

# MARSHGATE PRIMARY SCHOOL PTA

England & Wales · Charity number 1102505

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2004-03-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Marshgate Primary School  
157 Queens Road  
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TW10 6HY

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**Email** [marshgatepsa@hotmail.com](mailto:marshgatepsa@hotmail.com)

**Website** <http://www.marshgate.richmond.sch.uk/>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY: (1) DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN 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

**Activities:** Fundraising products and activities such as Christmas and summer fairs, bingo and quiz nights, and that are focussed around the Marshgate Primary School community. These events are for schoolchildren and or their parents and carers.

## Classification

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- **How:** Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Overseas Aid/famine Relief
- **Who:** Children/young People, Other Charities Or Voluntary Bodies

## Geography

- **Area of benefit:** THE CATCHMENT AREA OF MARSHGATE PRIMARY SCHOOL
- Richmond Upon Thames

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£29,171	£44,593	-	-
2024-08-31	£38,322	£17,466	-	-
2023-08-31	£44,470	£34,194	-	-
2022-08-31	£40,779	£26,168	-	-
2021-08-31	£8,846	£16,307	-	-
2020-08-31	£26,443	£37,802	-	-

## Trustees

Name	Role	Appointed
<b>Helen Charlotte Lancaster</b>	Chair	2022-01-14
LEON MARSH		2026-05-01
Laura Barnes		2026-05-01

**MARSHGATE PRIMARY SCHOOL PTA**

England & Wales - Charity number 1102505

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# Accounts


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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent Examiner's Report on the Accounts

I Section A	Independent Examiner's Report
<b>Report to the trustees</b>	MARSHGATE PARENT STAFF ASSOCIATION (PSA)
<b>On accounts for the year ended</b>	31 August 2025
<b>Set out on pages</b>	1 and 2 <small>(remember to include the page numbers of additional sheets)</small>
	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.</p>
<b>Responsibilities and basis of report</b>	<p>As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>
<b>Independent examiner's statement</b>	<p>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:</p> <ul style="list-style-type: none"> <li>● the accounting records were not kept in accordance with section 130 of the Charities Act; or</li> <li>● the accounts did not accord with the accounting records; or</li> <li>● the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p>

**Signed:****Name:**

Raj Kanwar

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

Member Institute of Chartered Accountants of Pakistan

**Address:**

Wimbledon, London


Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

NA

# MARSHGATE PRIMARY SCHOOL PARENT STAFF ASSOCIATION TRUSTEES ANNUAL REPORT

Financial Year 2024-25

## Contents

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| 1. Introduction                 | 5. Activity and fundraising overview |
| 2. Key objectives               | 6. School financial support          |
| 3. Membership                   | 7. Communication                     |
| 4. Annual General Meeting (AGM) | 8. Conclusion                        |

## Introduction

The Marshgate Primary School Parent Staff Association (“PSA”) is a registered unincorporated charity that, according to its Constitution, is run by a committee, which is elected either at the Annual General Meeting (AGM) or at a Special General Meeting (SGM).

The aim of the PSA committee is two-fold:

- Community: To help develop and sustain positive relationships between all parents/carers and between the parents and the school staff
- Support: To support the school financially in creating the best learning environment possible for our children through organised fundraising events

The priorities of the PSA each year are driven by the objectives and needs of the school. Fundraising is important, but the PSA’s role in bringing together the wider school community is equally as important.

## Key objectives

The key objectives of the activities undertaken by the PSA committee can be summarised as follows:

- To advance the education and development of the pupils at Marshgate Primary School by providing (or assisting in the provision of) facilities which are not provided, nor funded, by the local education authority
- To foster, assist and develop the community in and around the school, enhancing communications within and between students; parents, guardians, and carers; school staff; and the board of governors; as well as external organisations who may work with the school and its students

## **Membership**

When school year 2024-25 started, the members of the PSA committee comprised the following, as voted in during a Special General Meeting (“**SGM**”) on 19th April 2024:

- Andrew Keesing - Co-Chair
- Helen Lancaster - Co-Chair
- Lynsey Edge - Secretary
- Co-Treasurer - Rana Righton
- Co-Treasurer - Michelle Howard

David Dinan also supported the committee as Book Bazaar & Bake Sale Coordinator.

In accordance with the Constitution, each Officer intended to hold their position for a period of approximately eighteen (18) months from appointment (their “**Term**”), commencing with the SGM at which they were elected, and ending with the AGM or SGM called at or around the expiry of the Term, or their earlier resignation, subject to the provisions of the Constitution.

In this respect, both Andrew Keesing and David Dinan resigned on 18th July 2025 on the day their children left the school as year 6 pupils. Given the early termination of Officer and Co-Chair Andrew Keesing, the Committee agreed by a simple majority (voting by a show of hands) that Helen Lancaster would assume the role of Chair of the Committee from the first day of the next school term (3rd September 2025), for the outstanding period of the eighteen (18) month term.

Headteacher, Mr Dermot Bracken; Deputy Headteacher, Mr Gentry; and Interim Headteacher Mr Josh Chamberlin (following Mr Bracken’s absence due to ill health) had all been the liaison members of staff for the school, with whom the Committee had been working closely with since their appointment.

## **Special General Meeting**

The last SGM took place on the 19<sup>th</sup> April 2024. The agenda of the SGM provided information on the results of the 2023-24 financial year to date and presented the PSA plans for the 2024-25 school year.

The minutes from the previous AGM, held on 3<sup>rd</sup> November 2023, were approved during the SGM.

For the benefit of all attendees, particularly new parents, the role of the PSA was outlined, highlighting that:

- The PSA is a registered charity run by an elected committee; everyone who is a parent, carer or staff member at Marshgate is automatically a member
- The PSA aims to foster and contribute to the friendly community feel of the Marshgate Primary School
- The PSA raises funds for curricular and non-curricular activities for the school; all funds raised by the PSA go back to the school to enhance the education of the children

The PSA provided an update on the remaining calendar of events for 2023-24 and other plans for 2024-25, including the forthcoming Summer Fair. The team thanked everyone for their continued help and support.

### Activity and fundraising overview

The Committee was experienced with organising and running PSA events for the school. In addition to the Winter and Summer Fairs, several popular events returned, including: bingo night; book bazaars; bake sales and summer and Year 6 discos. The Committee also introduced new activities, including an Easter egg hunt.

Other streams of income included donations and a share of proceeds raised for a Snowdon Expedition, both of which were administered via Peoples Fundraising platform.

<b>Breakdown of Cash Position by Event: 2024-2025</b>			
<b>Event</b>	<b>Gross Income</b>	<b>Expenditure</b>	<b>Net Income</b>
Bake Sale and Book Bazaar	545.57		£545.57
Bingo Night	1,660.57	-726.33	£934.24
Crazy Hair Day	350.17		£350.17
Easter Egg Hunt	272.93		£272.93
Financial Services		-249.66	-£249.66
Ice Pop Sale (June)	141.84		£141.84
Insurance		-162.00	-£162.00
Neutral Transactions	2,438.78	-2,440.00	-£1.22
Non-school Uniform Day	218.05		£218.05
PSA Donations	1,476.14		£1,476.14
Richmond May Fair Pimms Stall	3,500.00		£3,500.00
School Assistance		-3,921.49	-£3,921.49
Snowdon Expedition 2025	1,235.14		£1,235.14
Spring Gifting (Mother's Day)	249.44		£249.44
Summer Disco		-514.80	-£514.80
Summer Fair	9,228.23	-3,918.54	£5,309.69
Valentine's Day Bake and Book Sale	305.39		£305.39
Winter Fair	5,111.10	-2,706.30	£2,404.80
Winter Party	2,437.61	-2,998.34	-£560.73
Year 6 Books		-455.83	-£455.83
Year 6 Leavers Disco		-346.80	-£346.80
<b>Total</b>	<b>£29,170.96</b>	<b>-£18,440.09</b>	<b>£10,730.87</b>

## **School financial support**

The financial support the PSA offers to the school every year is divided in three ways:

1. Discretionary Headteachers Fund - A lump sum of money to ensure no children are excluded from any school activity; used by the school as, when and where necessary
2. Smaller items or activities that the PSA has agreed to fund over the years, for example: Christmas presents for all the classes; the DJ for the end-of-year school discos; the Year 5 Thames Young Mariners trip; and the Year 6 leavers' gifts from Alligator's Mouth
3. A 'wish list' that the school would like the PSA to support, as identified by the School Leadership Team

The PSA continued to support the school as per the above for 2024-25, however it was agreed with the Headteacher that a degree of flexibility is necessary, as particular needs or initiatives often arise during the academic year.

The PSA met with the school to discuss their priorities, emphasising that it is important to communicate the year's fundraising targets early on so that there is greater clarity among the parent community as to what the PSA's effort will be focused on.

### **Items that the PSA funded for the school during 2024-25 included:**

1. £589.99: Christmas Gifts - Christmas gifts for the classroom and reimbursement for the annual school Christmas tree purchase.
2. £2,987.50: 50% of Snowdon Expedition funds raised were transferred to the school, the other 50% to The Aylett Family Fund.
3. £344: YR6 Fund - Funds raised via the Year 6 stall at the Winter Fair, to be used for events and gifts for the 25 Year 6 leavers.

