

**Middle Street School Fund**

Middle Street Primary School

Middle Street, Brighton

East Sussex, BN1 1AL

Charity Number: **1176330**

# ANNUAL REPORT

## Middle Street School Fund

**6<sup>th</sup> Dec 2018 – 5<sup>th</sup> Dec 2019**

## Report of the trustees for the year ended 5<sup>th</sup> December 2019

The trustees of Middle Street School Fund present their annual report for the year ended 5<sup>th</sup> December 2019. This report and associated financial accounts have been prepared in line with the Charity Commission guidance *Charity reporting and accounting: the essentials November 2016 (CC15d)*.

### Reference and administrative details

Charity Name	Middle Street School Fund
Charity Number	1176330
Principle Office Address	Middle Street Primary School, Middle Street, Brighton, East Sussex, BN1 1AL
Trustees	Trustees who served for all or part of this year:  Oliver Sharpe                      Chair Mark Juba Ray Williams                      Treasurer Robin Manuell Hannah Jefferies

### Structure, governance and management

Middle Street School Fund (MSS Fund) is a Charitable Incorporated Organisation (CIO) governed by a constitution based on the Charity Commission's 'Foundation' model constitution. The constitution was approved by the initial set of trustees of the charity on 5<sup>th</sup> December 2017 and then the charity was registered with the Charity Commission on 18<sup>th</sup> December 2017.

The most notable change from the model constitution is in section 10.(2) which specifies how the Governing Board of Middle Street School may appoint five charity trustees. This is the only formal link between the CIO and the school. Trustees can also be appointed by the existing trustees of the CIO.

Although the constitution does not require this, the trustees have adopted the convention of appointing a Chair and a Treasurer.

As the charity is currently very small and simple in its operations and is not delivering any services directly to any children or parents or carers, therefore no additional policies or procedures have been adopted by the CIO.

## Objectives and activities

The objects of the CIO as laid out in its constitution are:

The object of the CIO shall be to advance the education of the pupils at Middle Street School by providing or assisting in the provision of educational, recreational, sporting and other charitable services, equipment or facilities in augmentation of such services, equipment and facilities financed by the Local Education Authority or the Department of Education and Employment (DFEE).

In order to meet these objectives the focus of the CIO is to raise funds which can then be donated to Middle Street School in order that the school can directly deliver the services to the children at the school. The CIO does not deliver services directly to children.

The main activities of the charity during this year were:

- To setup a fundraising campaign to save the Every Child a Reader (ECaR) post at Middle Street School.
- To send out letters and a form to parent, carers and to anyone else interested, asking for individual donations or regular standing orders that will provide funds that will support the campaign to save the ECaR post.
- To setup an page on the JustGiving website so that people can donate money easily online.
- To help with an Art Republic sample sale where a percentage of the proceeds were donated to MSS Fund to support Middle Street Primary School.
- To have a stall and collect cash donations at the Middle Street School summer fair.

These activities were undertaken with due regard by the trustees to the guidance issued by the Charity Commission on public benefit.

## Achievements and performance

During this year the charity had the following notable achievements:

- By the year end 20 standing orders had been set up that together made a total monthly contribution of £610 to the MSS Fund.
- The yearly total from such standing orders was: **£ 5,290.00**
- The total of one-off donations was: **£3,270.00**
- The total raised through the JustGiving website was: **£458.20**
- The total raised for Middle Street School by the Art Republic sample sale was: **£5,000.00**
- The total collected at the summer fair was: **£177.22**

Therefore the total Middle Street School Fund raised in its second year was: **£14,195.42**



## Financial Review

MSS Fund prepares its accounts as receipts and payments accounts in line with the Charity Commission guidance *Charity reporting and accounting: the essentials November 2016 (CC15d)*. The accounts are prepared as a separate document to this report using the template from the Charity Commission called *Template for Receipts and Payments Accounts - CC16a\_-\_revisions\_190417.xls*.

The MSS Fund set up its bank account with Metro Bank in January 2018.

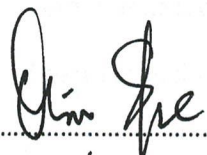
One issue that MSS Fund has continued to have to deal with during the year was that a number of erroneous Direct Debits were set up against the Metro Bank that were not created by anyone from the charity. On top of the £84.35 that was falsely removed last financial year, a further £226.22 was falsely removed from the account in this way during December 2018 (after 5<sup>th</sup>) and January 2019. Metro Bank was alerted to these false debits from the account and the Direct Debits were cancelled and £254.57 of the money was returned to MSS Fund by the Metro Bank. There were also two deposits (totaling £42.58) made under the same name as one of the erroneous direct debits. The MSS Fund is still trying to reclaim the remaining £56 owed and understand the erroneous deposits and so the difference (£13.42) is accounted for as money owed to the charity.

On 5<sup>th</sup> December 2019 the bank account of MSS Fund held £16,663.00 cash.

MSS Fund does not have a policy on holding reserves as it currently does not have any expenses.

## Approval by the Trustees

This report and associated accounts were approved by the trustees of MSS Fund on 5<sup>th</sup> October 2020 and signed on their behalf by Oliver Sharpe, Chair of Trustees and Ray Williams, Treasurer.

Signed:  .....

Date: 5/10/2020 .....

Chair of Middle Street School Fund

Signed: **Ray Williams (by email)** .....

Date: **5/10/2020** .....

Treasurer of Middle Street School Fund



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Middle Street School Fund

1176330

## Receipts and payments accounts

CC16a

For the period  
from

6th Dec 2018

To

5th Dec 2019

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
	-	-	-	-	-
Standing Orders	5,290	-	-	5,290	2,270
One Off Donations	8,905	-	-	8,905	211
Possibly Erroneous Receipts	44	-	-	44	-
Return of Erroneous Direct Debits	254	-	-	254	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	14,493	-	-	14,493	2,481
<b>A2 Asset and investment sales, (see table).</b>					
(none)	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	14,493	-	-	14,493	2,481
<b>A3 Payments</b>					
	-	-	-	-	-
No actual payments	-	-	-	-	-
Erroneous Direct Debits	226	-	-	226	84
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	226	-	-	226	84
<b>A4 Asset and investment purchases, (see table)</b>					
(none)	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	226	-	-	226	84
<b>Net of receipts/(payments)</b>	14,267	-	-	14,267	2,397
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	2,397	-	-	2,397	-
<b>Cash funds this year end</b>	16,663	-	-	16,663	2,397



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in bank	16,663	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>16,663</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

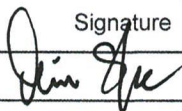
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
	Net Erroneous Direct Debits Owed	13	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Oli Sharpe	05/10/2020
Ray Williams (by email)	Ray Williams	05/10/2020