

Trustees' Annual Report for the period							
		Period start date			Period end date		
From	01	09	2020	To	31	08	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

South Farnham School	
Menin Way	
Farnham	
Postcode	GU9 8DY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs C Donnachie	Chairman & Trustee	01/09/20 – 29/04/21	
2	Miss E Whitbourn	Chairman & Trustee	29/04/21 – 31/08/21	
3	Mrs E Fuller	Trustee		
4	Mrs C O'Hare	Treasurer & Trustee		
5	Mrs A Chester	Trustee		
6	Mrs J Chambers	Secretary & Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Mrs C Donnachie (Chairman)	01/09/20 – 29/04/21
Miss E Whitbourn (Chairman)	29/04/21 – 31/08/21
Mrs A Chester (Trustee)	
Mrs C O'Hare (Treasurer)	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 3 November 2010
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	The Committee select 5 of its number to be Trustees. They include the Chair (Head Teacher) a maximum of one Friend and up to 4 Parents. Committee members and Trustees are elected at the AGM and shall hold office until the next AGM. Elections are undertaken by a quorum (minimum 50%) of committee members in general meeting.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity’s organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees’ consideration of major risks and the system and procedures to manage them. 	<p>The Chair of the Committee will be the Head Teacher. The Head Teacher can delegate this responsibility and/or instruct the Committee to elect a Chair from amongst the elected Committee Members.</p> <p>The membership will select five of its number to be Committee Members and Trustees of the charity and have control of the Association, its property and funds. They will include: the Head Teacher, a maximum of one Friend and up to four parents.</p> <p>Committee Members and Trustees shall be elected at the AGM and shall hold office until the next AGM. The minimum number of members is two.</p> <p>All Committee Members, except those who are co-opted, must be Members of the Association.</p> <p>Committee Members shall have the power to co-opt Committee Members at any time, and co-opted Committee Members shall serve until the date of the next AGM.</p> <p>The number of co-opted Committee Members must not be more than 50% of the total number of Committee Members.</p> <p>Nominations for election to the Committee may be made by any Member of the Association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Secretary at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any Members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.</p>
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Members of the Association are:

the parents, guardians or carers of any pupil currently attending the school, teaching and non-teaching staff currently employed by the school and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the Committee as a Member

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The charity's objectives, as set out in the General Constitution is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

In planning the activities for the year the trustees kept in mind the Charity Commission guidance on public benefit at the committee meetings.

In order that the charity's objectives are fulfilled, the trustees have undertaken various fund raising activities during the year.

The committee has worked hard this year undertaking events throughout the year which have all contributed to the success of the South Farnham School Parents and Friends Association

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

In practice the grants made by the charity are to benefit South Farnham Educational Trust

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

There were 7 events run through the year. These events were targeted to appeal to the pupils, their families and the local community.

The monies rose allowed the charity to distribute £28,000 to the South Farnham Educational Trust. This money was mainly spent on the new outdoor equipment.

Section E

Financial review

Brief statement of the charity's policy on reserves

Any reserves kept within the charity's funds are to cover the costs of running future fundraising events

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Alex Chester	Catherine O'Hare
Position (eg Secretary, Chair, etc)	Trustee	Treasurer
Date	30 May 2022	



South Farnham School Parents & Friends Association		1028238	CC16a
Receipts and payments accounts			
For the period from	01/09/2020	To	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Takings from Events	26,713.50	-	-	26,714	19,687
Bank Interest	0.22	-	-	0	23
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Sub total (Gross income for AR)	26,713.72	-	-	26,714	19,710
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,713.72	-	-	26,714	19,710
A3 Payments					
Cost of generating trust expenses	234.79	-	-	235	321
Fund raising trading costs for events	3,083.88	-	-	3,084	3,672
Charitable activities - grants to school	28,000.00	-	-	28,000	25,975
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Sub total	31,318.67	-	-	31,319	29,968
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	31,318.67	-	-	31,319	29,968
Net of receipts/(payments)	- 4,604.95	-	-	- 4,605	- 10,258
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,294.31	-	-	19,294	29,553
Cash funds this year end	14,689.36	-	-	14,689	19,294

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		14,689	£0	-
			£0	-
		-	£0	-
	Total cash funds	14,689	£0	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	£0	-
		-	£0	-

	-	£0	-
	-	£0	-
	-	£0	-
	-	£0	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		£0	-
		£0	-
		£0	-
		£0	-
		£0	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		£0	-
		£0	-
		£0	-
		£0	-
		£0	-
		£0	-
		£0	-
		£0	-
		£0	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		£0	
		£0	
		£0	
		£0	
		£0	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Mrs C O'Hare	30-May-22
	Mrs A Chester	30-May-22

Event Analysis

	Income		Expenses		Profit	
	This year	Last year	This year	Last year	This year	Last Year
Website Giving	£ 74	£ 256	£ -	£ -	£ 74	£ 256
Quiz night	£ -	£ 1,354	£ -	£ 543	£ -	£ 811
Shopping evening / Panto	£ -	£ 1,438	£ -	£ 73	£ -	£ 1,364
Toy fair	£ -	£ -	£ -	£ -	£ -	£ -
Cake Sales	£ -	£ 472	£ -	£ 14	£ -	£ 458
Wrappings	£ -	£ -	£ -	£ -	£ -	£ -
Christmas fair	£ 11,206	£ 14,967	£ 192	£ 2,565	£ 11,014	£ 12,402
Spring Ball	£ -	£ -	£ -	£ -	£ -	£ -
Summer fair	£ 5,820	£ -	£ 659	£ 331	£ 5,162	£ 331
Donations	£ 4,729	£ -	£ -	£ -	£ 4,729	£ -
Leavers disco	£ 389	£ -	£ -	£ -	£ 389	£ -
Nearly New Uniform	£ 1,002	£ 291	£ -	£ -	£ 1,002	£ 291
Recycling	£ -	£ 144	£ -	£ -	£ -	£ 144
Other events	£ 3,494	£ 766	£ 2,233	£ 146	£ 1,261	£ 620
	£ 26,713	£ 19,687	£ 3,084	£ 3,672	£ 23,630	£ 16,015

Independent Examiner's Report of South Farnham (Junior) PFA Funds

I report on the accounts of the SFS PFA accounts 2020/21

Responsibilities of the examiner

It is my responsibility to:

- Examine the accounts
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination included a review of the accounting records kept by the SFS PFA and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and explanations concerning such matters.

Independent examiner's statement

In connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sarah Herbert

Sarah Herbert
FCCA
23rd May 2022