Overall, the **PSA Gross Income for 2024-25 was £29,170.96 and Expenditure -£18,440.09**, resulting in **Net Income of £10,730.87**, ensuring once again the PSA could start the new financial year with a balance in excess of £10,000; the minimum 'reserve' according to the Constitution, to cover any outgoing costs prior to receiving funds that would be used to recover costs.

Please refer to the full accounts for a detailed breakdown.

### **Items that the PSA also funded for the school during 2024-25 but which relate to 2023-24:**

4. £6,000 Annual Headteachers Discretionary Fund.
5. £3,000 Consumable Sports/Playground Equipment.
6. £10,000 Interactive Screens.
7. £3,600 Replacement Table Tennis tables/equipment.
8. £2,664 to cover the remaining costs of Thames Young Mariners excursion and the KS2 Sports Experience Day.

For further information please refer to the 2023-24 Annual Report.

## Communication

The PSA committee communicates with the school's parents and carer community through various channels:

- The school's Parentmail system, the school newsletter and the PSA's Facebook page. In addition, a central WhatsApp group is used to communicate via a core group of Class Reps who in turn pass on communications to their individual class groups. An online platform called Claslist is used to share organised calendar events along with added functionality for online ticket sales.
- The PSA Committee can be contacted at any time on their email address, which is available from the school, and via published phone numbers.
- In addition to the above, open invite 'coffee mornings' were held throughout the year to update the school community of the latest and upcoming activity, with parents also invited to join the PSA planning meetings if they would like to gain a greater insight into how the PSA operates and to volunteer to fill any available roles.

## Conclusion

September 2024 marked the beginning of the school year with existing PSA Committee members providing a good level of consistency from the prior year. Both Andrew Keesing and Helen Lancaster moved up to Co-Chair positions from their roles as Vice Chair and Secretary, respectively. The new incoming PSA Committee was voted in in April 2024.

We continued to work closely with the school to collaboratively agree the events calendar, fundraising initiatives and the projects that would be funded. Our school is very international so to be as inclusive as possible, the calendar of events for 2024/25 centred around a variety of familiar activities as well as some seasonally/age-appropriate events to appeal to a broad cross-section of the school families.

As a group, we are committed to our obligations as custodians of the PSA role in supporting projects that enhance the learning experiences of school children. We also recognise that we operate voluntarily, and freely volunteer time and energy.

It has been widely acknowledged that reaching the whole school community is becoming increasingly challenging, considering the quite transient nature of the international community. Rallying volunteer support to help with running events has at times been difficult although the show must go on! We are a small committee group but we do have a solid extended network including class reps and core supporters who always show up. We continue to work closely with the school team to identify projects and fundraising opportunities and communicate these activities to the wider school community.

*Signatures:*

*Co-Chair:*



*Treasurer:*



*Secretary:*





## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Prior Year(s) Outstanding					
Bake Sale and Book Bazaar	546			546	2,499
Bingo Night	1,661			1,661	3,575
Crazy Hair Day	350			350	
Easter Egg Hunt	273			273	
Film Nights					2,514
Financial Services					
Ice Pop Sale (June)	142			142	
Management & Administration					
Neutral Transactions	2,439			2,439	
Non-school Uniform Day	218			218	
PSA Donations	1,476			1,476	7,671
Referrals					204
Richmond May Fair Pimms Stall	3,500			3,500	
School Assistance					
Snowdon Expedition 2025	1,235			1,235	
Spring Gifting (Mother's Day)	249			249	
Summer Disco					
Summer Fair	9,228			9,228	14,255
Valentine's Day Bake and Book Sale	305			305	
Winter Fair	5,111			5,111	7,605
Winter Party	2,438			2,438	
Year 6 Books					
Year 6 Leavers Disco					
Bank Interest Received					
<b>Sub total(Gross income for AR)</b>	<b>29,171</b>	<b>-</b>	<b>-</b>	<b>29,171</b>	<b>38,323</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>29,171</b>	<b>-</b>	<b>-</b>	<b>29,171</b>	<b>38,323</b>
<b>A3 Payments</b>					
Prior Year(s) Outstanding	26,153			26,153	
Bake Sale and Book Bazaar					

Bingo Night	726			726	573
Crazy Hair Day					
Easter Egg Hunt					
Film Nights					387
Financial Services	143			143	
Ice Pop Sale (June)					
Management & Administration	269			269	431
Neutral Transactions	2,440			2,440	
Non-school Uniform Day					
PSA Donations					288
Referrals					
Richmond May Fair Pimms Stall					
School Assistance	3,921			3,921	4,387
Snowdon Expedition 2025					
Spring Gifting (Mother's Day)					
Summer Disco	515			515	
Summer Fair	3,919			3,919	6,902
Valentine's Day Bake and Book Sale					
Winter Fair	2,706			2,706	4,499
Winter Party	2,998			2,998	
Year 6 Books	456			456	
Year 6 Leavers Disco	347			347	
Bank Interest Received					
Bad debt/lost cash					
<b>Sub total</b>	<b>44,593</b>	<b>0</b>	<b>0</b>	<b>44,593</b>	<b>17,467</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total payments</b>	<b>44,593</b>	<b>-</b>	<b>-</b>	<b>44,593</b>	<b>17,467</b>
<b>Net of receipts/(payments)</b>	<b>- 15,422</b>	<b>-</b>	<b>-</b>	<b>- 15,422</b>	<b>20,856</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>62,195</b>	<b>-</b>	<b>-</b>	<b>62,195</b>	
<b>Cash funds this year end</b>	<b>46,773</b>	<b>-</b>	<b>-</b>	<b>46,773</b>	<b>20,856</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Bank - Natwest	44,443	-	-
	Fundraising Platform Peoples Fundraising	2,331	-	-
		-	-	-
	<b>Total cash funds</b>	<b>46,773</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

			-	-
			-	-
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	Creditors			
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	
		Helen Lancaster	11/05/2026	
		Leon Marsh	07/05/2026	

**MARSHGATE PRIMARY SCHOOL PTA**

England & Wales - Charity number 1102505

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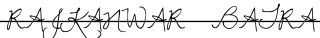
# Accounts

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees	MARSHGATE PARENT STAFF ASSOCIATION (PSA)		
On accounts for the year ended	31 August 2024		
Set out on pages	1 and 2 <small>(remember to include the page numbers of additional sheets)</small>		
	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.		
Responsibilities and basis of report	As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.		
Independent examiner's statement	<p>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:</p> <ul style="list-style-type: none"> <li>the accounting records were not kept in accordance with section 130 of the Charities Act; or</li> <li>the accounts did not accord with the accounting records; or</li> <li>the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">  </div>		

**Name:** Raj Kanwar

**Relevant professional qualification(s) or body (if any):** Member Institute of Chartered Accountants of Pakistan

**Address:** Wimbledon, London


**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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**Give here brief details of any items that the examiner wishes to disclose.**

NA

# MARSHGATE PARENT STAFF ASSOCIATION (PSA)

## TRUSTEES ANNUAL REPORT

Financial Year 2023-24

### Contents

- Introduction
- Key objectives
- Membership
- Annual General Meeting (AGM)
- Activity and fundraising overview
- School financial support
- Communication
- Conclusion
- CC16a – Receipts and Payments

### Introduction

The Marshgate Parent Staff Association (PSA) is a registered charity that is run by a committee which is elected either at the Annual General Meeting (AGM) or at a Special General Meeting (SGM).

The aim of the PSA committee is two-fold:

- Community: To help develop and sustain positive relationships between all parents/carers and between the parents and the school staff
- Support: To support the school financially in creating the best learning environment possible for our children through organised fundraising events

The priorities of the PSA each year are driven by the objectives and needs of the school. Fundraising is important, but equally important is the PSA's role in bringing together the wider school community.

### Key objectives

The key objectives of the activities undertaken by the PSA committee can be summarised as follows:

- To advance the education and development of the pupils at Marshgate Primary School by providing (or assisting in the provision of) facilities which are not provided, nor funded, by the local education authority
- To foster, assist and develop the community in and around the school, enhancing communications within and between students; parents, guardians, and carers; school staff; and the board of governors; as well as external organisation's who may work with the school and its students

### Membership

When school year 2023-24 started, the members of the PSA committee had already been in their roles since they were voted in, in January 2022. These were, as follows

- Tom Panagos (Chair)
- Nicole Dodsworth (Vice Chair)

- Helen Lancaster (Secretary)
- Andrew Keesing (Treasurer)
- Shreeniwas Iyer (Treasurer)
- Bastiaan Van Drempt (Treasurer)

Becky Jones also supported the committee as Book Bazaar & Bake Sale Coordinator, having joined the committee towards the end of the previous school year.

The term of the committee would come to an end at the end of the school year, in July 2023, which provided stability and continuity within the PSA team.

New members of the PSA Committee were voted in at the **SGM held on 19<sup>th</sup> April 2024**. These were, as follows:

- Helen Lancaster (Chair)
- Andrew Keesing (Chair)
- Lynsey Edge (Secretary)
- David Dinaan (Book Bazaar and Bake Sale Coordinator)
- Rana Righton (Treasurer)
- Michelle Howard (Treasurer)

Assistant Head Teacher Valerie Cameron (and Mr Dermot Bracken, Headteacher and Mr Gentry, Deputy Headteacher) has been the liaison members of staff for the school, with whom the committee has been working closely since their appointment.

