

FRIENDS OF ST STEPHEN'S PRIMARY SCHOOL
ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

Registered Charity: 1027559



Trustee Report for the Period Beginning 1 September 2021 to Period Ending 31 August 2022

Trustee Report:

for the Period Beginning 1 September 2021 to Period Ending 31 August 2022

Friends Of St Stephen's Primary School

Winchester Road

Twickenham

TW1 1LF

Charity Commission Registered Number: 1027559

Charitable Purpose

A Parent Teacher Association with the aim of fundraising for St Stephens Church of England Primary School ("the School") with a view to enhancing and advancing the education of the pupils in the school.

Trustees - recruited from the parent/carer/teacher population of the school

The following trustees served until 28 September 2021:

Tracey Butcher

Alexandra Massingberd

Jessica Tozer

The following **trustees** were in place as of 29 September 2021 and for the remainder of the period covered by the report.

Miranda Jaine Sikkens – Co-Chair

Fay Louise Hamilton – Co-Chair

Emma Keane – Treasurer

Jessica Tozer – Secretary

Objectives and Activities 2021/2022

To engage in activities which support the school and raise funds to advance the education of the pupils;

To foster and extend relationships between parents, carers, staff and those associated with the school community.

Achievements 2021/2022

FOSS enjoyed the challenge of re-igniting many beloved FOSS events following two years of a pandemic-related pause on live events as well as introducing a number of new events. It was a pleasure to offer so many opportunities for parents and children in our school community to come together to strengthen our beloved community while raising much-needed funds for our school.



Trustee Report for the Period Beginning 1 September 2021 to Period Ending 31 August 2022

Total Profit from Fundraising Activities: £53,587

Total Donated to the School: £32,562

The commission's public benefit guidance has been taken into account when making any decision it is relevant to.

New Events launched by FOSS this academic year:

- **Rugby Day cake sales** to tap into rugby fans enroute to Twickenham Stadium
- **Stranger In The Window** was an event launched in 2020 in response to the second Lockdown. By including 20-30 local shops, it was also a wonderful event to support 'shop local', much welcomed by participating local shops. All participating shops this year offered FOSS a raffle prize to be used at either the Summer BBQ or the Quiz night, thereby generating additional income.
- **Comedy Night** in collaboration with Bearcat comedy at The Turk's Head
- **Christmas Fair:** pop up Fair on final day of winter term including clay workshops and independent retailer stalls as well as mulled wine and cakes.
- **Get Cracking It's Easter:** pop-up Fair, similar to the Christmas Fair.
- **Year 5 Make It Grow** – Year 5 class project, delivered at the Get Cracking It's Easter Fair with all proceeds donated to FOSS.
- **Silent Auction** – with prizes donated predominantly by the parent community at St Stephen's

Recognition of all involved in generating our income in 2021/22:

In addition to FOSS's Trustees, we enjoyed the support of many volunteering hands, hundreds of volunteering hours. Particular thanks to:

Marietjie Donaldson – Reps Coordinator, School liaison & FOSS comms

Jayne McCarthy – FOSS Graphics Designer

Richard White – Social Media Coordinator

Gemma Dearn – Cashier

The following are thank you slides from 2022 FOSS AGM to capture additional special thanks:



Trustee Report for the Period Beginning 1 September 2021 to Period Ending 31 August 2022



SPECIAL THANK YOU'S: FOSS Events organisers

- Summer BBQ: The whole BBQ Extravaganza Team (Emma Keane, Marietje Donaldson, Fay Hamilton, Nora McGlone, Caroline Ball, Claire Calcott, Natalie Kerrigan, Gemma Dearn, Vicki Wills, Gemma Dearn, ALL the class reps/leads and volunteers on the day)
- Cake Sale: Myriam Balmori & Terri Cheung
- Lost Property & Second Hand Uniform Sale: Natalie Kerrigan, Emma Porter, Gemma Dearn
- Bounceathon: Katherine Belsten & Sara Silverman
- St Margaret's Fair: Jo Hall
- Children's Christmas Market: Vicki Wills & Rachel Hawes
- Tea Towels: Claire Calcott
- FOSS Quiz Night: Jamie Gordon & the Quiz Team
- St Stephen's Bake Off: Fay Hamilton & Marietje Donaldson
- Silent Disco: Ali Greig-Hardy, Debi Shone, Miranda Berridge-Sikkens
- Christmas Fair & Get Crackin' it's Easter: Fay Hamilton
- Comedy Night at Turk's: Fay Hamilton
- Weekly School Lottery: Jo Hall



