



CHARITY COMMISSION  
FOR ENGLAND AND WALES

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

**From** 1<sup>st</sup> September 2019

**To** 31<sup>st</sup> August 2020

### **Reference and Administration details**

Charity name BURHILL COUNTY FIRST SCHOOL PARENT  
TEACHER ASSOCIATION

Other name used FRIENDS OF BURHILL SCHOOL (FoBS)

Address: Burhill Community School, Pleasant Place, Hersham,  
Surrey, KT12 4HQ

Charity registration number: 285685

### **Names of Trustees**

<i>Trustee Name</i>	<i>Office</i>
Rhiannon Flury	Chair
Donna Gray	Vice Chair
Julia Roberts	Co-Treasurer
Cat Bennett	Co-Treasurer
Heather Jones	Secretary

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

*Type of Governing Document* – CONSTITUTION ADOPTED 2<sup>nd</sup>  
APRIL 1982

*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 or at the regular monthly FoBS meeting.

*Additional Governance issues*

All trustees undergo a DBS check which is kept up to date regularly. We are members of PTA UK.

## **Objectives and Activities**

Our objectives reflect the ethos of the school.

Burhill County PTA (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 but 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 a regular fundraiser in the year, notably, a fireworks night open to the public.

This year we also held a successful Quiz and Christmas Fair. These events aim to raise money but also provide a memorable experience for the children who attend. We aim to provide a supportive community for all the families at Burhill 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 an exceptional year due to the school closing down in March 2020 and with the threat of Covid-19 many of our usual fundraisers did not go ahead. Moreover, we didn't have the usual expenses we would expect, Easter, Sports Day, the Summer Fair did not go ahead.

However, with the money we raised at our successful Fireworks night and Christmas Fair we were able to support the changing needs of the school as they arose.

Teachers seek to provide special learning opportunities for the children. Although many did not go ahead this year as the school closed prematurely, we provided Christmas presents for each



child, as well as a visit from reindeer for KS1. Every year each class teacher has a £100 budget to spend on treats for their class. These may be games, books or toys as appropriate.

The exceptional circumstances of 2020 meant there were many needs of the school we could not have foreseen. FoBS has financially supported the school to accommodate the change in priorities. Teachers put together Home Learning packs for the summer holidays and FoBS was able to support this project financially as well as source many of the resources. FoBS have also invested in a Mobile Library enabling children to continue to access the school's library when they return with a special quarantine for the books. In addition, the parent community voted that FoBS should support a Teacher Appreciation Party, as an exception. It was arranged and organised by the school Chair of Governors, Elisabeth Carson, and attended by school staff and governors.

## **Financial Review**

From September 2019- August 2020 we have made a profit of £12,230. As described, much of this is owing to the school closing in March. We also wrote off accruals of £6,500 that had been put aside in 2017, for outdoor changing rooms, for which the school management team had been unsuccessful in receiving planning permission, a playground upgrade that has been delayed due to the Coronavirus and history books that did not materialise.

Our closing cash balance is £36,574.

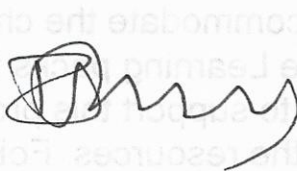
Our net assets stand at £36,865– this allows us to cover any upfront costs – deposits to be paid for future events as well as cover any further costs as they arise, any unforeseen requirements owing to Covid-19 for example. We anticipate many of our usual fundraisers, fireworks, Christmas fair, will be unable to go ahead in the following year and this balance allows us to cover the usual projects, resources we would wish to support.

## **Declaration**

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

Signed on behalf of the charity's trustees.

Signature



Full Name

Rhiannon Flury

Cat Bennett

Positions

Chair

Co-Treasurer

Date

28/9/2020

26/9/20

Friends of Burhill Primary School  
Accounts Prepared by Cat Bennett

Charity No: 285685

**Balance Sheet @ 31AUGUST 2020**

**Current Assets**

Cash  
Prepayment Christmas Fair 2020

Notes  
36,574.13 our yr end balance  
290.95  
**36,865.08**

**Current Liabilities**

**Net Assets**

**36,865.08**

**Capital & Reserves**

Retained Earnings B/F

**24,635.57**

2019-2020 Profit

12,229.51 from the P&L

Retained Earnings C/F

**36,865.08**

Check

**Profit & Loss @ 31AUG20**

Fundraising Income  
Other Income

33,736.48  
5,672.09  
**39,408.57**

Cost of Fundraising  
Other Costs

15,365.47  
17,803.51

Write off Changing Room accrual - failed to receive planning permission

(5,000.00)

Write off History Books Accr B/F

(609.65)

Write off Playground Acc B/F

(1,000.00)

2018 prepayment for 2019 Fireworks

235.20

2018 prepayment for 2019 Christmas Fair

357.99

2018 prepayment for 2019 expenses


26.54

27,179.06

**Profit (Loss)**

**12,229.51**

Cat Bennett 26/9/20.

  
26/9/20.

CHAMPION FUND





**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

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

**Report to the trustees/ members of :** BURHILL COUNTY INFANT SCHOOL PTA

**On accounts for the year ended:** 31<sup>st</sup> August 2020

**Charity No:** 285685

**Set out on pages:** Profit and Loss & Balance Sheet

### **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:

Date: 07.10.20

Name: Dorna Granmeyah

Relevant professional qualification :

Address: Finmere Albany Rd  
Hersham Surrey  
KT12 5QF

Finance Manager  
CIMA