASSETS AND LIABILITIES as at 31ST AUGUST 2024

Accumulated Fund at 31/08/24	62,662	53,190
(Less Deficit) / Add Excess for the year	33,494	9,472
Accumulated Fund at 31/08/25	96,156	62,662

Represented by:

Bank Balances and Receivables

Appeal Capital Deposit Account (NatWest Reserve ****840)	72	72
Appeal Current Account (NatWest ****580)	5,338	75
Staff Association Current Account(NatWest Account ****092)	8,730	210
School Current Account (Lloyds, Covenants)	82,016	62,305
Total Bank Balance	96,156	62,662

Notes

2025 HMRC Gift Aid Claim includes missed claim for 2024 – accounted for on a cash basis.



Friends of Bullers Wood

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 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
78 Cowcross Street, Farringdon, EC1M 6EJ

Signature dated 6th January 2026



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.