



# **Prestfelde Preparatory School**

## **Friends of Prestfelde Annual Trustee Report**

**September 2022 – August 2023**

**Registered Charity Number: 1198969**

**Charities Principal Address:** Prestfelde Preparatory School  
London Road  
Shrewsbury  
SY2 6NZ

<b>Trustees and Office:</b>	Imogen McCormick	Chairperson
	Rebecca Lutz	Treasurer
	Victoria Wysome	Secretary
	Katherine Mills	School Liaison

<b>Volunteer Members:</b>	Helen Edginton	Uniform Shop
	Toria Richardson	Ball Committee Leader
	Bryony Wells	Committee Member
	Emma Jackson	Committee Member
	Jordana Fawaz	Committee Member
	Kulwinder Duhra	Committee Member
	Riddhika Chakravartty	Committee Member
	Suzy De Quincey Parry	Committee Member
	Tamarin Bibow	Committee Member

## Structure, Governance and Management

### Constitution

FOPS is a committee, governed by an adopted constitution dated April 2022 and registered with the Charity Commission in England and Wales on 16th May 2022. The membership is composed of staff at Prestfelde School and parents or legal guardians of currently enrolled pupils at Prestfelde School. The association does benefit from the help and support of the wider school community for events and fundraising.

### Appointment of trustees

The trustees of FOPS are taken to be the officers, as defined to include Chair, Treasurer, Secretary and School Liaison Officer. The charity is managed and administered by its trustees and other volunteer members, elected at the AGM. We currently have a volunteer managing the uniform shop and are looking to fill further volunteer roles for class representatives and event sub committees.

Each trustee automatically retires with effect from the next AGM following their appointment but is eligible for re-election at that AGM if they are proposed and seconded by the membership and willing to stand. The number of co-opted trustees must not be more than 50% of the total number of trustees.

## Objectives and Activities

### Charity Objectives

The object of the association (as outlined in our constitution) is to advance the education of pupils in the school in particular by:

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

## **Activities**

With due regard to the Charity Commissions public benefit guidance and in line with our objectives, FOPS runs a range of events both to raise funds to help support activities, equipment and facilities that advance the education of pupils and we also put on events to bring parents, teachers, pupils and the community together to help build relationships and provide a positive, happy environment for our young people where everyone works together effectively. These include regular annual events such as the Fireworks Night, the May Ball and the Christmas Shop. The committee would welcome any suggestions for future events that would bring our community together.

All activities are planned by the committee, drawing on volunteers from the parent/guardian membership, school staff and wider community of supporters where appropriate, having regard to safeguarding and risk assessments. The committee is very grateful for the time, expertise, and donations given by all involved, without them FOPS would not be able to achieve so much for our wonderful young people.

The work of FOPS helps to provide activities, equipment and facilities that enrich our students education and wellbeing that the school would not otherwise be able to provide. Over the last year we have paid for author visits, IT coding equipment, school trips, Christmas celebrations and more.

We are currently working with the head Mr Robinson and his staff to come up with a strategy and ideas for future spend.

## Achievements and Performance this year

On 30<sup>th</sup> March 2023 the AGM brought a change to the charity trustees and volunteers. Ilia Bowles resigned from Chair and Laura Oakes resigned from her secretary role. We would like to say a huge thank you on behalf of the Prestfelde Community for the work you have done over the last few years and the impact you have had. We also voted in 8 new committee members to help with all events and a new leader for the Ball Committee. Helen Edginton has stayed on to manage the 2<sup>nd</sup> hand uniform shop.

Another very successful year for the FOPS committee, we raised c. £6,000 on the events we have run during this school year. We also raised £1,200 for the Movement Centre and £9,886 for Hope House from the Auctions at the May Ball.

As seen in last year's accounts, we had a few balances outstanding relating to events from previous years which have been broken out in the account's summary.

During the financial year to 31<sup>st</sup> August 2023 the total profit raised from fundraising activities was £8,161. The major contributions towards this amount are outlined below.

- The most profitable event as expected was the May Ball bringing in £2,279. This includes gift aid of £550 and £1,075 from the Heads and Tails game.
- The second-hand uniform shop has been very successful and brought in an income of £4,969, we paid out £1,428 of those sales to those who signed up to receive 50% of the sales back. This was a catch up pay out and some were associated with sales from previous years.
- The fireworks night raised £606 offset by £660 of cost relating to last years fireworks event.
- Christmas shop raised £320, this is less than last year as we received feedback about the quality of the presents which we tried to improve for this year's event. £2,491 of profit came through from last year's christmas shop also.
- We raised £444 from the christmas card artwork project, £406 was also received for the prior years art work project.

This year the headliners we have funded are some additional books for the Little P library (£2,086), Author visits (£573), Airbus Stem Challenge Event for senior school (£1,843), IT Sphere Bolt used across the school (£3,011), Christmas Celebrations (£775). We have also supported the upkeep of the Beckbury Garden and the Coronation event.

