



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From

6/10/23 To

65/10/24

Charity name: St Marks Parent Staff Association

Charity registration number: 1083243

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | St Marks PSA raises funds to support St Marks Primary School, Hanwell. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | St Marks PSA organises events & activities for children, parents and the local community at the School. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees are content that the funds raised by the charity are used for the public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | Grants are made to support projects at St Mark's Primary School, Hanwell. |
| Policy on social investment including program related investment | Para 1.38 | The Charity has no significant investments. |
| Contribution made by volunteers | Para 1.38 | The Charity is run by volunteer trustees who are supported by a network of volunteers working as class reps and others who support and help run the events. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>During the year, the Charity has run several successful events, including a Fireworks show, Christmas, Easter/Eid and Summer Fairs, regular cake sales and gift sales.</p> <p>Several parents and staff ran the Ealing Half Marathon to raise funds for the School.</p> <p>The PSA runs a uniform stall weekly where free 2nd hand uniform is available for those who need it. Many parents make use of this and also make a donation to the charity.</p> <p>During the year we were able to support the OPAL (Outdoor Play and Learning) project, as well as provide a new projector and visualisers. We also funded a re-vamp of the library, purchasing books and some improvements to the Early Years Play area and Forest School.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | <p>2024 was a successful year where we exceeded all expectations. Largely helped by the Half Marathon runners and by implementing some changes to increase profitability of events.</p> |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | The trustees are content that the charity holds sufficient funds for the coming year |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The trustees usually hold reserves for working capital to enable smooth running of future events. |
| Amount of reserves held | Para 1.22 | ~£5,000 |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Most of the funds are raised from events and activities. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | Grants are made according to income available. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | Unincorporated Association |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Election at Annual General Meeting |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Saint Marks Parent Staff Association |
| Other name the charity uses | St Marks PSA |
| Registered charity number | 1083243 |
| Charity's principal address | St Marks Parent Staff Association St Marks Primary School Boston Road Hanwell 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 | Emily Medina-Davis | Chair | | |
| 2 | Cathy Sibbering | Chair | | |
| 3 | Cheryl Meyer | Secretary | | |
| 4 | Lenka Galfyova | Secretary | | |
| 5 | Rick Poster | Treasurer | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|


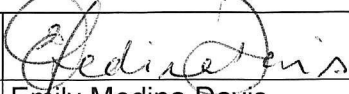
Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|--|
| Signature(s) |  |  |
| Full name(s) | Richard Poster | Emily Medina Davis |
| Position (eg Secretary, Chair, etc) | Treasurer | Chair |

Date 23/6/25



Receipts and payments accounts

CC16a

| | | | |
|------------------------|------------|----|------------|
| For the period from | 06/10/2023 | To | 05/10/2024 |
|------------------------|------------|----|------------|

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 | 7,370 | - | - | 7,370 | 5,904 |
| Christmas Fair | 4,719 | - | - | 4,719 | 2,075 |
| Christmas Gift Sale | 1,671 | - | - | 1,671 | 1,745 |
| Parents Party | 1,093 | - | - | 1,093 | |
| Cake Sales | 1,896 | - | - | 1,896 | 1,090 |
| Uniform Giveaway | 382 | - | - | 382 | 173 |
| Mothers Day | 1,196 | - | - | 1,196 | 967 |
| Easter Stuff | 1,783 | - | - | 1,783 | 878 |
| Fathers Day | 595 | - | - | 595 | 922 |
| Int Evening | 269 | - | - | 269 | 549 |
| Summer Fair | 5,165 | - | - | 5,165 | 6,633 |
| Ealing Half | 1,313 | - | - | 1,313 | |
| Shed Project | 1,470 | - | - | 1,470 | |
| Non-uniform Day | - | - | - | - | 231 |
| Big PTA Raffle | - | - | - | - | 68 |
| Other Events | - | - | - | - | 240 |
| Event 1 (2) | - | - | - | - | |
| Event 2 (2) | - | - | - | - | |
| Event 3 (2) | - | - | - | - | |
| Event 4 (2) | - | - | - | - | |
| Event 5 (2) | - | - | - | - | |
| Event 6 (2) | - | - | - | - | |
| Other Misc | - | - | - | - | |
| Online | 317 | - | - | 317 | 732 |
| Donations | 1,140 | - | - | 1,140 | |
| Sponsorship | - | - | - | - | |
| Sub total (Gross income for AR) | 30,378 | - | - | 30,378 | 22,207 |