SPECIAL THANK YOU'S: Silent Auction contributors

Photography by Valentina photoshoot www.photographybyvalentina.com
 Yoko Kloeden Design – interior design consultation www.yokokloeden.com
 Natalie Fajer Wood – Wardrobe & Colour Consultation Insta @Nataliefajerwood_stylist
 Joanna Moore – Personalised architectural drawing Joanna Moore Art Insta @joannamooreart
 Jayne McCarthy – personalised prints @ jaymccarthy.creative@gmail.com Graphic Design
 Hazel Martin – Positive Mind workshop courses Hazel Martin Coaching www.linkedin.com/in/hazelnorvalmartin
 Natalie Kerrigan – Treatyoursole reflexology www.treatyoursole.com
 Louise Robinson – The Willow Wreath Company (faux flower arrangement) www.thewillowwreathcompany.com
 Bridget Credland – Anene art www.anene.co.uk
 Vicky Brown – reformer pilates sessions

Gifts from:

Kate Mowbray & Rob – signed England Rugby Shirt
 Nick Rogers – signed Chelsea football shirt
 Estelle Hendry – 5* luxury hotel stay at Rubens Hotel
 Naomi Armstrong – Burberry scarves
 Rachel Hawes – Single Malt Whiskey
 Greg Frost signed ITV memorabilia
 Sara Silverman – bespoke gloves



Also thank you's to: Richmond Rugby Club, Del Posto, Doran's Wine, Rock & Fairy, Remedy, Touchology, Cadbury's, Holly & Co



Trustee Report for the Period Beginning 1 September 2021 to Period Ending 31 August 2022



SPECIAL THANK YOU'S: SPONSORS

- Turk's Head (Summer BBQ)
- Property Partnership (Silent Disco)
- John D Wood (Comedy Night)
- St Margaret's Dental Practice (Comedy Night)
- Fullers (Comedy Night)
- Streets

- FlipOUT Wandsworth (Stranger In The Window)
- Strike Wandsworth (Summer Raffle)



SPECIAL THANK YOU'S: LOCAL BUSINESSES

1. Stranger In The Window resulted in the following businesses donating raffle prizes:

The Bead & Jewellery Shop; Crown Cycles; Salon de Prive; Green Bottle Café; Scrunch; Cutters; The Secret Wardrobe; Zoran's Delicatessen; Home Room; Armstrong's Family Butcher; Creperie Bretonne Taylor'd Lighting & Interiors; Del Posto; Sirichas; Holly & Co; Hiro Hiro; Sweet Memories

And thanks to many more volunteers who supported every event – thank you!



Financial Summary 2021/2022

Opening Bank Balance: £19,905

Gross income from fundraising: £66,632

Fund raising expenditure: £13,045

Net fundraising income: £53,587

Donations to the school: £32,562

Other costs: £2,728

Closing Bank Balance: £38,202

There are no other assets on hand;
There were no known debts or debtors as of 31 August 2022.
No Funds are held as a custodian trustee.

Reserves Policy

Friends of St Stephens Primary School (FOSS) seeks to support the School by providing financial and other assistance to those projects agreed by the Trustees in partnership with the Senior Leadership Team of the School whilst maintaining at all times a positive level of reserves.

FOSS is run on a voluntary basis with very few administrative or operating costs. As such FOSS aims to maintain reserves of a minimum of £10,000 to allow for running costs and in order to maintain a good level of support to the School should there be circumstances which negatively impact fundraising income.

The Trustees will continue to review the position on an ongoing basis. We recognise and are very grateful for the support of families and local businesses and we will look to rebuild our reserves so we can continue to support the School at a time when Public Financing is stretched.

Signature and Declaration

I declare that in my capacity as charity trustee:

- The Trustees have approved the report above;
- Have authorised me to sign it on our behalf.

Name & Position:

MIRANDA J SIRKENS

CO-CHAIR FOR FOSS

Date: 26.03.23

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIEND OF ST STEPHEN'S PRIMARY SCHOOL ("Charity")

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2022 which are the Income and Expenditure Account and the Balance Sheet and the notes to the accounts.

