



## Trustees' Annual Report for the period

		Period start date		Period end date		
From	01	09	2022	To	31	08 2023

### Section A Reference and administration details

Charity name St Agatha's Parent Staff Association

Other names charity is known by

Registered charity number (if any) 1063493

Charity's principal address St Agatha's RC Primary School

St Agatha's Drive, Kingston Upon Thames

Surrey

Postcode

KT2 5TY

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	R Watson	Chair	Sept 2019 – Feb 2022	
2	N Nilsen	Vice Chair/Treasurer	Sept 2019 – Feb 2022	
3	J Handley	Co-Chair	Feb 2022 – Sept 2022	
4	L Seaton	Treasurer	Feb 2022 – June 2022	
5	C Davison	Secretary	Sept 2022 - Present	
6	L Wilkinson	Treasurer	Feb 2022 - Present	
7	V Matthews	Chair	Feb 2022 – March 2024	
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20				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	All parents and teachers of St Agatha's Catholic Primary school are automatically members of the organisation. Trustees are elected from the membership.

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

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

#### CHARITABLE PURPOSE ('OBJECTS')

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school.
- 2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The main activities undertaken are the organisation and running of various fundraising events and social occasions which bring the school community together. These include (but are not limited to) events such as Summer and Christmas Fairs, a welcome back to school Social Event, the School Disco, a Fireworks night, a school Quiz night, regular cake sales, Good as New Uniform sales, tea towel and Christmas memento fundraisers etc.

The trustees declare that they have throughout their activities, had regard to the guidance issued by the charity commission on public benefit.

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D Achievements and performance

### Summary of the main achievements of the charity during the year

With the monies raised from the organisation of a number of successful fundraising events held throughout the course of the year (to name a few, the Summer fair, the Christmas fair, the Fireworks night, the Quiz night and the school Disco), as well as various charitable donations received from individuals / organisations, the PSA charity has helped St Agatha's school this year by contributing towards / fully funding a number of significant projects / initiatives / events.

During the 1<sup>st</sup> school term of the year, the final installments were paid off for a new storage shed as well as the new playground structure for the Early Years outdoor area which were both installed in the previous year.

Additionally, the charity was able to fund the replacement and renewal of the garden fence that separates the astro and the back garden as well as pay for various improvements to the Early Years outdoor area (painting of external walls, purchasing of outdoor discovery tables and cushions, replacement of outdoor planters) and also purchase of additional classroom resources.

Further to this, the charity also funded a number of children's events such as the Christmas pantomime and Tiny Tunes Christmas shows, as well as made a significant contribution towards the KS2 Christmas Theatre trips and arranged various social events for the school community, such as the Welcome back event and the Wellness Week Coffee morning.

## Section E Financial review

Brief statement of the charity's policy on reserves

The charity has an emergency reserves account with a balance of £5.6k. The Treasurer looks to maintain enough money in the current bank account to fund all forthcoming expenses for events and donations to the school.

Details of any funds materially in deficit

NONE

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

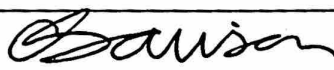

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Chloe Davison	Tina Wilkinson
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	25/02/2024	

**ST AGATHA'S PARENT STAFF ASSOCIATION**  
**YEAR ENDED 31 AUGUST 2023**  
**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	2023 £	2022 £
<b>INCOMING RESOURCES</b>			
Fundraising events	2	39,800	39,159
Bank interest received		59	2
<b>Total income</b>		<b>39,858</b>	<b>39,161</b>
<b>RESOURCES EXPENDED</b>			
<b>Direct charitable expenditure</b>			
Childrens' events	5	1,305	1,885
School purchases	3	18,603	23,862
		<b>19,907</b>	<b>25,747</b>
<b>Other expenditure</b>			
Fundraising	2	17,505	13,291
Management expenditure	4	564	854
		<b>18,069</b>	<b>14,145</b>
<b>Total expenditure</b>		<b>37,977</b>	<b>39,892</b>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>1,881</b>	<b>(731)</b>
<b>OPENING NET ASSETS</b>		<b>32,476</b>	<b>33,365</b>
<b>CLOSING NET ASSETS</b>		<b>34,358</b>	<b>32,476</b>

**ST AGATHA'S PARENT STAFF ASSOCIATION  
YEAR ENDED 31 AUGUST 2023  
STATEMENT OF ASSETS AND LIABILITIES**

	Notes	2023 £	2022 £
<b>MONETARY ASSETS</b>			
Debtors & Prepayments	6	250	1,126
<b>Bank and Cash Balances</b>			
Bank account		34,336	31,524
Cash on hand		<u>76</u>	<u>76</u>
		34,412	31,600
 Other Creditors & Deferred Income	 7	 55	 61
 Net assets Carried Forward		 34,358	 31,538
		<u><u>34,413</u></u>	<u><u>31,599</u></u>

Charity law requires the trustees to prepare accounts for each financial year. In preparing these accounts, the trustees are required to select suitable accounting policies and then apply them consistently. The trustees are responsible for keeping proper accounting records and for safeguarding the assets of the Charity.