There was a requirement for an additional card machine - to be used in the school uniform shop and all ticketed events. We have purchased a display board for all FOPS communications that

can be seen outside the canteen. Including Parentkind membership and our audit costs, this led to a total of FOPS expenses of £659.

The closing balance at 31<sup>st</sup> August 2023 is £44,194, £1,117 less than prior year.

Accounting is done on a receipts and payments basis so some of the costs and receipts that are associated with these events have fallen out of this financial year (as seen in the notes to the accounts) .

We are currently working with Mr Robinson and his staff to look at future projects FOPS can support with the money we have raised.

**FOPS Financial Accounts  
September 2022 - August 2023**

<b>Fundraising Activities</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit/Loss</b>	<b>Notes</b>	<b>LY</b>	<b>vs LY</b>
Fireworks Night 2021		(660)	(660)	Note A		
Fireworks Night 2022	3,005	(2,399)	606		1,062	(457)
Christmas Shop 2021	2,811	(320)	2,491	Note B		
Christmas Shop 2022	2,620	(2,300)	320		881	(561)
Uniform Shop	4,969	(1,428)	3,542	Note C	5,500	(1,958)
May Ball 2022		(1,200)	(1,200)	Note D		
May Ball 2023	37,190	(34,911)	2,279		2,798	(519)
Christmas Card Art Project 2021	406		406	Note E		
Christmas Card Art Project 2022	444		444		406	38
Swap Shop	35		35	Note F	0	35
Balloons		(100)	(100)	Note G	0	(100)
<b>Total Fundraising</b>	<b>51,479</b>	<b>(43,317)</b>	<b>8,161</b>			

**Projects Funded/Purchases**

Little P Father Christmas Visit	(275)
Christmas Lunch Decorations	(400)
Christmas Tree for chapel	(100)
Little P Library	(2,086)
Beckbury Garden	(231)
Airbus stem challenge event	(1,843)
Author Visits	(573)
Sphere Bolt IT	(3,011)
Coronation	(100)
<b>Total school projects funded</b>	<b>(8,620)</b>

**Administration Costs**

Parentkind Membership	(140)
Card Machine	(95)
Other	10
Audit	(120)
<b>Total Administration Costs</b>	<b>(345)</b>

**Equipment Costs**

Display Board	(314)
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Account Balance at 31st August 2022		45,310
Income for current financial year	51,479	
Total Expenditure	(52,596)	
Cash surplus after expenditure		(1,117)
Account balance at 31st August 2023		44,194

## Notes to Accounts

### 1. Fundraising Activities

- A. As per Note A in LY accounts £620 catering charge received relating to Fireworks Night 2021
- B. As per Note B in LY accounts, £2,811 of sales for christmas shop collected by Prestfelde through termly bills and £320 of catering costs billed to Prestfelde. Both relating to christmas shop 2021.
- C. £1,428 paid out to those who donated uniform
- D. £1200 made to Movement centre (paid out October 2022), associated with May Ball 2021.
- E. Art Project christmas card sales relating to christmas 2021.
- F. Swap Shop event. Funds raised through sales of donated goods.
- G. Balloons were ordered but no longer required for May Ball. A credit note is being held so we can use it at a future event.

### 2. Basis of Accounting

The accounts have been prepared on the Receipts and Payments basis in accordance with the requirements of the Charities Act 2011. The notes form part of the trustees accounts.

### 3. Nature and Purpose of Funds

Unrestricted funds are those funds that the trustees are able to spend for any of the charity's objectives or purposes. Restricted funds may only be used for specific purposes, either because money is raised for that purpose or because the donor specifies it. FOPS currently has no restricted funds.

### 4. Income

Any income received via the sum-up card machine is net of the transactional charges applied.

### 5. Asset Purchases

This includes equipment purchased for the use of the charity over the course of more than one year, in the achievement of its objectives. None were purchased this year.

### 6. Administration Costs

Administration costs include bank account charges, sum-up equipment costs, Audit costs, and Parentkind subscription fee, a PTA membership organisation which provides insurance, advice and support.

### 7. Equipment Costs

Equipment Costs are purchases (accounted for on basis of Receipts and Payments) and are used for all FOPS events and activities.

## Approval

Approved by the trustees and signed on their behalf by the Chair, Secretary and Treasurer

Signed Imogen McCormick .

Chair – Imogen McCormick

Signed Rebecca Lutz

Treasurer – Rebecca Lutz

Signed Victoria Wysome .

Secretary – Victoria Wysome



## Independent Examiner's Report to the Friends of Prestfelde School

I report on the accounts of Friends of Prestfelde School for the year ended 31 August 2023, which comprise a Receipts and Payments Account together with the related notes.

### Respective responsibilities of Committee and Examiner

The Committee is responsible for the preparation of the accounts. The Committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by 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 and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and 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:

(1) Which gives me reasonable cause to believe that any material respect the requirements:

- To keep accounting records in accordance with section 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

Have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Simon Cook, ACPA, MILM  
Managing Director  
MJ&Co Accountants  
Ironmaster House  
37 Wyle Cop  
Shrewsbury  
SY1 1XF

Date: 9<sup>th</sup> March 2024