| | | | | | |
|--|----------|----------|----------|----------|----------|
| A2 Asset and investment sales, (see table). | - | - | - | - | - |
| Sub total | - | - | - | - | - |

| | | | | | |
|-----------------------|---------------|----------|----------|---------------|---------------|
| Total receipts | 30,378 | - | - | 30,378 | 22,207 |
|-----------------------|---------------|----------|----------|---------------|---------------|

| | | | | | |
|--|--------------|----------|----------|--------------|--------------|
| A3 Payments (cost of Fundraising) | | | | | |
| Fireworks | 3,078 | - | - | 3,078 | 3,239 |
| Christmas Fair | 1,907 | - | - | 1,907 | 817 |
| Christmas Gift Sale | 843 | - | - | 843 | 877 |
| Parents Party | 300 | - | - | 300 | |
| Cake Sales | 194 | - | - | 194 | |
| Uniform Giveaway | - | - | - | - | |
| Mothers Day | 316 | - | - | 316 | 361 |
| Easter Stuff | 426 | - | - | 426 | 453 |
| Fathers Day | 368 | - | - | 368 | 468 |
| Int Evening | - | - | - | - | |
| Summer Fair | 1,490 | - | - | 1,490 | 2,310 |
| Ealing Half | - | - | - | - | |
| Shed Project | 99 | - | - | 99 | |
| Non-uniform Day | - | - | - | - | |
| Big PTA Raffle | - | - | - | - | |
| Other Events | - | - | - | - | |
| Other Misc | - | - | - | - | |
| Overheads | 251 | - | - | 251 | 234 |
| 0 | - | - | - | - | |
| 0 | - | - | - | - | |
| Sub total | 9,274 | - | - | 9,274 | 8,759 |

| | | | | | |
|--|---------------|----------|----------|---------------|--------------|
| A3 Payments (charitable spending) | | | | | |
| Early Years Play | 120 | - | - | 120 | |
| Forest School | 300 | - | - | 300 | |
| Library Re-Vamp | 1,800 | - | - | 1,800 | |
| Visualisers | 255 | - | - | 255 | |
| Projector & Cage | 3,500 | - | - | 3,500 | |
| Opal | 7,000 | - | - | 7,000 | |
| Opal | 7,000 | - | - | 7,000 | |
| y6 contribution | 200 | - | - | 200 | |
| 0 | - | - | - | - | |
| Phonics Books purchase | - | - | - | - | 500 |
| Donation towards Y6 Leavers | - | - | - | - | 200 |
| Playground Contribution | - | - | - | - | 2,500 |
| Sub total | 20,175 | - | - | 20,175 | 3,200 |

| | | | | | |
|---------------------------|---------------|----------|----------|---------------|---------------|
| Sub total Payments | 29,449 | - | - | 29,449 | 11,959 |
|---------------------------|---------------|----------|----------|---------------|---------------|

| | | | | | |
|---|----------|----------|----------|----------|----------|
| A4 Asset and investment purchases, (see table) | - | - | - | - | - |
| Sub total | - | - | - | - | - |

| | | | | | |
|-----------------------|---------------|----------|----------|---------------|---------------|
| Total payments | 29,449 | - | - | 29,449 | 11,959 |
|-----------------------|---------------|----------|----------|---------------|---------------|

| | | | | | |
|------------------------------------|--------------|----------|----------|--------------|---------------|
| Net of receipts/(payments) | 929 | - | - | 929 | 10,248 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 7,094 | - | - | 7,094 | 9,245 |
| Cash funds this year end | 8,023 | - | - | 8,023 | 7,094 |

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 | 16,352 | - | - |
| | Equals Money | 1,919 | - | - |
| | | - | - | - |
| | Total cash funds | 18,271 | - | - |

(agree balances with receipts and payments account(s))

Agreement Error

OK

OK


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

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

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

| | 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 Poster | 23/6/25 |



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 2024

**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 05/10/2024.

**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: 03/06/2025

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