
Friends of St Peter's School Cowfold (FoSPS)

Potters Green, Cowfold, Horsham, RH13 8QZ

Registered Charity no. 1114825

For the year ended 31st August 2021

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Friends of St Peter's School Cowfold (FoSPS)

Trustees Annual Report

for Year Ended 31st August 2021

Structure, governance and management of the charity

FoSPS is a parent teacher association registered with the Charity Commission. Its governing document is the Constitution adopted 18th October 2005. Members of FoSPS are the parents, guardians or carers of a pupil currently attending St Peter's Church of England (Aided) Primary School in Cowfold ("St Peter's School" or "the School"). The "Committee" is the governing body of FoSPS, with members of the Committee having control of FoSPS, its property and funds.

During the year the following served as members of the Committee and trustees of FoSPS:

Sarah Lawrence	Chairperson
Ellen Barker	Secretary
Julia Huson	Treasurer
Anucha Mora-Richards	
Caroline King	
Claire Brookes	
Darshana Smith	
Joanne Nelson	
Isabel Jackson	
Laura Carter	
Laurianne Gayler	
Rebecca Seymour	

Members of the Committee are elected at the Annual General Meeting. Parents, guardians or carers of a pupil currently attending the School are warmly encouraged to stand for election to the Committee.

Objectives and Activities

The objective of FoSPS is to advance the education of pupils in St Peter's 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.

To support those objectives, FoSPS undertakes a number of fundraising events each year, which are designed to be fun and enjoyable for the pupils and their families, whilst also raising much needed funds to enhance the pupil's experience at St Peter's School.

When planning our activities for the year, the Committee has considered the Charity Commission's guidance on public benefit, ensuring at all times that the activities undertaken by FoSPS are for the benefit of pupils at the School.

Achievements and Performance

FoSPS' performance this year has continued to be significantly impacted by the Coronavirus pandemic, with restrictions preventing us from being able to hold any in-person fundraising events during year. We were however able to produce a calendar in the Autumn Term, using photos that the pupils had taken of Cowfold and the surrounding area. Simon Vickers very kindly agreed to print all of the calendars free of charge, which meant that the full sale proceeds could go directly to FoSPS.

We were also able to hold a Hamper Raffle, which had to be deferred from Christmas due to the school closures, but we were able to go ahead in the summer term instead, which once again proved very successful.

With other fundraising opportunities so limited, we've continued to promote the use of the AmazonSmile and EasyFundraising websites within the school community, which has generated some much needed additional funds.

With cumulative funds raised both this year and bought forward from prior years, we were able to support the following:

Forest School (Sep'20)

Paid for the food at forest school sessions to enhance the children's outdoor experience.

Christingle and Christmas Lunch (Nov'20 & Dec'20)

Provided the sweets for making Christingles, together with Christmas crackers and sweets for the Christmas lunch. Sadly both events were disrupted by the school closures, but the children were still able to benefit from the sweets and the crackers will be saved for another year!

Accelerated Reader Subscription (Feb'21)

Contributed towards the renewal of the Accelerated Reader scheme for the next 3 years, a tool used to monitor and manage independent reading practice while promoting reading for fun. After reading a book, pupils take an online quiz and get immediate, regular feedback, which motivates them to make progress with their reading skills. The Accelerated Reader platform continues to be very well received by the pupils and is being widely used across the school.

Year 6 Post-Exams BBQ (May'21)

Paid for the food at a celebration event for Year 6, after SATS had finished.

We're incredibly grateful for all of the support from parents, carers, staff and pupils at the school, who help to make everything that we do so successful.

Financial Review

Income

As mentioned under Achievements and Performance, this year has been significantly impacted by the Coronavirus pandemic, meaning we were unable to hold a number of our usual fundraising events (which included Film Nights, Discos and a Sports Day BBQ), as well as missing out on income from the weekly cake raffle and ice cream sales in the summer term. As a result, the total General Fund income for the year of £877 was down on the £1,785 generated in the prior year, which had also been partially impacted by the pandemic.

No in-person fundraising events could be held during the year, but we were able to raise funds of £340 through the sale of Cowfold Village Calendars and £295 through a Summer Hamper Raffle (all amounts shown net of associated costs).

In addition, funds of £191 were raised through supporters' use of the 'Easy Fundraising' and 'AmazonSmile' websites, which is more than double the amount raised in the previous year.

Expenditure

Total expenditure for the year through the General Fund amounted to £2,719 compared with £2,189 for the prior year.

