

## Trustees' Annual Report for the period

**Period Start Date:** 01/09/2021

**Period End Date:** 31/08/2022

### Section A Reference and administration details

**Charity Name:** South Farnham School Parents and Friends Association

**Other names charity is known by:** None

**Charity's principal address:** South Farnham School, Menin Way, Farnham, GU9 8DY

**Names of the charity trustees who manage the charity:**

<b>Trustee Name</b>	<b>Office</b>	<b>Dates acted if not the whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
Ms E Whitboun	Chair & Trustee		
Mrs A Chester	Trustee		
Mrs J Chambers	Trustee & Secretary		
Mrs V Nye	Trustee	22/02/22 - 31/08/22	
Mrs E Fuller	Trustee		
Mrs C O'Hare	Trustee & Treasurer	01/09/21 - 21/02/22	

## 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 selects 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 the 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"> <li>● policies and procedures adopted for the induction and training of trustees;</li> <li>● the charity's organisational structure and any wider network with which the charity works;</li> <li>● relationship with any related parties;</li> <li>● trustees' consideration of major risks and the system and</li> </ul>	<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>
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	the school and advance the education of the pupils
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)	<p>In planning the activities for the year the trustees kept in mind the Charity Commission guidance on public benefit at the committee meetings.</p> <p>In order that the charity's objectives are fulfilled, the trustees have undertaken various fund raising activities during the year.</p> <p>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.</p>
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>● policy on grantmaking;</li> <li>● policy programme related investment;</li> <li>● contribution made by volunteers.</li> </ul>	In practice the grants made by the charity are to benefit South Farnham School.

## **Section D Achievements and performance**

Summary of the main achievements of the charity during the year	There were 4 events run through the year. These events were targeted to appeal to the pupils, their families and the local community.
	The money raised will allow the charity to distribute funds to the South Farnham School in the next academic year.

## **Section E Financial review**

Brief statement of the charity's policy	Any reserves kept within the charity's
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on reserves	funds are to cover the costs of running future fundraising events
Details of any funds materially in deficit	None
<p>Further financial review details (Optional information)</p> <p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>● the charity's principal sources of funds (including any fundraising);</li> <li>● how expenditure has supported the key objectives of the charity;</li> <li>● investment policy and objectives including any ethical investment policy adopted.</li> </ul>	

**Section F Other optional information**

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**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature:

Alex Chester

Full name: Alex Chester

Position (eg Secretary, Chair, etc): Trustee

Signature:

South Farnham School Parents and Friends Association

Jodie Chambers

Full name: Jodie Chambers

Position (eg Secretary, Chair, etc): Trustee & Secretary

Date

25 April 2023



South Farnham School Parents & F Association

## Receipts and pay

For the period from

09/01/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £
<b>A1 Receipts</b>		
Takings from Events	29,121.00	-
Bank Interest	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Sub total</b> (Gross income for AR)	<b>29,121.00</b>	<b>-</b>
(see table).		
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,121.00</b>	<b>-</b>
<b>A3 Payments</b>		
Cost of generating trust expenses	393.00	-
Fund raising trading costs for events	4,474.00	-
Charitable activities - grants to school	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Sub total</b>	<b>4,867.00</b>	<b>-</b>
<b>A4 Asset and investment</b>		
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>4,867.00</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>24,254.00</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>14,689.00</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>38,943.00</b>	<b>-</b>

### Section B Statement of assets and liabilities a

Categories

Details

**B1 Cash funds**

Bank Account
Cash Float

**Total cash funds**

(agree balances with receipts and payments account(s))

**B2 Other monetary assets**

**Details**

Accruals

**B3 Investment assets**

**Details**


**B4 Assets retained for the charity's own use**

**Details**


**B5 Liabilities**

**Details**


Signed by one or two trustees on

Signature


**Event Analysis**

	<b>Income</b>	
	This year	Last year
Website Giving	£ 136	£ 74
Quiz night	£ 1,242	£ -
Cake Sales	£ 1,170	£ -
Christmas fair	£ 10,257	£ 11,206
Summer fair	£ 13,030	£ 5,820
Donations	£ 450	£ 4,729
Leavers disco	£ 659	£ 389
Nearly New Uniform	£ 1,729	£ 1,002
Other events	£ 448	£ 3,494
	<b>£ 29,121</b>	<b>£ 26,713</b>