### **Special General Meeting (SGM)**

The PSA's SGM took place 19<sup>th</sup> April 2023. Accompanied by a detailed presentation, the agenda of the AGM provided information on the results of the previous financial year and presented the PSA plans for the 2022-23 school year.

The minutes from the previous AGM, held on 3<sup>rd</sup> November 2023, were approved.

For the benefit of all attendees, particularly new parents, the role of the PSA was outlined, highlighting that:

- The PSA is a registered charity run by an elected committee; everyone who is a parent, carer or staff member at Marshgate is automatically a member
- The PSA aims to foster, and contribute to, the friendly community feel of the Marshgate Primary School
- The PSA raises funds for curricular and non-curricular activities for the school; all funds raised by the PSA go back to the school to enhance the education of the children

The PSA provided an update on their calendar of events and other plans for 2023-24, including the forthcoming Summer Fair. The team thanked everyone for their continued help and support as the school emerged from the global pandemic and the PSA resumed its normal activity and began reengaging with the families after a long period of subdued activity.

## Activity and fundraising overview

The previous PSA Committee had in place since January 2022 (in addition to the new PSA Committee voted in in April 2024). Both committees across this period had already run a series of events so they were able to organise an invigorated PSA event calendar for 2023-24.

In addition to the Winter Fair November 2023 and Forthcoming Summer in June 2024, several popular events returned including bingo night, book bazaars, film nights, bake sales and personalised Christmas cards and tea towels. The committee also introduced a series of new activities, including an Easter egg hunt and crazy hair day.

Other streams of income included The PSA also continued its referral schemes with Christ's and Holy Trinity schools for their fireworks festival and Christmas tree sales respectively.

<b>Breakdown of Cash Position by Event: 2023-2024</b>			
<b>Event</b>	<b>Total Income</b>	<b>Expenditure</b>	<b>Total for event</b>
Bake Sales and Book Bazaar	£2,499.21	£0.00	£2,499.21
Bingo Night	£3,574.86	-£573.10	£3,001.76
Christmas Tree Referral	£100	£0.00	£100.00
Fireworks Referral	£104.40	£0.00	£104.40
Fundraising and Donations (includes crazy hair day, non uniform day, mountaineering, silent auction, tea towels)	£7,670.98	-£288.06	£7,382.92
Management & Administration	0	-£431.19	-£431.19
Movie Night	£2,513.58	-£387.00	£2,126.58
School Assistance (including Leavers' Disco, Aylett Family and Christmas Gifts)	0	-£4,386.85	-£4,386.85
Summer Fair	£14,255.17	-£6,901.92	£7,353.25
Winter Fair	£7,604.53	-£4,498.84	£3,105.69
<b>Total</b>	<b>£38,322.73</b>	<b>-£17,466.96</b>	<b>£20,855.77</b>

## School financial support

The financial support the PSA offers to the school every year is divided in three ways:

1. Discretionary Head Teachers Fund - A lump sum of money to ensure no children are excluded from any school activity, used by the school as, when and where necessary
2. Smaller items or activities that the PSA has agreed to fund over the years, for example: Christmas presents for all the classes; the DJ for the end-of-year school discos; the Year 5 Thames Young Mariners trip; and the Year 6 leavers' gifts from Alligator's Mouth
3. A 'wish list' that the school would like for the PSA to support, as identified by the School Leadership Team

The PSA continued to support the school as per above for 2023-24, however it was agreed with the headteacher that a degree of flexibility is necessary, as particular needs or initiatives often arise during the academic year.

The PSA met with the school to discuss their priorities, emphasising that it is important to communicate the year's fundraising targets early on so that there is greater clarity among the parent community as to what the PSA's effort will be focusing on.

**Items that the PSA funded for the school during 2023-24 included, following a meeting in July 2024:**

1. £6,000 Annual Headteachers Discretionary Fund - mainly to ensure that no child misses out on school or extra-curricular activities or visits, uniform, AOB - can be used solely at the headteachers discretion.
2. £3,000 Consumable Sports/Playground Equipment - bats, ball, hoops etc for use at playtimes, lunch breaks and sports sessions. We have pledged that this should be an ongoing annual expense that we support.
3. £10,000 Interactive Screens - already installed, in use and making an incredible difference to the way teachers can engage with their classes. FYI, we have also pledged to support the rollout of further replacement screens throughout the school classrooms and selected communal spaces keeping the school at the very forefront of teaching tools and technology. Transaction will follow in the next FY 2024/25.
4. £3,600 Replacement Table Tennis tables/equipment. Similarly to playground equipment, through use and weather, these have a natural life cycle and the current tables have reached a point where they need replacing.
5. £2,664 to cover the remaining costs of Thames Young Mariners excursion and the KS2 Sports Experience Day (these are both ongoing annual pledges).

Overall, the **PSA Income for 2023-24 was £38,322.73. Expenditure was -£17,466.96**, ensuring once again the PSA could start the new academic – and financial – year with a balance in excess of £10,000, the minimum 'reserve' that the Charity Commission requires to cover any outgoing costs prior to receiving funds that will be used to recover costs.

Please refer to the full accounts for a detailed breakdown.

### **Communication**

The PSA committee communicates with the school's parents and carer community through various channels:

An online platform called Classlist is used to share organised calendar events along with added functionality for online ticket sales. Additionally we utilise the school's Parentmail system, the school newsletter, the PSA's Facebook page and a central WhatsApp chat initially reaching the core group of Class Reps who in turn pass on communications to their individual class groups.

The PSA committee can be contacted at any time on their email address, which is available from the school, and via published phone numbers.

In addition to the above, open invite 'coffee mornings' were held throughout the year to update the school community of the latest and upcoming activity, with parents also invited to join the PSA planning meetings if they would like to gain a greater insight into how the PSA operates.

## Conclusion

September 2023 marked the beginning of the school year with existing PSA committee members providing a good level of consistency from the prior year. Tom Panagos remained as Chair (focusing on the Winter and Summer Fair events, with Andrew Keesing stepping into a Vice Chair role running point on all other Calendar events. Shreeni Iyer remained as Treasurer, Helen Lancaster as Secretary. The new incoming PSA Committee was voted in in April 2024 in advance of the 2024/25 year.

We continued to work closely with the school to collaboratively agree the events calendar, fundraising initiatives and the projects that would be funded. Our school is very international so to be as inclusive as possible, the calendar of events for 2023/24 centred around a variety of familiar activities as well as some seasonally/age-appropriate events to appeal to a broad cross section of the school families.

As a group, we are committed to our obligations as custodians of the PSA role in supporting projects that enhance the learning experiences of schoolchildren. We also recognise that we operate voluntarily, and freely volunteer time and energy.

Additional to the Winter and Summer Fairs, we anniversaried other established activities such as bake and book sales, made themed movie nights seasonal and ran the super popular family bingo nights in Autumn and Summer Terms to spread out the fundraising opportunities through the 2023/24 period:

October 2023: Bake Sale and Book Bazaar, Autumn Bingo Night

November 2023: Reception Tea Towels, Christmas Card Designs, Film Nights, Winter Fair

February 2024: Crazy Hair Day

March 2024: Bake Sale

May 2024: Book Bazaar, Non-Uniform Day

June 2024: Summer Bingo Night, Summer Fair

Providing consistency from the prior school year, Tom Panagos, Helen Lancaster, Andrew Keesing and Shreeniwas Iyer remained in the committee. Andrew Keesing took on the role of Vice Chair running point at events throughout the calendar following Nicole Dodsworth's departure in July 2023, with Tom Panagos remaining as Chair for another year but at a somewhat reduced capacity, organising the school's two fairs and overseeing administrative PSA elements.

It has been widely acknowledged that reaching the whole school community is becoming increasingly challenging, considering the quite transient nature of the international community. Rallying volunteer support to help with running events has at times been difficult although the show must go on! We are a small committee group but we do have a solid extended network including class reps and core supporters who always show up.

We continue to work closely with the school team to identify projects and fundraising opportunities, then communicating these activities to the wider school community.

