

The Friends of Bishop Gilpin  
Report and Financial Statements  
Year ended 31<sup>st</sup> July 2017  
Charity number 1060709

**THE FRIENDS OF BISHOP GILPIN**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2017**

The Trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> July 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14

**About the Friends of Bishop Gilpin**

The Friends of Bishop Gilpin or “**FOBG**” is the name for the Parent-Teacher Association of Bishop Gilpin Church of England Primary School. The word ‘Friends’ was included in the name to reflect that the inclusion of the wider Bishop Gilpin, “**BG**” community which includes ex-pupils and ex-staff, the churches linked to the school and local businesses.

FOBG looks to raise money in a fun, community-oriented way finance both facilities and equipment that cannot be funded by the main school budget. In addition FOBG also provide links between the school and parents and organise social activities that bring members of the school community together.

Every current BG parent and all the staff are automatically members of the Friends – there is no signing-up process. FOBG is managed by a committee of parents, in partnership with the Head teacher and the Governors, on behalf of all the parents. The committee meets every half term. The school and the Governors work closely with FOBG to ensure that the fundraising and projects that both the BG School Fund and FOBG undertake fit alongside each other to maximise the potential for school improvement. The committee encourages all parents to come along to one of these meetings to see for themselves what we do.

FOBG is a lively and active organisation and we put on events for both children and parents throughout the year – usually one social and one fund-raising event per term. We also organise smaller treats and events for the children, as well as providing refreshments at school events.

**Financial Review**

FOBG's work is entirely reliant on the income generated from its fund raising activities and donations. During the year ended 31<sup>st</sup> July 2017, FOBG raised a net figure of £32,906 (2016 - £52,543) through a variety of fund raising events throughout the year: Winter and Summer Fairs, Quiz nights, Cotswold Challenge Walks to name just a few

During the year we allocated £29,445 towards school equipment: climbing frames, beans bags etc. and another was allocated £14,302 towards library stock and supplies (of which £5,777 was paid during the year). As per prior years we also provided funds towards the cost of whole school workshops and school celebrations. We also made donations to Mabale, a rural primary school in Zimbabwe which we've been fund raising for since 2009. We work with a conservation charity to ensure all the funds are spent and handled correctly.

**Risk Management**

FOBG does not invest or put on deposit any funds raised. All funds raised are held as cash in recognised financial institutions, Barclays Bank PLC, Pay Pal UK and Virgin Giving until they are allocated for expenditure by the committee. The principal risk faced by the FOBG is therefore counter party credit risk to its bankers for the cash held on its behalf.

**THE FRIENDS OF BISHOP GILPIN**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2017**

**Reserves Policy**

The Trustees aim to ensure that FOBG is never overdrawn. There are no formal reserves, with all cash being available for expenditure

**Plans for the future**

The FOBG have made a commitment to continue to support the school library and anticipate further funds to be allocated during the year ending 31<sup>st</sup> July 2018. In addition, the School has requested that FOBG contribute to the cost of renovating the front of school, a project to provide not only disabled access but also safer and more pleasant environment for the children.

**Structure, governance and management**

FOBG is a registered charity and is led by parents at the school. The object of the FOBG is to advance the education of pupils in the School in particular by engaging in fund raising activities and providing facilities and equipment, in all cases in keeping with the ethos and aims of the School.

The Friends of Bishop Gilpin is a registered charity, number 1060709, and is constituted by its governing document as adopted 26 January 1997 and as amended 9 October 2009. It is run by a committee of up to ten elected trustees. The Head of School and one member of staff of the school and either one Governor or member of the clergy from the Wimbledon Team Ministry (if invited to the membership by the committee) are invited as ex officio members

A member may be elected to serve for two terms but may be elected for a third term only with the approval of the committee

The committee must hold at least three meetings in every academic year and usually meets the second Tuesday of every half term.

