

Trustees' Annual Report for the period							
From		Period start date			Period end date		
		Day 6 <sup>th</sup>	Month Oct	Year 2021	To	Day 5 <sup>th</sup>	Month Oct

## Section A Reference and administration details

Charity name	St Marks Parent Staff Association
Other names charity is known by	St Marks School PSA
Registered charity number (if any)	1083243
Charity's principal address	St Mark's School
	Boston Road
	Hanwell
Postcode	W7 2RN

### 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	Jason Scott	Chair	Elected Feb 22 Stood down Sept 22	
2	Danielle Senford	Treasurer		
3	Monika Scott	Secretary	Elected Feb 22 Stood down Sept 22	
4	Alaine Standing			
5	Rick Poster	Treasurer	Elected Feb 22	
6	Anna Elliot	Co-Chair	Stood down Feb 22	
7	Peter Shevlin	Co-Chair	Stood down Feb 22	
8				
9				
10				
11				
12				

### 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, adopted 13 July 2000

How the charity is constituted  
(eg. trust, association, company)

Association

Trustee selection methods  
(eg. appointed by, elected by)

Elected by vote at a full meeting

### 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.

Trustees are voted in annually at the AGM or another full PSA meeting.

## Section C Objectives and activities

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

To advance the education of the pupils in the school. In particular by i) Developing effective relationships between staff, parents and others associated with the school. and ii) 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 charity organised several events during the school year with the aim of raising funds for its objectives and bringing the school community together. The major events this year included:

Annual Fireworks display.  
Circus (joint with another local school)  
International Evening  
Summer Fair

During the year we made several grants to the school for the following purposes:

Purchase of Whiteboard for a classroom.  
Contribution to new playground equipment.  
Purchase of new phonics learning books  
Contribution towards the cost of looking after the school chickens

#### **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.

Any grants to the school, and their purpose, are decided by the committee in liaison with the school leadership and proposed to a full meeting of the charity members.

As well as the trustees themselves, there are many volunteers who assist with running events, applying for sponsorship etc who are all critical in making the charity effective in its aims.

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

During the year events were held which raised over £26,000.

The cost of running these events and the charity came to £12,000.

During the year we made grants to the school of around £16,500 for the purposes listed above.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The trustees keep a reserve of approximately £5,000 to enable smooth running and organising of events.

### 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.

The majority of our funds come from parents at the school participating in events at the school.

Some funding comes from corporate sponsorship from local businesses.

## Section F


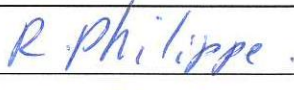
## Other optional information

## 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)	RICK POSTER	ROSIE PHILIPPE
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	25/2/2023	







CHARITY COMMISSION  
FOR ENGLAND AND WALES

SAINT MARKS PARENT STAFF ASSOCIATION

1083243

## Receipts and payments accounts

CC16a

For the period  
from

06/10/2021

To

05/10/2022

### 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 £
Fireworks Event	5,090	-	-	5,090	-
Pumpkin Carving Event	572	-	-	572	414
Non-uniform Day	271	-	-	271	632
Zoom Disco	359	-	-	359	823
Christmas Gift Sale	1,923	-	-	1,923	2,079
Uniform Sales	129	-	-	129	160
Doorstep Santa	361	-	-	361	465
Mothers Day Gift Sale	897	-	-	897	481
Circus Event	10,649	-	-	10,649	-
Easter Egg Hunt	504	-	-	504	317
Cake Sales	937	-	-	937	-
International Evening	666	-	-	666	-
Cauliflower Cards	245	-	-	245	-
Summer Fair	1,572	-	-	1,572	-
Parentkind Donation (Raffle)	470	-	-	470	2,665
Online schemes (Amazon Smile etc)	495	-	-	495	487
Donations	381	-	-	381	3,669
Other Misc	179	-	-	179	-
Other Events	-	-	-	-	4,440
Sponsorship	954	-	-	954	2,554
<b>Sub total (Gross income for AR)</b>	<b>26,653</b>	<b>-</b>	<b>-</b>	<b>26,653</b>	<b>19,186</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,653</b>	<b>-</b>	<b>-</b>	<b>26,653</b>	<b>19,186</b>
<b>A3 Payments (cost of Fundraising)</b>					
Fireworks Event	3,182	-	-	3,182	525
Pumpkin Carving Event	40	-	-	40	-
Christmas Gift Sale	1,139	-	-	1,139	48
Doorstep Santa	111	-	-	111	57
Mothers Day Gift Sale	194	-	-	194	327
Circus Event	6,229	-	-	6,229	-
Easter Egg Hunt	177	-	-	177	15
International Evening	34	-	-	34	-
Summer Fair	235	-	-	235	1
Other Misc	179	-	-	179	224
Overheads	721	-	-	721	155
<b>Sub total</b>	<b>12,240</b>	<b>-</b>	<b>-</b>	<b>12,240</b>	<b>1,350</b>
<b>A3 Payments (charitable spending)</b>					
Whiteboard purchase	3,500	-	-	3,500	3,200
Happy Hens	598	-	-	598	232
Phonics Books purchase	2,266	-	-	2,266	3,000
Donation towards Y6 Leavers	200	-	-	200	200
Playground Contribution	10,000	-	-	10,000	-
Chromebook Purchase	-	-	-	-	12,873
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,564</b>	<b>-</b>	<b>-</b>	<b>16,564</b>	<b>19,505</b>
<b>Sub total Payments</b>	<b>28,804</b>	<b>-</b>	<b>-</b>	<b>28,804</b>	<b>20,856</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>28,804</b>	<b>-</b>	<b>-</b>	<b>28,804</b>	<b>19,505</b>
<b>Net of receipts/(payments)</b>	<b>- 2,151</b>	<b>-</b>	<b>-</b>	<b>- 2,151</b>	<b>- 319</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>9,245</b>	<b>-</b>	<b>-</b>	<b>9,245</b>	<b>10,237</b>
<b>Cash funds this year end</b>	<b>7,094</b>	<b>-</b>	<b>-</b>	<b>7,094</b>	<b>9,245</b>

