CHARITY COMMISSION FOR ENGLAND AND WALES

| Friends of Gusford Primary School | 1184135 |
|---|---|

# Receipts and payments accounts

CC16a

| For the period from | 1/9/2024 | To | 31/8/2025 |
|---|---|---|---|

## Section A Receipts and payments

| | Unrestricted to the nearest £ | Restricted to the nearest £ | Endowment to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|---|---|---|---|
| **A1 Receipts** | | | | | |
| Disco ticket sales | 1,467.61 | - | - | 1,467.61 | 1,719.00 |
| School Lottery | 656.87 | - | - | 656.87 | 1,093.00 |
| Raffle tickets | 2,132.80 | - | - | 2,132.80 | 909.00 |
| Gonka Bar sales | 1,214.50 | - | - | 1,214.50 | 1,301.00 |
| Christmas card sales | 368.34 | - | - | 368.34 | 381.00 |
| Second hand clothing | | - | - | - | 243.00 |
| Easy Fundraising | 64.86 | - | - | 64.86 | 16.00 |
| Food and drink sales | 421.65 | - | - | 421.65 | - |
| Pop Up Circus sales | | - | - | - | 3,284.00 |
| Christmas market and grotto sales | 1,907.23 | | | 1,907.23 | - |
| Summer fete games and activities | 1,099.66 | | | 1,099.66 | - |
| Asda Cashpot | 900.23 | | | 900.23 | |
| Other income | 18.14 | | - | 18.14 | 36.00 |
| ***Sub total** (Gross income for AR)* | 10,251.89 | - | - | 10,251.89 | 8,982.00 |
| **A2 Asset and investment sales,** | | | | | |
| | | - | - | - | |
| ***Sub total*** | - | - | - | - | - |
| ***Total receipts*** | 10,251.89 | - | - | 10,251.89 | 8,982.00 |
| **A3 Payments** | | | | | |
| Insurance | 162.00 | - | - | 162.00 | 153.00 |
| Prizes | 1,852.09 | - | - | 1,852.09 | 163.00 |
| Food and drink | 369.09 | - | - | 369.09 | 162.00 |
| Entertainment | 1,078.82 | - | - | 1,078.82 | 3,390.00 |
| Games and activities | 1,150.78 | | | 1,150.78 | - |
| Sundry | 130.93 | - | - | 130.93 | 889.00 |
| School - Sports Day Ice Poles | 59.43 | - | - | 59.43 | 44.00 |
| Raffle tickets | 180.36 | - | - | 180.36 | 128.00 |
| School - remote control cars | | - | - | - | 136.00 |
| School - firepit and cover | | - | - | - | 89.00 |
| School - outdoor chalkboard | | - | - | - | 437.00 |
| School - A3 display folders | | - | - | - | 896.00 |
| School - Immersive dome | | - | - | - | 1,500.00 |
| School - Forest school shed | | - | - | - | 375.00 |
| School - Parentkind Coats | 320.00 | - | - | 320.00 | |
| School - Swimwear | 108.70 | - | - | 108.70 | |
| School - First News Subscription | 388.00 | - | - | 388.00 | |
| School - Zactiv Workshop and postcards | 836.83 | - | - | 836.83 | |
| School - Oxbot workshop | 910.00 | - | - | 910.00 | |
| School - Prime VR Workshop | 1,360.00 | | | 1,360.00 | |
| School - Reading Shed | 575.00 | - | - | 575.00 | |
| School - Crumble kits | 985.00 | - | - | 985.00 | |
| ***Sub total*** | 10,467.03 | - | - | 10,467.03 | 8,362.00 |
| **A4 Asset and investment** | | | | | |
| Wooden shed | - | - | - | - | 740.00 |
| Storage racking and tubs | 318.15 | - | - | 318.15 | |
| ***Sub total*** | 318.15 | - | - | 318.15 | 740.00 |
| ***Total payments*** | 10,785.18 | - | - | 10,785.18 | 9,102.00 |
| ***Net of receipts/(payments)*** | (533.29) | - | - | (533.29) | (120.00) |
| **A5 Transfers between funds** | - | - | - | - | - |
| **A6 Cash funds last year end** | 5,665.00 | - | - | 5,665.00 | 5,785.00 |
| ***Cash funds this year end*** | 5,131.71 | - | - | 5,131.71 | 5,665.00 |

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

Categories

### B1 Cash funds

| Details | Unrestricted to nearest £ | Restricted to nearest £ | Endowment to nearest £ |
|---|---|---|---|
| Cash at bank and in hand | - | - | - |
| | - | - | - |
| | - | - | - |
| ***Total cash funds*** | - | - | - |

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

### B2 Other monetary assets

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds 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) |
|---|---|---|---|
| 3 Pop up gazebos | | 90 | - |
| Christmas decorations | | 76 | - |
| 4 Walkie Talkies | | 40 | - |
| Splat the Rat | | 10 | - |
| Table top spinning wheel | | 30 | - |
| Bubble Machine | | 34 | - |
| Gazebo weights | | 60 | - |
| Clothes rail | | 23 | - |
| Fridge Freezer | | 40 | - |
| Wooden shed | | 740 | - |
| Storage racking and tubs | | 318 | - |

