



# COLNBROOK SCHOOL

*"Working Together ... Achieving Together...  
Aiming Higher"*

Head Teacher: Kerry Harris

## FRIENDS OF COLNBROOK

Registered Charity No.285066



### Trustees Annual Report Year 2017-2018

#### Section A

**Charity Name:** Friends of Colnbrook

**Other Names the charity are known as:** FOC

**Registered Charity Number:** 285066

**Charity's Principal Address:** Colnbrook School,  
Hayling Road, South Oxhey, Watford,  
Herts, WD19 7UY

#### Names of the Trustees who manage the charity:

Kerry Harris – President  
Mrs Lucy Miller – Chair Person

#### Section B

Type of Governing Body – Constitution

The charity is constituted by association.

Trustees are selected by Election.

#### Additional Governance Issues:

The officers of the Association shall be the Chairperson, Vice Chair Person, The Secretary and The Treasurer to be elected annually at the AGM. The head teacher of the school is president of the Association.

**Colnbrook School**  
Hayling Road, South Oxhey, Watford. WD19 7UY  
Tel: 0208 428 1281  
e-mail: [admin@colnbrook.herts.sch.uk](mailto:admin@colnbrook.herts.sch.uk)  
website: [www.colnbrook.herts.sch.uk](http://www.colnbrook.herts.sch.uk)



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### Section C

#### Summary of the objects of the charity set out in the governing document.

The object of the Association is to advance the education of the pupils at the school by providing and assisting in the provision of the facilities for the education of the school (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of its object the association may:

- a) Foster more extended relationships between the staff, parents and other persons associated with the school, and
- b) Engage in activities which support the school and advance the education of the pupils attending it.

#### Summary of the main activities undertaken for the public benefit in relation to these objects.

- a) Fund raising social activities including fetes/fairs, quiz night, 3 Peaks Challenge and Smarties Challenge
- b) Social events to provide support to families – including coffee mornings, information evenings, cheese and wine evenings.

The pupils from Colnbrook school benefit from the new artificial grass throughout the play ground areas and a complete revamp of the existing Library to support the pupils literacy skills

### Section D

During the course of the year Friends of Colnbrook have had great success arranging various events including:-

- Christmas Fair
- Sponsored Marathons
- Easter Raffle

#### **Colnbrook School**

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- Summer Fair
- Donations from supporters
- Guest Speakers

We have also been very fortunate to have received some donations towards our Revamp of the Library, which required families going into the local supermarket and selecting our charity with a token scheme.

### Section E

#### **A brief statement of the charity's policy on reserves.**

The charity only hold reserves whilst continuing to raise funds to meet targets for specific projects.

#### **Details of any funds materially in deficit.**

We have not funds in deficit.

#### **Further financial review details.**

The Charity's main source of funds is raised through the committee organised events held throughout the year and donations from supporters of the school. A majority of funds provided have been used to pay for artificial grass throughout the school playground making it an all weather facility.

### Section F

N/A

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### Section G

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

Signed: \_\_\_\_\_

Full Names: \_\_\_\_\_ Kerry Harris and Lucy Miller

Position: \_\_\_\_\_ President and Chairperson

Date: \_\_\_\_\_ 31<sup>st</sup> August 2018

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**COLNBROOK SCHOOL**

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Head Teacher: Caroline Aplin

**FRIENDS OF COLNBROOK**

Registered Charity No.285066



**Annual Accounts**  
**01 September 2017**  
**To**  
**31 August 2018**

**100 Club Bank Account as at 31 August 2018**

Bank Statement balance	£5779.85 credit
Book Balance	£5753.85 credit
Difference	£26.00

Cheques issued but not presented: Total: £26.00

**General Bank Account as at 31 August 2018**

Bank statement balance	£47545.92 credit
Book Balance	£47545.92 credit
Difference	£0.00

**Notes:** The income figure of £ 33 468.05 includes donations from various charitable organisations, in addition to our own fundraising events. These donations have to pass through the Friends of Colnbrook Account, which is a Registered Charity Friends of Colnbrook made various donations to the school which included; completely replacing the existing sensory room into a relaxing interactive sensory area, installation of 2 new enclosed trampolines in the playgrounds, new interactive white boards for classrooms, theatre groups and help funding field trips, Christmas gifts for pupils and leavers' vouchers etc.

We start this year with a healthy balance of £47545.92 in the main account and £5779.85 in the 100 Club account.

Funds raised to date will be towards replacing outdated and broken playground equipment and the refurbishment of the school calm room.

## Reconciliation for Year ending 31 August 2018

### Annual Accounts 01 Sept 2017 – 31 August 2018

Source	In	Out	Balance
100 Club	£ 763.00	£ 318.00	£ 445.00
Misc./Private	£ 2,005.98	£ 9,193.72	-£ 7,187.74
Donations	£ 4,627.73	£ -	£ 4,627.73
Smarties Challenge	£ 660.77	£ 39.57	£ 621.20
Sensory Room (TX Max)	£ 13,202.45		£ 13,202.45
Membership	£ -	£ 63.00	-£ 63.00
Xmas Fayre	£ 5,844.64	£ 1,062.59	£ 4,782.05
Ipads	£ 915.66	£ -	£ 915.66
100 Board Summer Term	£ 920.00	£ 80.00	£ 840.00
Playground	£ 3,019.82	£ -	£ 3,019.82
Interest	£ -		£ -
Royal Party Fundraiser	£ 1,236.00	£ -	£ 1,236.00
Theatre	£ -	£ 999.00	-£ 999.00
Colnbrook (Classroom Resources etc)		£ 2,384.87	-£ 2,384.87
Charges		£ -	£ -
Petty Cash	£ 272.00	£ 277.64	-£ 5.64
	£ 33,468.05	£ 14,418.39	£ 19,049.66

### Brought forward from previous year

Petty Cash	6.70
100 Club Bank	5334.85
General Bank	28935.62
	<hr/>
	34277.17
	=====

### Carried forward to next year

Petty Cash	1.06
100 Club Bank	5779.85
General Bank	47545.92
	<hr/>
	53326.83
	=====

Registered Charity No. 285066  
The Friends of Colnbrook School  
Year Ending 31 August 2018

I agree the attached accounts and confirm that I have made available all relevant records and information used for their preparation.

Agreed by Alison Beattie Date 22 OCT 2008

(Alison Beattie – Senior Administrator)

In accordance with your instructions, I approve the attached accounts which are unaudited and have been prepared from the accounting records and information and explanation supplied to me.

Signed Lucy Milner

Name LUCY MILNER

Address 90 COUNSBROOK SCHOOL

HAYNE ROAD

WATFORD WD19 7U7





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

FRIENDS OF COLNBROOK

On accounts for the year  
ended

31-08-18

Charity no  
(If any)

285066

Set out on pages

1-4

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].  
*Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of Independent  
examiner's statement**

My examination was carried out in accordance with 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 the 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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed: hughes Date: 8/2/2019

Name: LUCY CHARLIE

Relevant professional  
qualification(s) or body  
(if any):

~~none~~ Level 4 School Business  
Management

Address:

17 EILBERT ROAD  
HAREFIELD  
UB9 6NQ.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