The full constitution of the FOBG is available on request to either the Secretary or the Treasurer

**Trustees for the year ended 31<sup>st</sup> July 2017**

Re-elected 14/10/16

Christina Sally Le Marquand  
Jo Whelan  
Cath Harrop  
Kate Oppenheim  
Lara Ward

New appointments 14/10/16

Alexandra Richardson  
Deborah Poulter  
Lyndsey Duncan  
Elisse Thompson

**THE FRIENDS OF BISHOP GILPIN**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2017**

New appointments 25/4/17

Katherine Harris

Resignations 14/10/16

Christobel D'Cruz

James Sherratt

Tristan Hopkinson

Katie Preston

Emily Jones

Martina Josefsson

**Other**

Samantha Pickford (re-elected 14/10/16, resigned 25/4/2017)

**Ex-officio members**

Mrs J Bray (re-elected 14/10/16)

Mr M Ball (re-elected 14/10/16)

Charlotte Edgar (elected 14/10/16)

**Ex-officio Changes post 31.7.17**

J Bray (resigned 12/9/17)

J Kingsley (elected 12/9/17)

**Treasurer**

Fezzah Hussain (resigned 10/1/17)

Deborah Poulter (appointed 10/1/17)

**Address**

18 Springfield Road, Wimbledon SW19 7AL

**Bankers**

Barclays Bank plc, Alexandra Road, Wimbledon

**Independent Examiner**

Kezia York

**THE FRIENDS OF BISHOP GILPIN**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2017**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standard (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of the resources, of the charity for that period. In preparing the financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the applicable Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provision of the Constitution. They are also responsible for the safeguarding of the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legalisation in the United Kingdom governing the preparation and dissemination of the financial statements may differ from the legislation in other jurisdictions.

Approved by the Trustees on the 13<sup>th</sup> October 2017 and signed on their behalf by



D Poulter

**THE FRIENDS OF BISHOP GILPIN**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 JULY 2017**

I report on the accounts of the charity for the year ended 31 July 2017 which are set out on pages 6 to 11.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kezia York BSc ACA  
90 Woodmere Avenue  
Croydon  
Surrey  
CR0 7PF

Date 13/10/2017

**THE FRIENDS OF BISHOP GILPIN**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 JULY 2017**

	<b>Note</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
<b>Incoming resources</b>			
Donations	<b>3</b>	<b>3,304</b>	<b>3,427</b>
Activities for generating funds	<b>4</b>	<b>44,615</b>	<b>64,619</b>
Investment income		<b>1</b>	<b>1</b>
		<hr/> <b>47,920</b>	<hr/> <b>68,047</b>
<b>Resources expended</b>			
Costs of generating funds	<b>4</b>	<b>15,013</b>	<b>15,503</b>
Charitable expenditure	<b>5</b>	<b>39,530</b>	<b>12,385</b>
		<hr/> <b>54,543</b>	<hr/> <b>27,888</b>
<b>Net (expenditure)/income</b>		<b>(6,623)</b>	<b>40,159</b>
<b>Total Funds brought forward</b>		<hr/> <b>51,368</b>	<hr/> <b>11,209</b>
<b>Total Funds carried forward</b>		<hr/> <b>44,745</b>	<hr/> <b>51,368</b>

The charity did not have any restricted funds during the year ended 31 July 2017 or for the year ended 31 July 2016.

**THE FRIENDS OF BISHOP GILPIN**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 JULY 2017**

	Note	Total Funds 2017 £	Total Funds 2016 £
<b><i>Current Assets</i></b>			
Debtors		1,860	-
Cash at bank and in hand	6	47,204	51,473
<b>Total Current Assets</b>		<b>49,064</b>	<b>51,473</b>
<b><i>Liabilities</i></b>			
Creditors falling due within one year	7	(4,319)	(105)
<b>Total assets less current liabilities</b>		<b>44,745</b>	<b>51,368</b>
Represented By:			
<b>Reserves</b>			
Unrestricted funds		44,745	51,368
<b>Carried forward</b>		<b>44,745</b>	<b>51,368</b>

The charity did not have any restricted funds during the year ended 31 July 2017 or for the year ended 31 July 2016.