Signatures:

*AJ*

Jun 27 2025

Chair:

-----

*Helen Lancaster*

Jun 27 2025

Vice Chair:

-----

*M. Howard*

Jun 27 2025

Treasurer:

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Spreadsheet version of CC16a		Marshgate Primary School PSA		1102505		CC16a
<b>Receipts and payments accounts</b>						
For the period from		2023-09-01		To		
				2024-08-31		
<b>Section A Receipts and payments</b>						
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year	
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	
<b>A1 Receipts</b>						
Prior Year(s) Outstanding	£0.00	-	-	-	£158.00	
Bake Sales and Book Bazaar	£2,499.21	-	-	£2,499.21	£1,942.00	
Bingo Night	£3,574.86	-	-	£3,574.86	£2,373.00	
Fundraising & Donations (includes crazy hair day, non-uniform day, mountaineering, silent auction and tea towels)	£7,670.98	-	-	£7,670.98	£10,153.00	
Management & Administration	£0.00	-	-	£0.00	£0.00	
Movie Night/Film Nights	£2,513.58	-	-	£2,513.58	£1,959.00	
Summer Fair	£14,255.17	-	-	£14,255.17	£12,425.00	
Winter Party	-	-	-	-	-	
Bank Interest Received	-	-	-	-	-	
School Assistance (includes Leavers' Disco, Aylett Family Funds and Christmas Gifts)	£0.00	-	-	£0.00	-	
Winter Fair	£7,604.53	-	-	£7,604.53	£8,437.00	
Christmas Tree Referral	£100.00	-	-	£100.00	-	
Coat Sales	£0.00				£84.00	
Christmas Cards	£0.00				£304.00	
Costume Sale	£0.00				£302.00	
Digme Promotion	£0.00				£144.00	
Hamptons Sponsorship	£0.00				£3,000.00	
Magic Show	£0.00				£1,765.00	
Easter Egg Hunt	£0.00				£326.00	
National PTA Award Prize	£0.00			£0.00	£1,000.00	
Fireworks Referral	£104.40	-	-	£104.40	£97.00	
<b>Sub total(Gross income for AR)</b>	<b>£38,322.73</b>	-	-	-	<b>£44,469.00</b>	
<b>A2 Asset and investment sales, (see table).</b>						
<b>Sub total</b>	<b>£0.00</b>	-	-	-	<b>£0.00</b>	
<b>Total receipts</b>	<b>£38,322.73</b>	-	-	-	<b>£44,469.00</b>	
<b>A3 Payments</b>						
Prior Year(s) Outstanding	£0.00	-	-	£0.00	£0.00	
Bake Sales and Book Bazaar	£0.00	-	-	£0.00	£450.00	
Bingo Night	£573.10	-	-	£573.10	£0.00	
Fundraising & Donations (includes crazy hair day, non-uniform day, mountaineering, silent auction and tea towels)	£288.06	-	-	£288.06	£409.00	
Management & Administration	£431.19	-	-	£431.19	£0.00	
Movie Night/Film Nights	£387.00	-	-	£387.00	£0.00	
Summer Fair	£6,901.62	-	-	£6,901.62	£7,393.00	
Bank Interest Received	£0.00	-	-	£0.00	£0.00	
School Assistance (includes Leavers' Disco, Aylett Family Funds and Christmas Gifts)	£4,386.85	-	-	£4,386.85	£19,725.00	
Winter Fair	£4,498.84	-	-	£4,498.84	£4,432.00	
Christmas Tree Referral	£0.00	-	-	£0.00	£0.00	
Coat Sales	£0.00	-	-	£0.00	£0.00	
Christmas Cards	£0.00	-	-	£0.00	£0.00	
Costume Sale	£0.00	-	-	£0.00	£0.00	
Digme Promotion	£0.00	-	-	£0.00	£81.00	

Hamptons Sponsorship	£0.00	-	-	£0.00	£842.00
Magic Show	£0.00	-	-	£0.00	£285.00
Easter Egg Hunt	£0.00	-	-	£0.00	£501.00
National PTA Award Prize	£0.00	-	-	£0.00	£75.00
Fireworks Referral	£0.00	-	-	£0.00	£0.00
<b>Sub total</b>	<b>£17,466.66</b>	<b>-</b>	<b>-</b>	<b>£17,466.66</b>	<b>£34,193.00</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>£0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>£17,466.66</b>	<b>-</b>	<b>-</b>	<b>£17,466.66</b>	<b>£34,193.00</b>
<b>Net of receipts/(payments)</b>	<b>£20,856.07</b>	<b>-</b>	<b>-</b>	<b>£20,856.07</b>	<b>£10,276.00</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end (31/08/23)</b>	<b>£41,411.65</b>	<b>-</b>	<b>-</b>	<b>£41,411.65</b>	<b>£41,412.00</b>
<b>Cash funds this year end</b>	<b>£62,195.06</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Section B Statement of assets and liabilities at the end of the period</b>					
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
<b>B1 Cash funds</b>	Bank - Natwest	£62,195.06	-	-	
			-	-	
			-	-	
	<b>Total cash funds</b>	<b>£62,195.06</b>	<b>-</b>	<b>-</b>	
	(agree balances with receipts and payments account(s))	OK	OK	OK	
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
<b>B2 Other monetary assets</b>	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
<b>B3 Investment assets</b>	-		-	-	
	-		-	-	
	-		-	-	
	-		-	-	
	-		-	-	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
<b>B4 Assets retained for the charity's own use</b>	-	-	-	-	
	-	-	-	-	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
<b>B5 Liabilities</b>	Creditors	-	-		
	-	-	-		
	-	-	-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval	
		M. Howard		Jun 27	
		A F J.		Jun 27	

## Document Details

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**MARSHGATE PRIMARY SCHOOL PTA**

England & Wales - Charity number 1102505

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# Accounts

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**Examiners unqualified report (for a non-company charity preparing receipts and payments accounts) with a gross income of £250,000 or less in the relevant financial year.**

Independent examiner's report to the trustees of the Marshgate PSA (the Trust) for the year ended 31 August 2023.

**Responsibilities and basis of report:**

As the charity trustees of the Trust you are responsible for the preparation of the account 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed: *Rajkanwar Batra*

Name: Raj Kanwar

Relevant professional qualification or membership of professional bodies (if any): Member Institute of Chartered Accountants of Pakistan

Address: 61 Sandringham Avenue, SW20 8JY

Date: Jun 18 2024

# MARSHGATE PARENT STAFF ASSOCIATION (PSA) TRUSTEES ANNUAL REPORT

Financial Year 2022-23

## Contents

- Introduction
- Key objectives
- Membership
- Annual General Meeting (AGM)
- Activity and fundraising overview
- School financial support
- Communication
- Conclusion

## Introduction

The Marshgate Parent Staff Association (PSA) is a registered charity that is run by a committee, which is elected either at the Annual General Meeting (AGM) or at a Special General Meeting (SGM).

The aim of the PSA committee is two-fold:

- Community: To help develop and sustain positive relationships between all parents/carers and between the parents and the school staff
- Support: To support the school financially in creating the best learning environment possible for our children through organised fundraising events

The priorities of the PSA each year are driven by the objectives and needs of the school. Fundraising is important, but equally important is the PSA's role in bringing together the wider school community.

## Key objectives

The key objectives of the activities undertaken by the PSA committee can be summarised as follows:

- To advance the education and development of the pupils at Marshgate Primary School by providing (or assisting in the provision of) facilities which are not provided, nor funded, by the local education authority
- To foster, assist and develop the community in and around the school, enhancing communications within and between students; parents, guardians, and carers; school staff; and the board of governors; as well as external organisations who may work with the school and its students

## Membership



When school year 2022-23 started, the members of the PSA committee had already been in their roles for a few months (they were voted in in January 2022). These were:

- Tom Panagos (Chair)
- Nicole Dodsworth (Vice Chair)
- Helen Lancaster (Secretary)
- Andrew Keesing (Treasurer)
- Shreeniwas Iyer (Treasurer)
- Bastiaan Van Drempt (Treasurer)

Becky Jones also supported the committee as Book Bazaar & Bake Sale Coordinator, having joined the committee towards the end of the previous school year.

The term of the committee would come to an end at the end of the school year, in July 2023, which provided stability and continuity within the PSA team.

Assistant Head Teacher Valerie Cameron has been the liaison member of staff for the school, with whom the committee has been working closely since their appointment.

### **Annual General Meeting (AGM)**

The PSA's AGM took place on 14<sup>th</sup> October 2022. Accompanied by a detailed presentation, the agenda of the AGM provided information on the results of the previous financial year and presented the PSA plans for the 2022-23 school year.

The minutes from the previous AGM, held in September 2021, were approved.

For the benefit of all attendees, particularly new parents, the role of the PSA was outlined, highlighting that:

- The PSA is a registered charity run by an elected committee; everyone who is a parent, carer or staff member at Marshgate is automatically a member
- The PSA aims to foster, and contribute to, the friendly community feel of the Marshgate Primary School
- The PSA raises funds for curricular and non-curricular activities for the school; all funds raised by the PSA go back to the school to enhance the education of the children

The PSA provided an update on their calendar of events and other plans for 2022-23. The team thanked everyone for their continued help and support as the school emerged from the global pandemic and the PSA resumed its normal activity and began reengaging with the families after a long period of subdued activity.

### **Activity and fundraising overview**

This was the first full school year following the pandemic that there were no restrictions to the PSA activity. Having been in place since January 2022, the committee had already run a series of events so they were able to organise an invigorated PSA event calendar for 2022-23.

In addition to two fairs (Winter and Summer), a number of popular events returned including bingo night, book bazaars, film nights, bake sales and personalised Christmas cards and tea towels.

The committee also introduced a series of new activities, including an Easter egg hunt, a family magic show, a silent auction and a series of second-hand clothes sales (dress up costumes; winter coats; and sportswear).

Other streams of income included negotiating the long-standing relationship with real estate agent Hamptons, which doubled to £3,000 for 2022-23, and assisting the Year 5's annual fundraising trip to Mount Snowden, which raised more than £7,000 (half of which went to the PSA). The PSA also continued its referral schemes with Christ's and Holy Trinity schools for their fireworks festival and Christmas tree sales respectively.

The year culminated with the PSA team winning the award for England's PTA of the Year at the National PTA Awards. In addition to winning a prize of £1,000, the PSA committee was invited to an All-Party Parliamentary Group in Westminster to discuss parental participation in education.