Our most significant expense this year was a contribution of £2,400 towards the renewal of the Accelerated Reader subscription for the next 3 years. This is something that FoSPS has been working towards funding for the past few years, and whilst we were unable to fund the full cost due to the limited fundraising opportunities over the past 18 months, we were pleased to be able to make a significant contribution.

FoSPS also provided crackers and sweets for the pupils at Christmas (£70), provided sweets for Christingle (£40), contributed to the costs of Forest School (£42), and provided ice pops for the children on Sports Day (£5).

Whilst the situation with the coronavirus pandemic remains volatile, we hope to be able to return to at least some of our usual fundraising events in 2021/22, so that we can continue to support all of the pupils at St Peter's School.

Reserves Policy

It is the policy of FoSPS to maintain a balance on general unrestricted funds sufficient to cover any known liabilities and future commitments, together with an allowance for unexpected requests for which the School may require funding at short notice.

This Trustees' Annual Report was **approved** by the Committee and signed on their behalf by Julia Huson, FoSPS Treasurer



Date 12/10/2021

FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2021

	Unrestricted General Fund	Restricted Funds	Year Ended 31 st August 2021 Total Funds	Year Ended 31 st August 2020 Total Funds
Receipts	£	£	£	£
Donations and Legacies				
Cowfold Village Fireworks	-	-	-	150
	-	-	-	150
Charitable Activities - Fundraising				
Summer / Christmas Hamper Raffle	346		346	301
Cowfold Calendar	340		340	-
AmazonSmile	147		147	75
Easy Fundraising	44		44	16
Cake Raffle	-		-	638
Discos	-		-	434
Film Nights	-		-	171
	877	-	877	1,635
Total Receipts	877	-	877	1,785

FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2021

	Unrestricted General Fund	Restricted Funds	Year Ended 31 st August 2021 Total Funds	Year Ended 31 st August 2020 Total Funds
Payments	£	£	£	£
Cost of Raising Funds				
PTA Membership incl. Insurance	111		111	110
Summer Hamper Raffle	51		51	59
Discos	-		-	150
Film Nights	-		-	116
	162	-	162	435
Charitable Costs				
Accelerated Reader	2,400		2,400	-
Christmas Lunch	70		70	-
Forest School	42		42	-
Christingle	40		40	19
Sports Day	5		5	-
Clevertouch Boards	-		-	500
Phonics Books	-		-	500
Rainbow Theatre	-		-	420
Leavers Events	-		-	177
Yearbooks	-		-	138
	2,557	-	2,557	1,754
Total Payments	2,719	-	2,719	2,189

FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)
STATEMENT OF ASSETS AND LIABILITIES AT 31ST AUGUST 2021

	Unrestricted General Fund	Restricted Funds	31 st August 2021 Total Funds	31 st August 2020 Total Funds
	£	£	£	£
Assets				
Brought forward at 1st September 2020	3,359	-	3,359	3,763
Receipts	877	-	877	1,785
Payments	2,719	-	2,719	2,189
(Deficit)/Excess of Receipts over Payments	(1,842)	-	(1,842)	(404)
Balance at 31st August 2020	1,517	-	1,517	3,359
<u>Represented by:</u>				
Current Account	1,517	-	1,517	3,359
Deposit Account	-	-	-	-
	1,517	-	1,517	3,359
Debtors	-	-	-	-
Total Assets	1,517	-	1,517	3,359
Liabilities				
Creditors				
Leavers BBQ	53	-	53	-
Total Liabilities	53	-	53	-

This Financial Report for the year ended 31st August 2021, including the notes following, was approved by the Committee and signed on its behalf by:



Julia Huson
Treasurer

Date 12/10/2021

FRIENDS OF ST PETER'S SCHOOL COWFOLD (FoSPS)

NOTES TO THE FINANCIAL REPORT

- 1) The financial statements have been prepared in accordance with the Charities Act 2011, using the Receipts and Payments basis.

- 2) Transactions with related parties:

FoSPS exists to further the education of pupils at St Peter's School. During the year ended 31st August 2021 £2,400 (year ended 31st August 2020: £1,597) was paid by FoSPS to St Peter's School to reimburse specific expenses that the Committee agreed would be funded by FoSPS.

- 3) No payments were made to Committee members in the year other than for reimbursement of expenses incurred on behalf of FoSPS.

- 4) Fund Types:

Restricted funds represents money given by donors for a specific purpose, and can only be used for that purpose. Restricted funds are not invested permanently but are to be spent within reasonable timescales.

Unrestricted (general) funds are not subject to any donor restrictions and can be spent as the Committee decides.