Chair

VERITY MATTHEWS

*Verity Matthews*

Feb-24

On behalf of the Committee

Treasurer

LINA WILKINSON

*Lina Wilkinson*

**ST AGATHA'S PARENT STAFF ASSOCIATION  
YEAR ENDED 31 AUGUST 2023  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES**

**1 BASIS OF PREPARATION**

**1.1 Accounting policies**

The financial statements have been prepared under the historical cost convention in accordance with applicable accounting standards, Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005) and with the Charities Act.

**1.2** There have been no changes to the accounting policies since last year.

**1.3** No changes have been made to the accounts for previous years.

**1.4 ACCOUNTING POLICIES**

*Recognition of incoming resources*

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

*Incoming resources with related expenditure*

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the Statement of Financial Accounts.

*Tax reclaims on donations and gifts*

Incoming resources from tax reclaims are included in the Statement of Financial Accounts at the same time as the gift to which they relate.

*Volunteer help*

The value of any voluntary help received is not included in the accounts.

*Liability recognition*

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**ST AGATHA'S PARENT STAFF ASSOCIATION**  
**YEAR ENDED 31 AUGUST 2023**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES**

**2 FUNDRAISING EVENTS**

	<b>INCOME</b>	<b>EXPENSES</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>NET</b>	<b>NET</b>
			<b>£</b>	<b>£</b>
Christmas fair	10,518	4,560	5,958	2,031
Fireworks night	4,000	3,257	743	0
Donations	2,812	0	2,812	2,843
Uniform sales	2,203	0	2,203	1,892
Quiz night	449	9	440	0
Summer fair	11,562	5,902	5,660	0
Welcome Social Fundraiser 2022	1,449	1,096	353	0
Anniversary Ball	0	0	0	5,243
School Lotto	2,714	714	2,000	502
Other fundraising events - Tea To	2,264	921	1,343	788
Disco	1,827	1,045	782	0
	<u>39,800</u>	<u>17,505</u>	<u>22,295</u>	<u>13,299</u>

**3 SCHOOL PURCHASES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Digital upgrade	0	12,979
Playground & garden	8,923	10,883
Repairs	5,835	0
Equipment	3,845	0
	<u>18,603</u>	<u>23,862</u>

**ST AGATHA'S PARENT STAFF ASSOCIATION**  
**YEAR ENDED 31 AUGUST 2023**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES**

<b>4 MANAGEMENT EXPENDITURE</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
AGM expenses, stationery, accountancy, bank charges	424	20
NCPTA subscription	140	123
	<u>564</u>	<u>143</u>
 <b>5 CHILDREN'S EVENTS</b>	 <b>2023</b>	 <b>2022</b>
	<b>£</b>	<b>£</b>
KS1 & KS2 Xmas Events 2022	1,305	0
Year 6 leavers party	0	434
	<u>1,305</u>	<u>434</u>
 <b>6 DEBTORS &amp; PREPAYMENTS</b>	 <b>2023</b>	 <b>2022</b>
	<b>£</b>	<b>£</b>
Income received after year end	250	1,126
	<u>250</u>	<u>0</u>
 <b>7 CREDITORS &amp; DEFERRED INCOME</b>	 <b>2023</b>	 <b>2022</b>
	<b>£</b>	<b>£</b>
August School lottery prize	55	58
	<u>55</u>	<u>58</u>
 <b>8 COMMITMENTS</b>	 <b>2023</b>	 <b>2022</b>
	<b>£</b>	<b>£</b>
Digital upgrade	0	12,979
Nursery Playground Replacement	8,923	10,883
	<u>8,923</u>	<u>12,979</u>

A Total of £17,846.92 has been committed for the replacement of the Nursery Playground Equipment. A payment schedule was agreed with the school to pay this in 4 installments of £4461.73. Two installments were paid in the 2021-2022 FY and the final 2 installments are to be paid in the 2022-2023 FY.

**ST AGATHA'S PARENT STAFF ASSOCIATION  
YEAR ENDED 31 AUGUST 2023**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ST AGATHA'S PARENT STAFF ASSOCIATION**

I report on the accounts of the St Agatha's Parent Staff Association for the year ended 31 August 2023, which are set out on pages 5 to 9.

**Respective responsibilities of the trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 43 of the Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the Act, as amended); and
- to state whether particular matters have come to my attention.

My examination was carried out 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 I do not express an audit opinion on the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention;

- (1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - i. Proper accounting records are kept (in accordance with section 41 of the Act); and
  - ii. Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.