## 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	Barclays Bank	7,094	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>7,094</b>	<b>-</b>	<b>-</b>

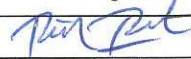

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

Categories	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
	RICK POSTEN	25/2/23
	ROSIE PHILIPPE	25/2/23





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

**SAINT MARKS PARENT STAFF ASSOCIATION**

**On accounts for the year  
ended**

05 October 2022

**Charity no  
(if any)**

1083243

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05/10/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:**

09/02/2023

**Name:**

Veeraka de Mel

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

Adv Dip MA  
Chartered Institute of Management Accountants (UK)

**Address:**

30 Blackwell Drive

Banbury

OX16 9PF



# Statement of Financial Activities 2021-22

St Marks School Parent Staff Association (Charity No. 1083243)

## Income

<u>Event Income:</u>	
Fireworks	£ 5,089.60
Pumpkin	£ 572.12
Non-Uniform Day	£ 271.26
ZoomDisco	£ 358.64
Christmas Gift Sale	£ 1,923.20
Uniform Sale	£ 128.88
Doorstep Santa	£ 360.85
Mothers Day Sale	£ 896.64
Circus	£ 10,649.34
Easter Egg	£ 504.00
Cake Sales	£ 937.12
International Eve	£ 666.07
Cauliflower Cards	£ 244.50
Summer Fayre	£ 1,572.17
Raffle	£ 469.50
<b>Total Event Income:</b>	<b>£ 24,643.89</b>

<u>Other Income:</u>	
Other Misc	£ 179.00
Online	£ 495.41
Donations	£ 380.93
Sponsorship	£ 954.00
<b>Total Other Income:</b>	<b>£ 2,009.34</b>

## Expenditure

<u>Cost of Fundraising:</u>	
Fireworks	£ 3,181.84
Pumpkin	£ 40.16
Non-Uniform Day	
ZoomDisco	
Christmas Gift Sale	£ 1,139.45
Uniform Sale	
Doorstep Santa	£ 110.58
Mothers Day Sale	£ 194.31
Circus	£ 6,228.77
Easter Egg	£ 176.65
Cake Sales	
International Eve	£ 33.55
Cauliflower Cards	
Summer Fayre	£ 235.07
Raffle	
<b>Total Event Costs:</b>	<b>£ 11,340.38</b>

<u>Other Costs:</u>	
Other Misc	£ 179.00
Overheads	£ 720.64
<b>Total Other Costs:</b>	<b>£ 899.64</b>

## Event Profit:

£ 1,908
£ 532
£ 271
£ 359
£ 784
£ 129
£ 250
£ 702
£ 4,421
£ 327
£ 937
£ 633
£ 245
£ 1,337
£ 470
£ 13,304

<u>Charitable Expenditure:</u>	
Whiteboard	£ 3,500.00
Happy Hens	£ 271.00
Phonics Books	£ 2,266.00
Playground	£ 5,000.00
Y6 Leavers	£ 200.00
Happy Hens	£ 327.00
Playground	£ 5,000.00
<b>Total Charitable:</b>	<b>£ 16,564.00</b>



# Balance Sheet September 2022

St Marks School Parent Staff Association (Charity No. 1083243)

Total Balance	
Opening Balance:	£ 9,244.95
Total Income:	£ 26,653.23
Total Expenditure:	£ 28,804.02
Closing Balance:	£ 7,094.16

Reconciliation:	
Statements I&E:	£ (2,150.79)
SOFA I&E:	£ (2,150.79)

Barclays Bank:	
Opening Balance:	£ 9,244.95
Total Income:	£ 26,653.23
Total Expenditure:	£ 28,804.02
Closing Balance:	£ 7,094.16

Equals Account:	
Opening Balance:	
Total Income:	
Total Expenditure:	
Closing Balance:	