

Friends of Bowhill Primary School CIO

Trustees' Report for the Year Ended 31 August 2018

The Trustees present their annual report of the charitable incorporated organisation for the period 18 August 2017 to 31 August 2018.

Structure, governance and management

Constitution

Friends of Bowhill Primary School is a Charitable Incorporated Organisation first with registered with the Charities Commission on 18 August 2017. The Governing document of the Charity is a Foundation constitution dated 18 August 2017.

The registered Charity number is 1174308.

Charity Principal Address

Bowhill Primary School

Buddle Lane

St Thomas

Exeter

EX4 1JT

Charity Trustees

The CIO has 9 first charity trustees, all appointed on 18 August 2017.

Number	Name	Office	Term	Term End Date
1	Kelly Voysey	Chair	4 years	17 Aug 2021
2	Stephanie Stone	Secretary	4 years	17 Aug 2021
3	Katherine Brazendale-Sweet		4 years	17 Aug 2021
4	Jennifer Sexton	Vice Chair	3 years	17 Aug 2020
5	Debra Ward	Teacher	3 years	17 Aug 2020
6	Elizabeth Capell		3 years	17 Aug 2020
7	Claire Quick	Treasurer	2 years	17 Aug 2019
8	Marie Morgan		2 years	17 Aug 2019
9	Caren Brooks	Head Teacher	2 years	17 Aug 2019

Trustees' liability

In the event of the CIO being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Method of recruitment and appointment or election of Trustees

The first Charity trustees were appointed on 18 August 2017 following completion of Trustee consent forms and Trustee Eligibility declaration. Appointment of Trustees will be in accordance with the constitution. Suitability is determined by an interest in the work of the Charity, eligibility, personal competence, specialist skills and local availability. New Trustees will be inducted into the workings of the Charity on joining by the Chair and other trustees.

Objectives and activities

Objects and aims

The Charity's objects are as follows:

To advance the education of the pupils of Bowhill Primary School and other schools in the Exeter Learning Academy Trust by engaging in activities or providing facilities or equipment which support the school and develop relationships between staff, parents and the wider community.

The trustees achieve the charitable objects by running a Parent, Teacher and Friends Association, known as the PTFA. The PTFA has formal members, who are the Trustees and a number of informal members who attend the PTFA meetings and provide much valued support at the various events throughout the school year.

Achievements and performance

Report by our Chair, Kelly Voysey:

It is my pleasure to write this year's chairperson's report for the Friends of Bowhill PTFA. This Report is the first year of being a charity and over the last year we have gone from strength to strength. As a school community we have managed to raise a fabulous £8,000. This is the highest ever raised by the Bowhill PTFA and every penny is for the school to spend on items or activities which enhance our children's experience at Bowhill.

Next year we are looking to spend a significant amount on improving the top playground which will involve some minor building and renovation works, the creation of a new wall games area and some fun seating. We'll also be replacing the basketball nets.

Our calendar of events keeps growing. We managed to squeeze a Christmas Fayre into the fundraising calendar and we intend to create the festive fun all over again at the end of November 2018. During the Spring 19 Term we hope to run a brand-new event. These events are not just about raising money, but delivering a fun calendar of activities for us as a school community.

We couldn't raise this money without the massive support of all of families, friends and the staff at Bowhill. I'd like to personally thank every single person who has bought raffle tickets, baked cakes or helped at events.

Financial review

The Charity held 8 fundraising events, which achieved a profit of £8,040 (2017: £6,989). The events included Christmas Cards with the children's own designs, Disco, Raffles, Cake sales and the annual Summer Fayre. November 2017 also saw the inaugural Christmas Fayre, which was a great success.

The Charity subsidised the Class Christmas parties, funded props for the Year 6 play and subsidised Year 6 Leavers Hoodies and Year Book. Other expenditure incurred was for Subscriptions, Licence fees and legal advice for setting up the PTFA as a Charity.

Opening Funds at 18 August 2017	£9,569
Fundraised	£8,215
Donated to School	(£1,734)
Other Expenditure	<u>(£1,003)</u>
Closing Funds at 31 August 2018	<u>£15,047</u>

All funds are held in a bank account and a small amount of petty cash. The Charity does not have any investments or any other assets or liabilities.

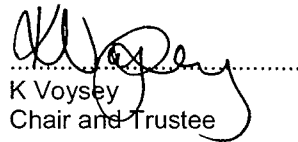
Reserves policy

The Trustees base their decision on an appropriate level of reserves with reference to planned pattern of expenditure. The Trustees will ensure that reserves are sufficient to enable the Charity to meet essential expenditure as well to continue financially supporting projects for Bowhill Primary School.

The Charity will maintain a minimum level of reserves of £1,000. Higher reserves may be appropriate when the Charity is building up funds to support a specific future larger scale project. The Reserves held at 31 August 2018 was £15,047. Donations to the school were lower in 2017/18 as the Charity is planning to spend a significant amount on improving the top playground in 2018/19 which will involve some minor building and renovation works, the creation of a new wall games area, some fun seating and replacing the basketball nets.

Declaration

The Trustees' Report was approved on behalf of the Trustees on 9 October 2018 and signed on its behalf by:



K Voysey
Chair and Trustee



J Sexton
Vice Chair and Trustee



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Bowhill Primary CIO

1174308

Receipts and payments accounts

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For the period
from

18/08/2017

To

31/08/2018

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 £
A1 Receipts					
Christmas Card Income	2,115	-	-	2,115	-
Raffles	1,048	-	-	1,048	-
Christmas Fair	1,272	-	-	1,272	-
Disco	1,191	-	-	1,191	-
Summer Fair	5,187	-	-	5,187	-
Cake Sale	156	-	-	156	-
Non Uniform Day	169	-	-	169	-
Donation for PTFA T Shirts	-	175	-	175	-
Sub total (Gross income for AR)	11,138	175	-	11,313	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,138	175	-	11,313	-
A3 Payments					
Christmas Cards - Supplier Payment	1,556	-	-	1,556	-
Christmas Fair & Summer Fair	1,149	-	-	1,149	-
Disco	393	-	-	393	-
Year 3 Sleepover	63	-	-	63	-
Donations to Bowhill Primary School	510	-	-	510	-
PTFA T Shirts	129	175	-	304	-
Year 6 Leavers Book & Hoodies	1,161	-	-	1,161	-
Professional Advice re Charity set-up	538	-	-	538	-
Subscriptions & Licences & Other	161	-	-	161	-
Sub total	5,660	175	-	5,835	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,660	175	-	5,835	-
Net of receipts/(payments)	5,478	-	-	5,478	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,569	-	-	9,569	-
Cash funds this year end	15,047	-	-	15,047	-

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 £
B1 Cash funds	Cash at Bank	15,008	-	-
	Petty Cash	39	-	-
		-	-	-
	Total cash funds	15,047	-	-

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

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	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

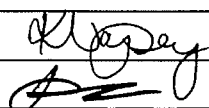
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



KVOYSEY.
J. SEXTON

14/09/18.
14/09/18