<b>BREAKDOWN OF CASH POSITION BY EVENT 2022-23</b>			
<b>Activity</b>	<b>Income</b>	<b>Expenditure</b>	<b>Total for event</b>
Bake Sales	£1,597.89	£0.00	£1,597.89
Bingo Night	£2,373.36	-£449.56	£1,923.80
Book Bazaars	£344.18	£0.00	£344.18
Christmas Cards & Gifts	£304.00	£0.00	£304.00
Coat & Jacket Sale	£84.49	£0.00	£84.49
Digme Promotion	£143.94	£0.00	£143.94
Dress-Up Costume Sale	£302.04	£0.00	£302.04
Easter Egg Hunt	£326.27	-£81.42	£244.85
Family Magic Show	£1,764.89	-£841.75	£923.14
Film Nights	£1,958.98	-£501.20	£1,457.78
Fireworks Referral	£96.60	£0.00	£96.60
Fundraising and Donations	£9,084.62	£0.00	£9,084.62
Hamptons Sponsorship	£3,000.00	£0.00	£3,000.00
Management & Administration	£0.00	-£285.44	-£285.44
National PTA Award Prize	£1,000.00	£0.00	£1,000.00
Outstanding 2021-2022	£158.01	-£75.10	£82.91
School Assistance	£0.00	-£19,725.24	-£19,725.24
Silent Auction	£563.15	-£121.12	£442.03
Summer Fair	£12,425.28	-£7,393.11	£5,032.17
Tea towels	£505.48	-£288.06	£217.42
Winter Fair	£8,436.59	-£4,432.48	£4,004.11
<b>TOTAL</b>	<b>£44,469.77</b>	<b>-£34,194.48</b>	<b>£10,275.29</b>

## **School financial support**

The financial support the PSA offers to the school every year is divided in three ways:

1. A lump sum of money to ensure no children are excluded from any school activity, used by the school as, when and where necessary
2. Smaller items or activities that the PSA has agreed to fund over the years, for example: Christmas presents for all the classes; the DJ for the end-of-year school discos; the Year 5 Thames Young Mariners trip; and the Year 6 leavers' gifts
3. A 'wish list' that the school would like for the PSA to support, as identified by the School Leadership Team

The PSA continued to support the school as per above for 2022-23, however it was agreed with the headteacher that a degree of flexibility is necessary, as particular needs or initiatives often arise during the academic year.

The PSA met with the school to discuss their priorities, emphasising that it is important to communicate the year's fundraising targets early on so that there is greater clarity among the parent community as to what the PSA's effort will be focusing on.

Items that the PSA funded for the school during 2022-23 included new active learning panels; a new ecology shed and new nativity costumes, as well as covering the costs for the KS2 sports experience day.

Overall, the PSA income for 2022-23 was £44,469.77. Expenditure was £34,194.48, ensuring once again the PSA could start the new academic – and financial – year with a balance in excess of £10,000, the minimum 'reserve' that the Charity Commission requires to cover any outgoing costs prior to receiving funds that will be used to recover costs.

Please refer to the full accounts for a detailed breakdown.

## **Communication**

The PSA committee communicates with the school's parent and carer community through an application called Classlist, as well as the school's Parentmail system, the school newsletter and the PSA's Facebook page.

All key announcements and developments are communicated via Parentmail first, to ensure every parent and carer receives the relevant information.

In addition, the PSA is in regular contact with the school's class reps, providing updates on the PSA activities and requiring assistance to help organise and manage events as and where necessary. In March 2023 the PSA launched a dedicated group on WhatsApp to facilitate further communication with the class reps.



The PSA committee can be contacted at any time on their email address, which is available from the school, while Claslist has gradually become the PSA's main platform for event information and ticket sales.

In addition to the above, special 'coffee mornings' were held throughout the year to update the school community of the latest and upcoming activity, with parents also invited to join the PSA planning meetings if they would like to gain a greater insight of how the PSA operates.

## **Conclusion**

September 2022 marked the beginning of the first school year following the pandemic without any Covid-related restrictions. Having been in their roles since January 2022 and having already organised a series of events, the PSA committee was able to 'hit the ground running' when the new academic year started.

Working closely with the school and as part of the PSA's approach to be as inclusive as possible, the calendar of events for 2022-23 included a mix of events that proved to be popular in the past and new ideas to stimulate excitement among the school families.

In addition to established activities such as bake sales and book bazaars, highlights for 2022-23 included: introducing a new family magic show at an external venue and an Easter egg hunt trail in the local area; bringing real reindeer at the Winter Fair; planning two dedicated Christmas-themed film nights; coordinating with the school a silent auction, where prizes were activities that children could do with the teachers; holding a special 'Chocolate Bingo Night'; and organising the school's biggest ever Summer Fair.

In April 2023, Marshgate PSA was nominated at the National PTA Awards in the category for 'Champion PTA of the Year'. The category recognises *"PTAs who demonstrate how they have grown as an association, represented their diverse school and local community or gained credibility from their school and wider community."*

The results were unveiled the following month, with Marshgate PSA ultimately winning one of the big awards during the ceremony, that of England's PTA of the Year in the category for primary schools. Praised *"for going above and beyond to make their PSA inclusive of their diverse community"*, the award gave the school community a reason to celebrate and helped raise the profile of the PSA among the school community, especially to families who were new to the school and were not familiar with the PSA's work.

During 2022-23 all members of the PSA committee did their utmost to respond to and accommodate the school's requests and firmly believe that they have fully met its aim of providing the children of Marshgate Primary School with the best environment in which to learn and develop.

As part of their succession planning, the committee discussed in spring 2023 if any members would be interested in staying in their roles beyond July 2023. Tom Panagos, Helen Lancaster, Andrew Keesing and Shreeniwas Iyer agreed to extend their term for another 12 months to help bring a sense of stability and continuity within the school community. Andrew Keesing would take on the role of Vice Chair following Nicole Dodsworth's departure in July 2023, with



Tom Panagos remaining at the helm of the PSA committee as Chair for another year but at a somewhat reduced capacity, organising the school's two fairs and overseeing all administrative elements associated with the role.

Having established an excellent working relationship with the school and with most of its core members remaining in the roles for 2023-24 the PSA team is looking forward to an exciting calendar of activities and events that the Marshgate children and families will enjoy, while raising important funds for the school.

Signatures:

Chair:

A handwritten signature in black ink, appearing to be "T. Panagos", written above a horizontal line.

Vice Chair:

A handwritten signature in black ink, appearing to be "A. J.", written above a horizontal line.

Treasurer:

Shreemivas Iyer

Independent Examiner:

Rajkumar Batra



# Receipts and payments accounts

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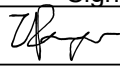
For the period from	2022-09-01	To	2023-08-31
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## Section A Receipts and payments

	Unrestricted to the nearest	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Prior Year(s) Outstanding	158	-	-	158	277
Bake Sales	1,598			1,598	2,449
Bingo Night	2,373	-	-	2,373	3,896
Book Bazaar	344			344	1,088
Christmas Cards	304	-	-	304	3,958
Coats Sale	84			84	
Costume Sale	302	-	-	302	
Digme Promotion	144	-	-	144	-
Easter Egg Hunt	326	-	-	326	-
Film Nights	1,959	-	-	1,959	1,371
Fireworks Referral	97			97	111
Fundraising and Donations	9,085			9,085	3,009
Hamptons Sponsorship	3,000	-	-	3,000	2,500
Magic Show	1,765			1,765	
Management & Administration	-			-	
National PTA Award Prize	1,000	-	-	1,000	-
School Assistance	-			-	
Silent Auction	563			563	1,588
Summer Fair	12,425	-	-	12,425	15,278
Tea towels	505	-	-	505	318
Winter Fair	8,437			8,437	4,937
<b>Sub total (Gross income for</b>	<b>44,470</b>	<b>-</b>	<b>-</b>	<b>44,470</b>	<b>40,780</b>
<b>A2 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>44,470</b>	<b>-</b>	<b>-</b>	<b>44,470</b>	<b>40,780</b>
<b>A3 Payments</b>					
Prior Year(s) Outstanding	0	0	0	0	4,934
Bake Sales	450			450	0
Bingo Night	0	0	0	0	556
Book Bazaar	0	0	0	0	0
Christmas Cards	0	0	0	0	765
Coats Sale	0	0	0	0	0
Costume Sale	0	0	0	0	0
Digme Promotion	81	0	0	81	0
Easter Egg Hunt	501	0	0	501	0
Film Nights	0			0	237
Fireworks Referral	0			0	0
Fundraising and Donations	0	0	0	0	0
Hamptons Sponsorship	842			842	0
Magic Show	285			285	0
Management & Administration	0			0	1,644
National PTA Award Prize	75			75	0
School Assistance	19,725			19,725	9,616
Silent Auction	121	0	0	121	6,107
Summer Fair	7,393	0	0	7,393	0
Tea towels	288			288	314
Winter Fair	4,432			4,432	1,995
<b>Sub total</b>	<b>34,194</b>	<b>0</b>	<b>0</b>	<b>34,194</b>	<b>26,168</b>

