



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From** 1<sup>st</sup> September 2021

**To** 31<sup>st</sup> August 2022

### **Reference and Administration details**

Charity name BURHILL COUNTY FIRST SCHOOL PARENT TEACHER ASSOCIATION

Other name used FRIENDS OF BURHILL SCHOOL (hereafter referred to as FoBS)

Address: Burhill Primary School, New Berry Lane, Hersham, Surrey, KT12 4HQ

**Charity registration number:** 285685

### **Names of Trustees as at 31<sup>st</sup> August 2022**

<i>Trustee Name</i>	<i>Office</i>
Fiona Wishaw	Chair
Trilby Fox-Rumley	Vice Chair
Katherine Lister	Co-Treasurer
Richard Leavey-Bell	Co-Treasurer
Sarah Bax	Secretary
Jennifer Dady	Trustee
James Johnson	Trustee

### **Structure, Governance, Management**

*Type of Governing Document* – Parentkind Model Constitution Adopted 13<sup>th</sup> October 2020

*How the charity is constituted* – All parents/ primary carers of pupils at Burhill Primary School are automatically members of the PTA although they are not all active members. This also applies to staff at the school.

Members of the board of trustees are elected at the AGM by those present.

*Additional Governance issues*

All trustees are members of Parentkind UK.

## **Objectives and Activities**

Our objectives reflect the ethos of the school.

FoBS aims to raise money during the school year to fund projects to enhance the learning experience of both the children in attendance at the school as a whole and also to meet the specific needs of individual pupils.

We consider the Charity Commission's general guidance on public benefit when setting our own objectives and planning our activities.

We typically have regular fundraisers in the year, notably, a fireworks night open to the public and a summer fair.

These events and activities aim to raise money and also provide a memorable experience for the children who attend. We aim to provide a supportive community for all the families at Burhill Primary School and our local community.

The trustees co-ordinate many of the fundraisers themselves but they also rely largely on volunteers made up of parents and carers of children at the school to support the fundraising events.

## **Achievements and Performance**

This year was characterised by a return to normal fundraising events after the Covid-19 pandemic. We held a fireworks display, quiz night and summer fair, all of which had not been possible in the preceding 12 month period. This is reflected in a significant increase in fundraising income over the comparative period, and a corresponding increase in the costs of fundraising.

FoBS continued to incur some additional expenses as a result of the pandemic to provide financial and pastoral support to the school community, although this was less than the comparative period. These costs included funding Christmas activities for the children which would normally have been part of a Christmas Fair fundraiser. This included a Christmas present for each child and a virtual panto.

This year there was a focus on the outdoors, and FoBS funded new portable playground equipment which could be used whilst the large climbing equipment is being replaced. FoBS also funded upgrades to the Nursery playground and supported ongoing costs for the Burhill chickens.

2022 was the Queen's Platinum Jubilee, and FoBS supported school celebrations of the event by purchasing a pin badge for each child. Pupils also received an easter treat and a sports day ice lolly courtesy of FoBS.

## Financial Review

From September 2021 - August 2022, FoBS made a profit of £2,215. The closing cash balance is £28,909.

Net assets stand at £29,314 – this will allow FoBS to cover deposits to be paid for future events.

## Declaration

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

Signed on behalf of the charity's trustees.

Signature

*Fiona Wishaw*

*Katie Lister*

Full Name                      Fiona Wishaw

Katherine Lister

Positions                      Chair

Co-Treasurer

Date                              3<sup>rd</sup> October 2022

3<sup>rd</sup> October 2022

<b>Balance Sheet</b>	<b>31st August 2022</b>	<b>31st August 2021</b>
<b>Current Assets</b>		
Cash	28,909	26,562
Prepayments	405	538
	<b>29,314</b>	<b>27,100</b>
<b>Current Liabilities</b>		
	-	-
<b>Net Assets</b>	<b>29,314</b>	<b>27,100</b>
<b>Capital &amp; Reserves</b>		
Retained Earnings B/F	27,100	36,865
Profit	2,215	(9,765)
Retained Earnings C/F	<b>29,314</b>	<b>27,100</b>
	<b>12 months to 31st August 2022</b>	<b>12 months to 31st August 2021</b>
<b>Profit &amp; Loss</b>		
Fundraising Income	39,405	12,202
Other Income	3,500	8,600
	<b>42,905</b>	<b>20,802</b>
Cost of Fundraising	(25,286)	(8,525)
Other Costs	(15,405)	(22,043)
	-	-
<b>Profit (Loss)</b>	<b>2,215</b>	<b>(9,765)</b>



**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

**Report to the trustees/ members of :** BURHILL COUNTY FIRST SCHOOL PARENT  
TEACHER ASSOCIATION

**On accounts for the year ended:** 31<sup>st</sup> August 2022

**Charity No:** 285685

**Set out on page:** 4

**Respective responsibilities of trustees and examiner:**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees do not consider an audit to be required for this reporting year, under section 144 of the Charities Act 2011 and that an independent examination is sufficient.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the Charities Act
- To state whether particular matters have come to my attention

**Basis of independent examiner's statement:**

My examination was carried out in accordance with the general directions from the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts. Explanations concerning such matters were sought from the trustees.

The procedures undertaken do not provide all the evidence that would be required in an audit. Consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

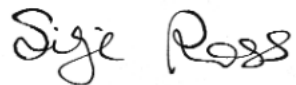
**Independent examiner's statement:**

In connection with my examination, no matter has come to my attention which either;

1. Gives me reasonable cause to believe that in any material respect the requirements

- To keep accounting records in accordance with section 130 of the Charities Act and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met
2. Or, in my opinion, that attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:

A handwritten signature in black ink that reads "Silje Ross". The signature is written in a cursive, flowing style.

Date: 3<sup>rd</sup> October 2022

Name: Silje Ross

Address: 1 Avondale Close, Hersham Surrey, KT12 4HS