

**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

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## 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 Classlist 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:



Vice Chair:



Treasurer:

Shreenivas Iyer

Independent Examiner:

Rajkumar Batra



## Receipts and payments accounts

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For the period  
from

2022-09-01

To

2023-08-31

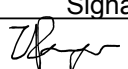
### Section A Receipts and payments

	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</b> (Gross income for	<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>34,194</b>	<b>26,168</b>
<b>Net of receipts/(payments)</b>	<b>10,275</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>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</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
	<b>Details</b>	<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>			-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which</b>	<b>Cost (optional)</b>	<b>Current value</b>
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which</b>	<b>Cost (optional)</b>	<b>Current value</b>
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which</b>	<b>Amount due</b>	<b>When due</b>
	Creditors			
Signed by one or two trustees on	<b>Signature</b>	<b>Print Name</b>	<b>Date of</b>	
		Tom Panagos	Jun 16 2024	
	Shreeniwas Iyer	Shreeniwas Iyer	Jun 16 2024	

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