<b>A4 Asset and investment</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	
<b>Total payments</b>	<b>34,194</b>	<b>-</b>	<b>-</b>	<b>34,194</b>	<b>26,168</b>
<b>Net of receipts/(payments)</b>	<b>10,275</b>	<b>-</b>	<b>-</b>	<b>10,275</b>	<b>14,612</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>31,357</b>	-	-	<b>31,357</b>	
<b>Payments for following years</b>	<b>221</b>			<b>221</b>	
<b>Cash funds this year end</b>	<b>41,412</b>	<b>-</b>	<b>-</b>	<b>41,412</b>	<b>14,612</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Bank	41,412	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>41,412</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details		-	-
<b>B3 Investment assets</b>	Details	Fund to which	Cost (optional)	Current value
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which	Cost (optional)	Current value
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which	Amount due	When due
	Creditors			
Signed by one or two trustees on	Signature	Print Name	Date of	
		Tom Panagos	Jun 16 2024	
	Shreeniwas Iyer	Shreeniwas Iyer	Jun 16 2024	

## Document Details

<b>Title</b>	Marshgate PSA Charity Commission Docs 2022-23
<b>File Name</b>	Independent Examiners report Marshgate June 2024.pdf, Trustees Annual Report 22.23 - Marshgate PSA DRAFT.docx.pdf, FINAL PSA Accounts 2022-2023 (1).pdf
<b>Document ID</b>	d32cad3abaff4579a8c9f1e18911a167
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**MARSHGATE PRIMARY SCHOOL PTA**

England & Wales - Charity number 1102505

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# Accounts

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# MARSHGATE PARENT STAFF ASSOCIATION (PSA) TRUSTEES ANNUAL REPORT

Financial Year 2021-22

## Contents

- Introduction
- Key objectives
- Membership
- Annual General Meeting (AGM)
- Activity and fundraising overview
- School financial support
- Communication
- Conclusion

## Introduction

The Marshgate Parent Staff Association (PSA) is a registered charity, which is run by a committee elected each year at the Annual General Meeting (AGM).

The aim of the PSA committee is two-fold:

- Community: To help develop and sustain positive relationships between all parents/carers and between the parents and the school staff
- Support: To support the school financially in creating the best learning environment possible for our children through organised fundraising events

The priorities of the PSA each year are driven by the objectives and needs of the school. Fundraising is important, but equally important is the PSA's role in bringing together the wider school community.

## Key objectives

The key objectives of the activities undertaken by the PSA committee can be summarised as follows:

- To advance the education and development of the pupils at Marshgate Primary School by providing (or assisting in the provision of) facilities which are not provided, nor funded, by the local education authority
- To foster, assist and develop the community in and around the school, enhancing communications within and between students, parents/guardians, school staff, the board of governors, as well as external organisations who work with the school and its students

## **Membership**

The PSA committee members when the school year finished in July 2021 were:

- Mandana Mohammadi (Chair)
- Sahar Parniyan (Vice Chair)
- Nicole Dodsworth (Secretary)
- Elena Chester (Treasurer)

However, over the summer school holidays:

- Mandana Mohammadi (Chair) announced her decision to step down due to personal reasons and her predecessor, Stacy Percy, offered to replace her until the end of her term, in summer 2022
- Sahar Parniyan (Vice Chair) announced that she did not feel the role was suitable for her and that she would like to remain in the PSA but in a different position
- The term of Elena Chester (Treasurer) came to an end

As school year 2021-22 started (which also coincides with our financial year), the above developments were communicated to the school community and the Annual General Meeting took place on 21<sup>st</sup> September, during which the following new appointments were made:

- Stacy Percy (Chair)
- Cumhuri Kizilari (Vice Chair)
- Tom Panagos (Treasurer)
- Jonathan Cole (Treasurer)
- Sahar Parniyan (Sponsorship Coordinator)
- Danielle Armstrong (Bake Sale Coordinator)

However, in November 2021 Stacy Percy announced that she would be stepping down at the end of the autumn term, for personal reasons, and Cumhuri Kizilari expressed that he is no longer interested in the role of vice chair.

As a result, a Special General Meeting took place on Friday 14<sup>th</sup> January 2022 at which the following members were voted in:

- Tom Panagos (Chair)
- Nicole Dodsworth (Vice Chair)
- Helen Lancaster (Secretary)
- Andrew Keesing (Treasurer)
- Shreeniwas Iyer (Treasurer)
- Bastiaan Van Drempt (Treasurer)

Jonathan Cole, Sahar Parniyan and Danielle Armstrong remained in the roles as Treasurer, Sponsorship Coordinator and Bake Sale Coordinator respectively, resulting in a nine-strong committee (Danielle Armstrong was succeeded by Becky Jones in summer 2022).



Assistant Head Teacher Valerie Cameron has been the liaison member of staff for the school, with whom the new committee has worked closely since their appointment.

### **Annual General Meeting (AGM)**

Hosted in person for the first time after two years, the PSA's AGM took place on 21<sup>st</sup> September.

The agenda of the AGM featured providing information on the results of the previous financial year and presenting the PSA plans for the 2021-22 school year as the world is coming out of the pandemic and with a new head teacher starting at the school.

The minutes from the previous AGM, held the previous September, were approved.

For the benefit of all attendees, particularly new parents, the changes in the PSA committee were explained (as described above), with the new members voted in.

In addition, the role of the PSA was outlined, highlighting that:

- The PSA is a registered charity run by an elected committee; everyone who is a parent, carer or staff member at Marshgate is automatically a member
- The PSA aims to foster, and contribute to, the friendly community feel of the Marshgate Primary School
- The PSA raises funds for curricular and non-curricular activities for the school; all funds raised by the PSA go back to the school to enhance the education of the children

The PSA thanked everyone for the continued help and support provided throughout these unprecedented circumstances and expressed hope for a greater return to normality in PSA activity in the coming months.

Following the resignation of its Chair in November 2021, a Special General Meeting took place in January 2022, during which the new Chair was voted in, along with a number of new members (please see 'Membership' for more details).

### **Activity and fundraising overview**

With subdued activity during the pandemic, the committee worked to reinvigorate the PSA event calendar. However, Covid restrictions continued to have an impact to school life during the first half of 2021-22 so activities had to be adapted, for example with smaller numbers (Bingo Night) or taking place outdoors (Winter Fair), while the PSA's adult-only Winter Party had to be cancelled last minute following advice from Public Health England.

With the new committee starting in January 2022 and all remaining Covid-related measures lifted a few weeks later, the PSA was able to run a series of fun, fundraising activities, including bake sales, book bazaars, film nights, a second edition of its popular Bingo Night and, after a long absence, the return of the school's much missed Summer Fair, which received very positive feedback from the school community.

<b>BREAKDOWN OF CASH POSITION BY EVENT 2021-22</b>			
	<b>Actual Income</b>	<b>Expenditure</b>	<b>Total for Event</b>
Bake Sales	£2,449.13	£0.00	£2,449.13
Bingo Nights	£3,894.58	-£555.63	£3,338.95
Book Bazaars	£1,088.37	£0.00	£1,088.37
Christmas Cards	£251.99	£0.00	£251.99
Christmas Tree Sales	£140.00	£0.00	£140.00
Fireworks Event	£111.05	£0.00	£111.05
Float	£277.00	-£277.00	£0.00
Fundraising and Donations	£3,008.87	£0.00	£3,008.87
Hamptons Sponsorship	£2,500.00	£0.00	£2,500.00
Management & Administration	£0.00	-£1,644.37	-£1,644.37
Movie Nights	£1,370.80	-£236.67	£1,134.13
Outstanding 2020-2021	£0.00	-£4,656.76	-£4,656.76
School Assistance	£0.00	-£8,576.00	-£8,576.00
School Discos	£0.00	-£1,040.40	-£1,040.40
Silent Auction	£1,587.67	£0.00	£1,587.67
Summer Fair	£15,278.01	-£6,107.12	£9,170.89
Reception Tea Towels and Canvas Bags	£318.25	-£314.16	£4.09
Winter Fair (a.k.a Christmas Event)	£3,566.01	-£765.14	£2,800.87
Winter Party	£4,937.27	-£1,995.02	£2,942.25
<b>TOTAL</b>	<b>£40,779.00</b>	<b>-£26,168.27</b>	<b>£14,610.73</b>

### **School financial support**

As it has been established over the years, the financial support the PSA offers to the school every year is divided in three ways:

1. A lump sum of money to ensure no children are excluded from any school activity, used by the school as, when and where necessary
2. Smaller items or activities that the PSA has agreed to fund over the years, for example: Christmas presents for all the classes; the Year 5 Thames Young Mariners trip; and the Year 6 leavers' gifts
3. A 'wish list' that the school would like the PSA to support; this would normally be presented every September, at the beginning of the academic year, although further requests could be submitted throughout the year as the School Leadership Team may identify particular needs or initiatives

The PSA continued to support the school as per above, however with a new headteacher starting in September 2021 the announcement of the wish list, which would usually take place during the AGM, was postponed until later in the school year.

The PSA met with the school to discuss that, although this made sense this year as the new headteacher would need time to assess the school's needs and priorities, it is important



moving forward to communicate the year's fundraising targets early on so that there is greater clarity among the parent community as to what the PSA's effort will be focusing on.

Items that the PSA funded for the school during 2021-22 included new class projector panels; new bookcases; new books for all year groups; and new playground clocks.

Overall, the PSA income for 2021-22 was ££40,779. Expenditure was ££26,168.27, allowing once again the PSA to start the new academic – and financial – year with a balance in excess of £10,000, the minimum 'reserve' that the Charity Commission requires to cover any outgoing costs prior to receiving funds that will be used to recover costs.

Please refer to the full accounts for a detailed breakdown.