- 0

Friends	1028238
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<b>Friends accounts</b>	
To	08/31/2022

<b>CC16a</b>
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<b>Endowment funds to the nearest £</b>	<b>Total funds to the nearest £</b>	<b>Last year to the nearest £</b>
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-	29,121	26,714
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	29,121	26,714

-	-	-
-	-	-
-	-	-

-	29,121	26,714
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-	393	235
-	4,474	3,084
-	-	28,000
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	4,867	31,319

-	-	-
-	-	-
-	-	-

-	4,867	31,319
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-	24,254	- 4,605
-	-	-
-	14,689	19,294
-	38,943	14,689

<b>at the end of the period</b>		
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<b>Unrestricted to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment to nearest £</b>
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38,863
80
38,943

OK

**Unrestricted funds**  
to nearest £

-
-
-
-
-
-

**fund to which asset belongs**


**fund to which asset belongs**


**Fund to which**


£0
£0
£0
£0

OK

**Restricted funds**  
to nearest £

£0
£0
£0
£0
£0
£0

**Cost (optional)**

£0
£0
£0
£0
£0

**Cost (optional)**

£0
£0
£0
£0
£0
£0
£0
£0
£0
£0

**Amount due**

£0
£0
£0
£0
£0

-
-
-
-

OK

**Endowment funds**  
to nearest £

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-
-

**When due**


Print Name	Date of approval
<b>Mrs A Chester</b>	<b>Feb 22, 23</b>
<b>Mrs J Chambers</b>	<b>Feb 22, 23</b>

<b>Expenses</b>				<b>Profit</b>			
This year		Last year		This year		Last Year	
£	-	£	-	£	136	£	74
£	579	£	-	£	663	£	-
£	24	£	-	£	1,146	£	-
£	1,232	£	192	£	9,025	£	11,014
£	2,344	£	659	£	10,686	£	5,161
£	-			£	450	£	4,729
£	277	£	-	£	383	£	389
£	-	£	-	£	1,729	£	1,002
£	19	£	2,233	£	429	£	1,261
<b>£</b>	<b>4,474</b>	<b>£</b>	<b>3,084</b>	<b>£</b>	<b>24,647</b>	<b>£</b>	<b>23,630</b>

£ 0

£ 24,254 Per SFS Event Profits  
£ 393 Diff

£ 393 Costs of generating ab  
£ - Bank Interest  
£ 393

Difference is non event costs

PTA Ins & Lottery L 128  
Bank Interest/Char 169.35  
Other 95.65  
£ 393

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Sarah Herbert  
57 Tilford Road  
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GU9 8DN

07971 185362

27<sup>th</sup> March 2023

## **Independent Examiner's Report of South Farnham School PFA**

I report on the accounts of the School Fund for the academic year 2021-22.

### **Responsibilities of the examiner**

It is my responsibility to:

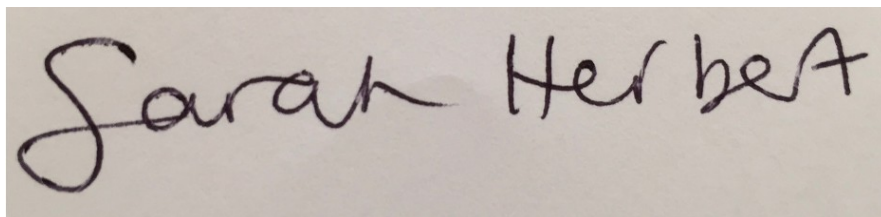
- Examine the accounts
- State whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination included a review of the accounting records kept by the South Farnham School PFA Fund and a comparison of the accounts presented with those records. It also included consideration of any disclosures in the accounts and explanations from the school 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**

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

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