Responsibilities and basis of report

As the Charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



Annie Lee FCA

ICAEW

PK Audit LLP

Registered Auditors and Chartered Accountants

1 Parkshot

Richmond

TW9 2RD

27 March 2023

FRIENDS OF ST STEPHEN'S PRIMARY SCHOOL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31 AUGUST 2022

	Gross Income	Expenditure	Net Income	Gross Income	Expenditure	Net Income
Fundraising income & expenditure	2021/2022	2021/2022	2021/2022	2020/21	2020/21	2020/21
	£	£	£	£	£	£
St Margarets Fair	2,000.00	24.09	1,975.91			
Second Hand uniform sale	453.64	32.94	420.70			
Fireworks	1,270.20	560.34	709.86			
Quiz	3,025.59	1,448.29	1,577.30			
Diwali take away	45.00	-	45.00			
Christmas trees	297.75	-	297.75	985.97	840.00	145.97
Tea towels	1,862.92	1,011.80	851.12	2,331.38	1,190.65	1,140.73
Christmas Cards & accessories	2,458.39	1,833.86	624.53	2,203.92	1,496.93	706.99
Stranger in the window	375.95	-	375.95			
Childrens Christmas Market	1,425.24	-	1,425.24			
Xmas Fair	1,496.30	693.14	803.16			
Crazy hair day	447.07	-	447.07			
Bake off	1,079.05	-	1,079.05			
Silent disco	2,146.99	399.15	1,747.84			
rugby match day stalls	2,886.47	242.37	2,644.10			
Comedy Night	2,424.28	1,321.99	1,102.29			
Easter Fair	1,985.41	481.35	1,504.06			
Silent Auction	2,009.49	40.99	1,968.50			
bounceathon	13,159.56	378.75	12,780.81	11,484.48	302.00	11,182.48
YEAR 6 show bar	763.47	288.78	474.69			
football tournament	896.58	358.14	538.44			
summer BBQ	10,761.18	3,781.09	6,980.09			
Cake Sale	6,286.44	148.08	6,138.36			
lottery	1,698.20	-	1,698.20	814.40		814.40
Easy Fundraising	614.56	-	614.56	502.35		502.35
Amazon Smile	454.63	-	454.63	452.38		452.38
Virgin money giving donations (including gift aid)	2,569.33	-	2,569.33	6,753.35		6,753.35
teacher appreciation donations	940.00	-	940.00			
one off corporate/employee giving (including benevity & UK online giving)	798.84	-	798.84	216.16		216.16
Wine Tasting Event	-	-	-	2,985.97	1,686.80	1,299.17
Indian Supper Club	-	-	-	216.20		216.20
Christmas jumper sale	-	-	-	550.17		550.17
Foss Calendar	-	-	-	1,197.11	1,000.00	197.11
Sponsored Climb charity event	-	-	-	3,062.33		3,062.33
The FOSS treasure hunt charity event	-	-	-	20.00		20.00
Campaign Tom charity event	-	-	-	416.22		416.22
Here comes the summer charity event	-	-	-	835.10		835.10
Year 6 parent donations	-	-	-	447.20		447.20
Jumble trail	-	-	-	908.88		908.88
Total	66,632.54	13,045.15	53,587.39	36,383.58	6,516.38	29,867.20

Deposit Account Interest 0.01 0.02

TOTAL INCOME 53,587.40 29,867.22

EXPENDITURE

Wish List Spend

Gardening	573.61	
MFL lessons	10,550.00	
accelerated reader	3,527.00	
mathletics	1,944.00	
readiwriter	1,693.20	
sports equipment	855.93	
gardening club	250.00	
wellbeing service support	11,920.59	
Subtotal	- 31,314.33	- 28,323.24

Non - wishlist School spend

Teacher appreciation	867.08	
school xmas	149.95	
new parents welcome and open day	230.29	
Subtotal	- 1,247.32	

Expenditure on charity administration

Card Machines	96.00	
Charity Administration (accountants & insurance)	2,228.00	
Sundry Foss Costs	331.72	
Just Giving	72.00	
Subtotal	- 2,727.72	- 1,148.44

Adjustment minor error - 0.35

TOTAL EXPENDITURE - 35,289.72 - 29,471.68

Net funds generated 18,297.68 395.54

Funds brought forward 18,885.01 18,489.47

Funds carried forward 37,182.69 18,885.01

FRIENDS OF ST STEPHEN'S PRIMARY SCHOOL
BALANCE SHEET AS AT 31 AUGUST 2022

		2022	2021
Current Assets			
Stock	uniform	-	0
	wine	-	0
Cash at bank	Current	38,186.69	19,591.51
	Deposit	16.00	313.50
	Total Cash	38,202.69	19,905.01
Total		38,202.69	19,905.01
Creditors	Accruals	(1,020)	(1,020)
Net assets		37,182.69	18,885.01
Total Funds		37,182.69	18,885.01

Charity registration number: 1027559

Approved by the Committee for issue on 21/3/23

Signed *[Signature]*

Dated 22/3/23

~~*[Signature]*~~

FRIENDS OF ST STEPHEN'S PRIMARY SCHOOL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 AUGUST 2022

1 ACCOUNTING POLICIES

Friends of St Stephen's Primary School is a charity (no. 1027559) set up under a constitution. The principal accounting policy is as follows:

a) Basis of accounting.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The accounts are prepared in sterling which is the functional currency. Monetary amounts in these accounts are rounded to the nearest £1.

The accounts have been prepared under the historical cost convention.

The charity meets the definition of a public benefit entity under FRS102.

b) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources may be measured with sufficient reliability.