



## Trustees' Annual Report for the period

From 01st September 2022 To 31st August 2023

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

**Charity registration number:** 1028238

### Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <p>The charity's objectives, as set out in the General Constitution is to advance the education of pupils in the school in particular by:</p> <ul style="list-style-type: none"><li>- Developing effective relationships between the staff, parents and others associated with the school.</li><li>- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils</li></ul>                              |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <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</p> |

|  |           |  |
|--|-----------|--|
|  |           | Friends Association.   |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees have had due regard to the guidance issued by the charity commission on public benefit. |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  | SORP reference |  |
|--|----------------|--|
| Policy on grant making   | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |
| Contribution made by volunteers                                  | Para 1.38      |  |
| Other  |                |  |

**Achievements and Performance**

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>The charity ran a number of very successful events during the year.</p> <p>The charity raised funds of £29,509 through fundraising and events during the year.</p> <p>The charity made a payment to benefit South Farnham School of £30,000.</p> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 |  |
|-------------------------------------|-----------|--|

|  |           |  |
|--|-----------|--|
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <p>The charity made income during the period of £46,505. This is an increase on the prior year due to an additional event being held which generated in excess of £12,000 in income.</p> <p>The charity had costs for the year of £16,996, the increase in costs is primarily due to the additional event but there has been a general increase in the cost of running events and managing the charity.</p> <p>After the payment of £30,000 to South Farnham School the charity used £491 of its reserves.</p> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Reserves are only held to fund events and for floats. A payment to the school is normally made annually.   |
| Amount of reserves held  | Para 1.22 | £38,452  |
| Reasons for holding zero reserves  | Para 1.22 | n/a  |
| Details of fund materially in deficit  | Para 1.24 | n/a  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | No uncertainty   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |  |  |
|---|--|--|
| The charity's principal sources of funds (including |  |  |
|---|--|--|

|   |           |  |
|---|-----------|--|
| any fundraising)  | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution adopted 12 October 1992 as amended on 3rd November 2010.   |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | Trust   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | 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 information (optional)**

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

**Reference and Administrative details**

|                             |   |
|-----------------------------|---|
| Charity name                | South Farnham School Parents and Friends Association    |
| Other name the charity uses | South Farnham PFA                                       |
| Registered charity number   | 1028238   |
| Charity's principal address | South Farnham School<br>Menin Way<br>Farnham<br>GU9 8DY |
|                             |   |

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

|    | <b>Trustee name</b>  | <b>Office (if any)</b> | <b>Dates acted if not for whole year</b> | <b>Name of person (or body) entitled to appoint trustee (if any)</b> |
|----|----------------------|------------------------|--|--|
| 1  | Ms E Whitbourn       | Chair & Trustee        |  |  |
| 2  | Mrs A Chester        | Trustee                |  |  |
| 3  | Mrs J Chambers       | Trustee & Secretary    |  |  |
| 4  | Mrs V Nye            | Trustee                |  |  |
| 5  | Leslie Andrew Bishop | Trustee                | 22/02/23 - 31/08/23                      |  |
| 6  |                      |                        |  |  |
| 7  |                      |                        |  |  |
| 8  |                      |                        |  |  |
| 9  |                      |                        |  |  |
| 10 |                      |                        |  |  |
| 11 |                      |                        |  |  |
| 12 |                      |                        |  |  |
| 13 |                      |                        |  |  |
| 14 |                      |                        |  |  |
| 15 |                      |                        |  |  |
| 16 |                      |                        |  |  |
| 17 |                      |                        |  |  |
| 18 |                      |                        |  |  |
| 19 |                      |                        |  |  |
| 20 |                      |                        |  |  |

**Corporate trustees – names of the directors at the date the report was approved**

| <b>Director name</b> |  |  |
|----------------------|--|--|
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |
|                      |  |  |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

**Funds held as custodian trustees on behalf of others**

|   |  |
|---|--|
| Description of the assets held in this capacity   |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

|  | Type of adviser  | Name | Address |
|--|--|------|---------|
|  |  |      |         |
|  |  |      |         |
|  |  |      |         |
|  |  |      |         |
|  | <b>Name of chief executive or names of senior staff members (Optional information)</b> |      |         |
|  |  |      |         |

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

**Other optional information**

## Declarations

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

Signed on behalf of the charity's trustees

|  |  |                       |                       |
|--|--|-----------------------|-----------------------|
|  | <b>Signature(s)</b>                        | Alex Chester          | Esther Whitbourn      |
|  | <b>Full name(s)</b>                        | Mrs Alexandra Chester | Miss Esther Whitbourn |
|  | <b>Position (eg Secretary, Chair, etc)</b> | Trustee               | Trustee               |
|  | <b>Date</b>                                | 25 June 2024          |                       |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