The notes on pages 8 to 11 form part of these accounts.

Approved by the trustees on 13<sup>th</sup> October 2017 and signed on their behalf by:

D Poulter



**THE FRIENDS OF BISHOP GILPIN**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2017**

**Notes to the accounts**

**1. Accounting Policies**

**(a) Basis of preparation and assessment of going concern**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and applicable regulations.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

**(c) Restricted Funds**

No funds are restricted.

**(d) Income Recognition**

All income is recognised on an actual basis and only once the charity has received the income. Donations, are recognised only upon receipt and when any accompanying conditions have been met. Interest on funds held are recognised only upon receipt.

**(e) Expenditure Recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure and proof of that liability has been received.

**2. Related party transactions and trustees' expenses and remuneration**

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2016: £nil). No expenses are incurred by the trustees in their role as trustee.

**3. Voluntary income**

	2017 £	2016 £
Donations and sponsorship	<u>3,304</u>	<u>3,427</u>

**THE FRIENDS OF BISHOP GILPIN**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2017**

**4. Activities for generating funds**

<b>Fund Raising Events</b>	<b>Income £</b>	<b>Expenses £</b>	<b>Surplus 2017 £</b>	<b>2016 £</b>
Winter & Summer Fair	17,621	4,291	13,330	14,283
Auction of Promises	-	-	-	23,650
Cook Book	10	-	10	-
Christmas Items	6,011	4,090	1,921	2,115
Quiz Night	3,663	1,953	1,710	3,263
Gift Aid	991	-	991	2,041
Give as you live	685	-	685	385
Bag2School	520	-	520	954
Advertisements	1,785	-	1,785	775
2nd Hand Uniform	560	159	401	296
Sports Day	-	-	-	71
Northbrook cash back	-	-	-	126
Yellow Moon cash back	-	-	-	27
Mufti day	-	-	-	447
Eco Bag	-	-	-	120
Prior year 6 sports kit	-	-	-	147
Miscellaneous	-	312	312	416
concerts/nativities	135	71	64	-
Cotswold Challenge	4,013	-	4,013	-
magic show	2,826	578	2,248	-
panto	3,465	721	2,744	-
Shingdig	2,330	1,826	503	-
AOP	-	260	260	-
AGM	-	149	149	-
Fund raising equipment	-	603	603	-
<b>Total Contribution plus Interest</b>	<b>44,616</b>	<b>15,013</b>	<b>32,906</b>	<b>49,116</b>

**THE FRIENDS OF BISHOP GILPIN**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2017**

**8. Commitments**

Funds committed during the 2017 financial year and not included in purchases for school include:

Ring fenced for library	8,525
Ring Fenced for Front of School	<u>5,000</u>
	<u><b>13,525</b></u>

**9. Independent Examiners remuneration**

The Independent examiners freely gives time and expertise without any form of remuneration or other benefit in cash or kind (2016: £nil). No expenses are incurred by Independent Examiner

**THE FRIENDS OF BISHOP GILPIN**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2017**

**5. Charitable expenditure**

	2017	2016
	£	£
Coffee Morning	22	-
Eco Council	693	-
Equipment (playground, beanbags, etc.)	29,445	-
Library	5,777	-
Workshops	1,000	-
Year 3 Corridor improvements	-	5,000
Mabale donations	1,287	1,410
Year 6 leaving celebrations	203	-
Founders' Day Ice Creams	656	1,422
Miscellaneous	180	308
Christmas Treats	153	261
NCPTA fees	113	107
School Purchases	-	3,877
	<u>39,530</u>	<u>12,385</u>

**6. Debtors**

	2017	2016
	£	£
Trade debtors	<u>1,860</u>	<u>-</u>

**7. Creditors**

	2017	2016
	£	£
Trade creditors	<u>4,319</u>	<u>105</u>