### B5 Liabilities

| Details | Fund to which | Amount due | When due |
|---|---|---|---|
| | | - | |
| | | - | |
| | | - | |
| | | - | |
| | | - | |

Signed by one or two trustees on behalf

| Signature | Print Name | Date of |
|---|---|---|
| L. Kowalczyk | L. KOWALCZYK | 16.06.26 |
| G.E. Coleman | G.E. COLEMAN | 16.6.26 |

# Trustees' Annual Report for the period

| | Period start date | | | | Period end date | | |
|---|---|---|---|---|---|---|---|
| | Day | Month | Year | | Day | Month | Year |
| From | 01 | 09 | 2024 | To | 31 | 08 | 2025 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Friends of Gusford Primary School |
| **Other names charity is known by** | FoG, Friends of Gusford |
| **Registered charity number (if any)** | 1184135 |
| **Charity's principal address** | Gusford Primary School |
| | Sheldrake Drive |
| | Ipswich |
| | **Postcode** IP2(LQ |

**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 | Samantha Collins | Treasurer | | |
| 2 | Sandra Burgess | Secretary | | |
| 3 | Gemma Coleman | | | |
| 4 | Laura Kowalczyk | | | |
| 5 | Laura Street | | | |
| 6 | Charlotte Duell | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

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

| Type of adviser | Name | Address |
|---|---|---|
| **Bank** | Barclays Bank PLC | Bury St Edmunds, Leicester, Leicestershire, LE87 2BB |
| | | |
| | | |
| | | |

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

| |
|---|
| |

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Trustees are appointed or re-elected at the AGM – nominations are invited ahead of the meeting and at the meeting itself. |

**Additional governance issues (Optional information)**

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

- 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.

All Friends of Gusford meetings are open to all school members and the local community. All parents/carers are automatic members. Our meetings are advertised on our facebook page and in school newsletters.

Trustees are responsible for overseeing the day to day running of the group. Agendas and minutes are kept of all meetings.

All email communication is carried out through our school email address and key documents are help on our google and Microsoft drive.

Financial controls are in place with only the treasurer having access to the bank account. Money spent outside of the charity bank account has to be pre-approved and only reimbursed with proof of receipt or invoice. All cash taken at events is double counted and signed by the two people that count. At least one of these is a trustee.

Trustees seek the opinion of school staff, parents and children in deciding on how money is spent and what events they wish to see go ahead.

All regular members are expected to hold a valid and in date DBS certificate so that they can volunteer at events on the school grounds. DBS are applied through via the school directly.

All trustees are volunteers and give their time at no cost or benefit to themselves.

## Section C Objectives and activities

| | |
|---|---|
| **Summary of the objects of the charity set out in its governing document** | The object of the association is to advance the education of pupils in the school this is done by developing effective relationships between parents, staff and others associated with the school. By engaging in activities or providing equipment and experiences to support Gusford and advance the education of its 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)** | When planning our activities for the year we keep in mind the Charity commissions guidance on public benefits of our trustee meetings.<br><br>Under the schools headteacher we have been able to put on a variety of events. We continue to look for a permanent chair.<br><br>Events have been as follows Christmas cards, Discos and Market. A Gonka Bar sale, Spring disco and a summer spectacular. We continued to collect second hand uniform.<br><br>All activities and events are fully inclusive. |

**Additional details of objectives and activities (Optional information)**

We continue to be grateful for the many hours that our trustees, volunteers and school staff contribute by attending meetings, setting up and runnings events and all the administration that is also undertaken. Without their contribution of time and expertise we would be unable to run these events so successfully.

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

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

Christmas Cards – children design their own Christmas artwork and this is produced into Christmas cards. Sales have dropped as this is a repeated yearly activity.

Christmas and Spring Disco – These continue to be hugely popular! A large number of the school attend this. Discos are run by school staff and FoG volunteers.

Christmas Market – A popular events that consisted of external stall holders and a variety of games that were run by volunteers.

Gonka Bars – A hugely popular event in which children could hunt for a golden ticket by purchasing our special chocolate bars.

Summer Spectacular – A much quieter event than anticipated where a number of stalls and external vendors were in attendance to sell their products. Included donkey rides and food stalls.

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Funds are only spent when available and spending has to be agreed in advance. |
| **Details of any funds materially in deficit** | Funds are not operated in deficit. |

**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.

Our main source of funding has come through the fundraising in the events documented.

Our biggest spends were £1360 for a Prime VR workshop that all children at school attended and £985 for Crumble Kits that are used by children across all age groups within the school.

We Also hosted Oxbot workshop and invited a local Gladiator/Sportsman in to lead assemblies and workshops with the children. The school also requested a reading shed to help encourage children and adults to swap books and encourage reading.

As always, we continue to provide ice poles on sports day for all children.

## 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)** | L Kowalczyk | G. E. Coleman |
| **Full name(s)** | Laura Kowalczyk | Gemma Coleman |
| **Position (eg Secretary, Chair, etc)** | Trustee | Trustee |

**Date** 16/06/2026