South Farnham School Parents & Friends  
Association

1028238

CC16a

## Receipts and payments accounts

|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>01/09/2022 | To | Period end date<br>31/08/2023 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|  | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                     |   |   |  |                                 |                               |
| Takings from Events                                    | 46,505.00                                 | -                                       | -                                      | 46,505                          | 29,121                        |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b> (Gross income for AR)                 | 46,505                                    | -                                       | -                                      | 46,505                          | 29,121                        |
| <b>A2 Asset and investment sales,<br/>(see table).</b> |   |   |  |                                 |                               |
|  | -   | -                                       | -                                      | -                               | -                             |
|  | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                       | -   | -                                       | -                                      | -                               | -                             |
| <b>Total receipts</b>                                  | 46,505                                    | -                                       | -                                      | 46,505                          | 29,121                        |

### A3 Payments

|  |        |   |   |        |       |
|--|--------|---|---|--------|-------|
| Cost of generating trust expenses        | 732    | - | - | 732    | 393   |
| Fund raising trading costs for events    | 16,264 | - | - | 16,264 | 4,474 |
| Charitable activities - grants to school | 30,000 | - | - | 30,000 | -     |
|  | -      | - | - | -      | -     |

|   |               |          |          |               |               |
|---|---------------|----------|----------|---------------|---------------|
|   | -             | -        | -        | -             | -             |
|   | -             | -        | -        | -             | -             |
|   | -             | -        | -        | -             | -             |
|   | -             | -        | -        | -             | -             |
|   | -             | -        | -        | -             | -             |
| <b>Sub total</b>                                      | <b>46,996</b> | <b>-</b> | <b>-</b> | <b>46,996</b> | <b>4,867</b>  |
| <b>A4 Asset and investment purchases, (see table)</b> |               |          |          |               |               |
|   | -             | -        | -        | -             | -             |
|   | -             | -        | -        | -             | -             |
| <b>Sub total</b>                                      | <b>-</b>      | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b>      |
| <b>Total payments</b>                                 | <b>46,996</b> | <b>-</b> | <b>-</b> | <b>46,996</b> | <b>4,867</b>  |
| <b>Net of receipts/(payments)</b>                     | <b>- 491</b>  | <b>-</b> | <b>-</b> | <b>- 491</b>  | <b>24,254</b> |
| <b>A5 Transfers between funds</b>                     | <b>-</b>      | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b>      |
| <b>A6 Cash funds last year end</b>                    | <b>38,943</b> | <b>-</b> | <b>-</b> | <b>38,943</b> | <b>14,689</b> |
| <b>Cash funds this year end</b>                       | <b>38,452</b> | <b>-</b> | <b>-</b> | <b>38,452</b> | <b>38,943</b> |

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

| Categories           | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Bank Account   | 38,372                             | -                                | -                               |
|                      | Cash Float   | 80                                 | -                                | -                               |
|                      |  | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>                                | <b>38,452</b>                      | <b>-</b>                         | <b>-</b>                        |
|                      | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|                      |  | <b>Unrestricted funds</b>          | <b>Restricted funds</b>          | <b>Endowment funds</b>          |

**B2 Other monetary assets**

| Details | to nearest £ | to nearest £ | to nearest £ |
|---------|--------------|--------------|--------------|
|         | -            | -            | -            |
|         | -            | -            | -            |
|         | -            | -            | -            |
|         | -            | -            | -            |
|         | -            | -            | -            |
|         | -            | -            | -            |

**B3 Investment assets**

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

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

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

**B5 Liabilities**

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---------|---------------------------------|-----------------------|---------------------|
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

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

| Signature        | Print Name       | Date of approval |
|------------------|------------------|------------------|
| Esther Whitbourn | Miss E Whitbourn | 25 June 2024     |
| Alex Chester     | Mrs A Cheser     | 25 June 2024     |

Sarah Herbert  
57 Tilford Road  
Farnham  
GU9 8DN

07971 185362

15<sup>th</sup> March 2024

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

I report on the accounts of the School Fund for the academic year 2022-23.

### **Responsibilities of the examiner**

It is my responsibility to:

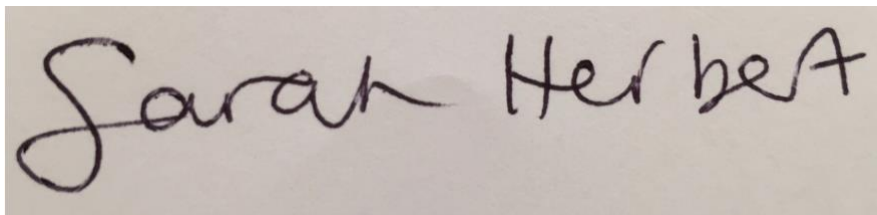
- Examine the accounts
- State whether particular matters have come to my attention.

### **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.

A photograph of a handwritten signature in black ink on a light-colored background. The signature reads "Sarah Herbert" in a cursive, flowing script.

Sarah Herbert  
FCCA