### **Communication**

The PSA committee communicates with the school's parent and carer community through an application called Classlist, as well as the school's Parentmail system, the school newsletter and the PSA's Facebook page.

All key announcements and developments are communicated via Parentmail first, to ensure every parent and carer receives the relevant information.

In addition, the PSA is in regular contact with the school's class reps, providing updates on the PSA activities and requiring assistance to help organise and manage events as and where necessary.

During 2021-22, the PSA organised a coffee morning for the parents to present the new committee's plans and ideas (February 2022) and a special presentation about the Summer Fair (March 2023), which gave our school community additional opportunities to meet with the PSA team in person.

The PSA committee can be contacted at any time on their email address, which is available from the school, while Classlist has gradually become the PSA's main platform for event information and ticket sales.

### **Conclusion**

Following a 'quiet' period of 18 months during the pandemic, the PSA welcomed the first steps to normality that accompanied the opening of the schools in September 2021. Our community was equally thirsty for seeing more social activity taking place once again at the school, with tickets for Bingo Night selling out in seven minutes, the first bake sales raising double the amount they would previously do and tokens for the Winter Fair selling out halfway through the event.

Despite various membership changes within the PSA team during the autumn term, the election of a new committee in January 2022 brought a greater sense of stability and continuity



within the school community, as all members expressed their commitment to completing their term.

Working closely with the school and as part of the PSA's approach to be as inclusive as possible, all events were re-evaluated; some were adapted, others had to be cancelled and there were some new additions, which have been very warmly received by our families.

In addition, the new committee represented virtually all year groups, from Reception to Year 6, ensuring all activity is relevant and, where appropriate, adjusted to appeal to both younger and older children.

All members of the PSA committee did their utmost to respond to and accommodate the school's requests and firmly believe that they have fully met its aim of providing the children of Marshgate Primary School with the best environment in which to learn and develop.

Having established an excellent working relationship with the school and with all its core members remaining in the roles, for 2022-23 the PSA team is looking forward to an exciting calendar of activities and events that our school's children and families will enjoy, while raising important funds for the school.

Signatures:

Chair:

Vice Chair:

Treasurer:

Shreenuvas Iyer



Independent Examiner:



Rajkumar Batra

## Document Details

<b>Title</b>	Trustees Annual Report 21.22 - Marshgate PSA RC.docx.pdf
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## Receipts and payments accounts

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For the period from	1/9/2021	To	31/8/2022
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### Section A Receipts and payments

	Unrestricted to the nearest	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bake Sales	2,449	-	-	2,449	-
Bingo Night	3,895	-	-	3,895	-
Book Sales	1,088	-	-	1,088	-
Christmas Cards	252	-	-	252	-
Christmas Event	3,566	-	-	3,566	881
Christmas Trees	140	-	-	140	-
Fireworks	111	-	-	111	-
FLOAT	277	-	-	277	-
Fundraising and Donations	3,009	-	-	3,009	6,909
Hamptons Sponsorship	2,500	-	-	2,500	-
Management & Administration	-	-	-	-	-
Movie Night	1,371	-	-	1,371	-
Outstanding 2020-2021	-	-	-	-	-
School Assistance	-	-	-	-	-
School Disco's	-	-	-	-	-
Silent Auction	1,588	-	-	1,588	-
Summer Fair	15,278	-	-	15,278	-
Tea towels and canvas bags	318	-	-	318	851
Winter Party	4,937	-	-	4,937	-
Treasure Tree	-	-	-	-	204
Bank Interest Received	-	-	-	-	-
<b>Sub total (Gross income for</b>	<b>40,779</b>	<b>-</b>	<b>-</b>	<b>40,779</b>	<b>8,845</b>
<b>A2 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>40,779</b>	<b>-</b>	<b>-</b>	<b>40,779</b>	<b>8,845</b>
<b>A3 Payments</b>					
Bake Sales	0	0	0	0	-
Bingo Night	556	-	-	556	-
Book Sales	0	0	0	0	-
Christmas Cards	0	0	0	0	-
Christmas Event	765	0	0	765	-
Christmas Trees	0	0	0	0	-
Fireworks	0	0	0	0	698
FLOAT	277	0	0	277	-
Fundraising and Donations	0	0	0	0	-
Hamptons Sponsorship	0	-	-	0	-
Management & Administration	1,644	-	-	1,644	-
Movie Night	237	-	-	237	-
Outstanding 2020-2021	4,657	-	-	4,657	614
School Assistance	8,576	-	-	8,576	14,358
School Disco's	1,040	-	-	1,040	-
Silent Auction	0	-	-	0	-
Summer Fair	6,107	-	-	6,107	-
Tea towels and canvas bags	314	-	-	314	638
Winter Party	1,995	-	-	1,995	-
		0	0	0	-
		0	0	0	-
		0	0	0	-
		0	0	0	-
		0	0	0	-
Bad debt/lost cash	-	0	0	0	-
<b>Sub total</b>	<b>26,168</b>	<b>0</b>	<b>0</b>	<b>26,168</b>	<b>16,308</b>
<b>A4 Asset and investment</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,168</b>	<b>-</b>	<b>-</b>	<b>26,168</b>	<b>16,308</b>
<b>Net of receipts/(payments)</b>	<b>14,611</b>	<b>-</b>	<b>-</b>	<b>14,611</b>	<b>- 7,463</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>16,746</b>	<b>-</b>	<b>-</b>	<b>16,746</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>31,357</b>	<b>-</b>	<b>-</b>	<b>31,357</b>	<b>- 7,463</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Bank	31,357	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	31,357	-	-

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

OK

OK

OK

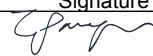
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			-	-
			-	-
			-	-
			-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which	Cost (optional)	Current value
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which	Cost (optional)	Current value
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which	Amount due	When due
<b>B5 Liabilities</b>	Creditors			
			-	
			-	
			-	
			-	



Signed by one or two trustees on

Signature	Print Name	Date of
	Tom Panagos	Jun 13 2023
Shreeniwas Iyer	Shreeniwas Iyer	Jun 13 2023

## Document Details

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**Examiners unqualified report (for a non-company charity preparing receipts and payments accounts) with a gross income of £250,000 or less in the relevant financial year.**

Independent examiner's report to the trustees of the Marshgate PSA (the Trust) for the year ended 31 August 2022.

**Responsibilities and basis of report:**

As the charity trustees of the Trust you are responsible for the preparation of the account 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

**Signed:**

*Raj Kanwar*

Name: Raj Kanwar

Relevant professional qualification or membership of professional bodies (if any): Member Institute of Chartered Accountants of Pakistan





Address: 61 Sandringham Avenue, SW20 8JY

Date: 06 / 15 / 2023

Title	Independent Examiners report Marshgate June 2023 SIGNED
File name	Independent Exami...ate June 2023.pdf
Document ID	e612b2868575f8a4bf0cac82241d4ea3f30d1d8a
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History

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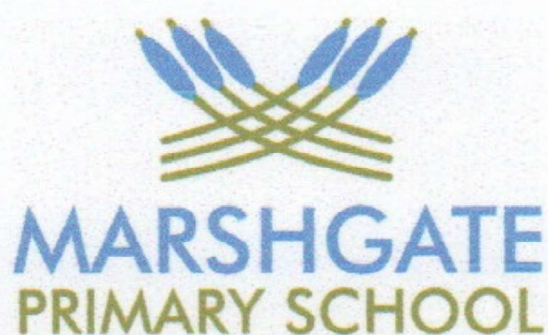
**MARSHGATE PRIMARY SCHOOL PTA**

England & Wales - Charity number 1102505

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# Accounts

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## Marshgate Parent Staff Association (PSA) Trustees Annual Report 2019-20

### Contents.

- Introduction
- PSA Committee
- Fundraising Highlights
- Summary of Income and Expenditure
- Communications
- Conclusion

### Introduction.

Introduction from the Chair, Stacy Percy.

The September 2019 AGM was hosted in early September 2019 to discuss the plans for the PSA throughout the 2019-2020 school year, as well as provide information on the previous years results.

The new bake sale coordinator, Donna Catley, was elected in.

A SGM was ran for January 2019 to elect a new treasurer, ticketing and licensing lead and sponsorship lead. Elena Chester was elected in as treasurer, Aya Dysbi for ticketing and licensing and Katy Heale for sponsorship.

Our aim as a PSA Committee is two-fold:

- Community: to help develop and sustain positive relationships between all parents, and between the parents and staff body at the school.
- Support: Through organised fundraising events, we can support the school financially in creating the best learning environment possible for our children.

We would like to thank everyone for the continued help and support provided to the PSA throughout the year. This includes all parents for attending the events, volunteering, being a Class Rep, donating prizes, committee members and so many people who contribute time, unofficially, throughout the year to ensure our events are well run and, importantly, enjoyed by all! We are constantly amazed by the efforts people go to but the evidence is clear to see in all the ways we can support the school and ultimately the children.

### The PSA Committee.

The PSA is a charity which is run by a committee elected each year at the Annual General Meeting (AGM). The priorities of the PSA each year are driven by the objectives and needs of the school. Fundraising is important, but equally important is the PSA's role in bringing together the wider school community. The key objectives can be summarised as:

- To advance the education and development of the pupils at Marshgate Primary School by providing and assisting in the provision of facilities for education and development not required to be provided (nor funded) by the local education authority
- To foster, assist and develop the community in and around the school, enhancing communications within and between students, parents/guardians, school staff, the Board of Governors and external organisations who work with the school and its students.

