

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
Advertisement Parent Mail	£425.00	£0.00	£425.00
Bake Sales	£1,181.37	£0.00	£1,181.37
Bingo Night	£1,807.45	-£223.62	£1,583.83
Christmas Event	£7,598.24	-£3,066.28	£4,531.96
Float	£280.00	-£280.00	£0.00
Fundraising & Donations	£4,700.06	-£356.40	£4,343.66
Management & Administration	£0.00	-£133.48	-£133.48
Movie Night	£1,107.58	-£756.00	£351.58
Quiz Night	£1,507.25	-£150.00	£1,357.25
School Assistance	£0.00	-£27,065.17	-£27,065.17
School Disco's	£0.00	-£663.60	-£663.60
Summer Fair	£1,420.16	-£889.66	£530.50
Winter Party	£6,415.75	-£4,217.44	£2,198.31
Total	£26,442.86	-£37,801.65	-£11,358.79

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.

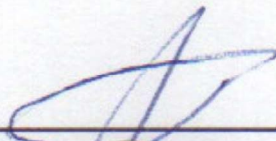
Conclusion.

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

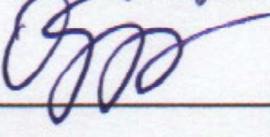
Vice Chair:

 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: 28th July 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Marshgate Primary School PTA

1102505

Receipts and payments accounts

CC16a

For the period
from

01/09/2019

To

31/08/2020

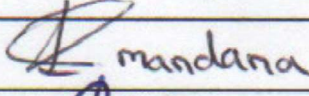
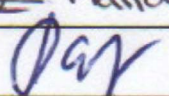
Section A Receipts and payments

	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 £
A1 Receipts					
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	-	-	-	-	-
Sub total (Gross income for AR)	26,163	-	-	26,163	44,255
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,163	-	-	26,163	44,255
A3 Payments					
Prior Year(s) Outstanding	0	0	0	0	0
Advertisement in Parent Mail	0	0	0	0	0
Bake Sales	0	0	0	0	0
Bingo Night	224	0	0	224	372
Brugge Cycling	0	0	0	0	2,145
Christmas Event	3,066	0	0	3,066	153
Clubbercise	0	0	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
Sub total	37,522	0	0	37,522	34,849
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,522	-	-	37,522	34,849
Net of receipts/(payments)	- 11,359	-	-	- 11,359	9,406
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,567	-	-	35,567	-
Cash funds this year end	24,208	-	-	24,208	9,406

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	Bank	24,208	-	-
		-	-	-
		-	-	-
	Total cash funds	24,208	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	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