### **Fundraising Highlights.**

The 2019/2020 school year fundraising activities were heavily impacted by the COVID pandemic and lockdown restrictions.

Up until March 2020, the PSA event calendar followed the traditional format and mixed events which are designed to bring the school community together as well as raising important funds where possible. Marshgate Primary is a very fortunate community which benefits from a wealth of willing volunteers and a great relationship between the school and the families such that the event calendar, while challenging to organise, continues to be fun and successful. A summary of the key events that took place during the year:

- **Bingo Night:** An early evening family social event to welcome new and returning parents to the school, held in the school hall.
- **Christmas Card Designs:** Organised in October, a popular event for the children who get to design and see printed their own Christmas cards which are then available for parents to buy as a fundraising activity.
- **Reception Tea Towels and Tote Bags –** Children's self-portraits feature on tea towels and tote bags.
- **Winter Party –** An adult only evening event to celebrate the festive period attended by parents, carers and staff. This year the theme was 'Las Vegas', including some very popular gambling tables and karaoke.
- **The ever popular Silent Auction** provided some great holiday baskets and gifts for the community and raised a great amount for the PSA.
- **Winter Fayre –** A community focused family gathering featuring a range of festive stalls. This year's fair moved from the traditional Friday afternoon event to a full Saturday event, providing a range of holiday themed games, entertainment, a market to purchase gifts and of course, the popular Santa's Grotto!
- **Quiz Night –** An adult only quiz event held in March. The now regular quizmaster (Mr. Mollett) was booked in and gave a professional edge to the evening – but it remains a very informal and fun event, with just the right hint of competition!
- **Bake Sales –** Bake sales ran monthly up until February 2020, supported by specific class groups each month.

Due to the COVID pandemic and lockdown restrictions imposed throughout the United Kingdom from March 2020 onwards, we had to cancel the following events:

- Bake sales schedule from March 2020 onwards
- Film Nights
- Summer Fair

Due to the successful Autumn term for fundraising, the PSA made the decision to not run any further activities from March 2020 onwards as the PSA were conscious the pandemic was affecting families in lots of different ways, including financially.

## Summary of Income and Expenditure.

Breakdown of Cash Position by Event			
	Actual Income	Expenditure	Total for Event
<a href="#">Advertisement Parent Mail</a>	£425.00	£0.00	£425.00
<a href="#">Bake Sales</a>	£1,181.37	£0.00	£1,181.37
<a href="#">Bingo Night</a>	£1,807.45	-£223.62	£1,583.83
<a href="#">Christmas Event</a>	£7,598.24	-£3,066.28	£4,531.96
<a href="#">Float</a>	£280.00	-£280.00	£0.00
<a href="#">Fundraising &amp; Donations</a>	£4,700.06	-£356.40	£4,343.66
<a href="#">Management &amp; Administration</a>	£0.00	-£133.48	-£133.48
<a href="#">Movie Night</a>	£1,107.58	-£756.00	£351.58
<a href="#">Quiz Night</a>	£1,507.25	-£150.00	£1,357.25
<a href="#">School Assistance</a>	£0.00	-£27,065.17	-£27,065.17
<a href="#">School Disco's</a>	£0.00	-£663.60	-£663.60
<a href="#">Summer Fair</a>	£1,420.16	-£889.66	£530.50
<a href="#">Winter Party</a>	£6,415.75	-£4,217.44	£2,198.31
<b>Total</b>	<b>£26,442.86</b>	<b>-£37,801.65</b>	<b>-£11,358.79</b>

At the beginning of the year the school presents a wish list to the PSA for items or activities it would like the PSA to support. Further requests are submitted throughout the year as the School Leadership Team identify particular needs or initiatives. In 2019-20 this funding purchased:

- Outdoor ping pong table + equipment
- New floor rugs for all of KS1 classes
- Active screen for year 6 classroom
- New projector for the Art Room
- PHSE resources
- 30 tablets + accessories
- Funds to help school re-open for key worker students in summer term of 2020

Overall, the PSA income for 2019-20 was £26,442.86, expenses £37,801.65 and the balance brought forward as at Sep 1st, 2019, was £ 35,566.68. The closing balance as of August 31st, 2020 is £24,207.89.

The Charity will ensure we have a balance of £10,000 in the account at the beginning of a new academic year to be able to organize events and pay deposits etc. The balance carried over from 2019/2020 was £24,207.89.

Please see the full accounts for a detailed breakdown.

### Communication.

The committee communicates with members via an application called Classlist, as well as the school's Parent Mail system, the school newsletter and the PSA's Facebook page. Members of the PSA Committee also regularly attend Class Rep meetings and provide updates on PSA activities.

The PSA also provides a website for the purpose of event information and ticket sales. The Committee can be contacted at any time on their email address which is available

from the school. Major event planning and communications takes place by way of sub committees where the PSA officers are automatically members.

### Conclusion.

The PSA had a difficult year, with the COVID pandemic affecting the planned fundraising activities. Even with the pandemic, the PSA worked hard to raise a good amount during the Autumn term and the first part of the Spring term to meet its obligations. The Officers and Trustees of the PSA believe we have met our aim of providing the children of Marshgate Primary School with the best environment in which to learn and develop.


The PSA are proposing the same program of events for the new academic year, pending any restrictions due to the continued COVID pandemic per government regulations. The PSA continue to invite new ideas to be presented for incorporation into the events calendar and these are being discussed at PSA meetings. The PSA will continue to consider and agree/decline requests from the school for funding.

Signatures:


Chair:

 Mandana

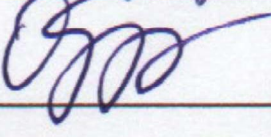
Vice Chair:

 Sahar

Treasurer:

 Elena Chester

Independent Examiner:

 Olga Spencer

Examiners unqualified report (for a non-company charity preparing receipts and payments accounts) with a gross income of £250,000 or less in the relevant financial year.

Independent examiner's report to the trustees of the Marshgate PSA (the Trust) for the year ended 31 August 2020.

Responsibilities and basis of report:

As the charity trustees of the Trust you are responsible for the preparation of the account 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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

Signed:



Name: Mrs Olga Spencer

Relevant professional qualification or membership of professional bodies (if any): Diploma in ACCA

Address: 62 Park House Gardens, Twickenham, TW1 2DE.

Date: 28<sup>th</sup> July 2021



## Receipts and payments accounts

CC16a

For the period  
from

01/09/2019

To

31/08/2020

### 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 £
<b>A1 Receipts</b>					
Prior Year(s) Outstanding	-	-	-	-	-
Advertisement in Parent Mail	425	-	-	425	-
Bake Sales	1,181	-	-	1,181	1,397
Bingo Night	1,807	-	-	1,807	1,472
Brugge Cycling	-	-	-	-	5,392
Christmas Event	7,598	-	-	7,598	1,780
Clubbercise	-	-	-	-	220
Fundraising & Donations	4,700	-	-	4,700	4,870
Management & Administration	-	-	-	-	-
Movie Night	1,108	-	-	1,108	1,448
Quiz Night	1,507	-	-	1,507	1,528
Summer Fair	1,420	-	-	1,420	19,483
Winter Party	6,416	-	-	6,416	6,664
Bank Interest Received	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>26,163</b>	<b>-</b>	<b>-</b>	<b>26,163</b>	<b>44,255</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>26,163</b>	<b>-</b>	<b>-</b>	<b>26,163</b>	<b>44,255</b>
<b>A3 Payments</b>					
Prior Year(s) Outstanding	0	0	0	0	0
Advertisement in Parent Mail	0	-	-	0	0
Bake Sales	0	0	0	0	0
Bingo Night	224	0	0	224	372
Brugge Cycling	0	-	-	0	2,145
Christmas Event	3,066	0	0	3,066	153
Clubbercise	0	-	-	0	110
Fundraising & Donations	356	0	0	356	280
Management & Administration	133	0	0	133	315
Movie Night	756	0	0	756	371
Quiz Night	150	0	0	150	696
School Assistance	27,065	0	0	27,065	18,406
School Disco	664	0	0	664	664
Summer Fair	890	0	0	890	6,865
Winter Party	4,217	0	0	4,217	4,472
Bad debt/lost cash	0	0	0	0	0
	-	-	-	-	-
<b>Sub total</b>	<b>37,522</b>	<b>0</b>	<b>0</b>	<b>37,522</b>	<b>34,849</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>37,522</b>	<b>-</b>	<b>-</b>	<b>37,522</b>	<b>34,849</b>
<b>Net of receipts/(payments)</b>	<b>- 11,359</b>	<b>-</b>	<b>-</b>	<b>- 11,359</b>	<b>9,406</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>35,567</b>	<b>-</b>	<b>-</b>	<b>35,567</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>24,208</b>	<b>-</b>	<b>-</b>	<b>24,208</b>	<b>9,406</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 £
<b>B1 Cash funds</b>	Bank	24,208	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>24,208</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

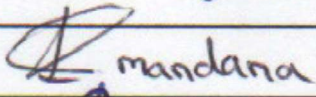
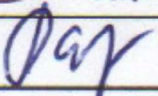
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Creditors			
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	mandana mohammadi	30/6/2021
	Elena Chester	30/06/2021