



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 22	Month 02	Year 2023		Day 21	Month 02	Year 2023

Section A Reference and administration details

Charity name Sacred Heart Catholic Primary School PSA

Other names charity is known by

Registered charity number (if any) 1146443

Charity's principal address Burlington Road

New Malden

Surrey

Postcode KT3 4ND

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elaine Bernard	Chair	Resigned July 2023	PSA members
2	Katie Crighton	Secretary	Resigned July 2023	PSA members
3	Melanie Giltrow	Treasurer	Resigned July 2023	PSA members
4	Justyna Mora Mora	Treasurer	Resigned July 2023	PSA members
5	Danielle Cecchini	Donations Manager	Resigned July 2023	PSA members
6	Samantha Dekker	Chair	Elected July 2023	PSA members
7	Karina Murphy	Deputy Chair	Elected July 2023	PSA members
8	Siobhan Eagle	Secretary	Elected July 2023	PSA members
9	Daniela Magliocchetti	Secretary	Elected July 2023	PSA members
10	Irene Custodio	Treasurer	Elected July 2023	PSA members
11	Gabriela Avila	Treasurer	Elected July 2023	PSA members
12	Jigna Umeria	Donations Manager	Elected July 2023	PSA members
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

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

Association

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

Elected by Parent and Staff Association members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To enrich and support the lives of children, parents and educators in our school by providing resources, improving communication, and encouraging involvement in the school and community through fundraising events.

By following the above objectives, the charity is providing a public benefit to the school and wider community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The PSA's principal income stream is generated through social events for the parents and children of Sacred Heart School. This year we have continued to raise funds through several events including mini marathon, summer fair, Christmas fair, movie nights and discos for the children, quiz night and Father's Day event for the parents. We have also secured few sponsors who have kindly donated money to the PSA.

Monies raised by the PSA have funded various school subscriptions, i.e., Phonics Tracker, Tapestry, Google Classroom, Timetables Rockstars and Numbers, LAN, MyConcern, Target Tracker, The Key. We have also funded the Safeguarding Training for the School Staff. In addition, PSA contributed towards Little Wandle Letters and Sounds phonics scheme, Feast of the Sacred Heart, Year 6 graduation activities and a new playground project.

Section E

Financial review

Brief statement of the charity's policy on reserves

The PSA has no investments other than cash at the bank. We donate all our profit to the school. The funds held in reserve are modest and are required for funding the events we run. The trustees have therefore considered it is prudent that funds should be retained as cash held in a bank account. Sufficient reserves are retained to cover the charity's regular expenditure for the next year and contribute towards specific objects outlined for the next academic year.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

All PSA officers and members give their time freely and so no funds have been expended on governance of the charity. We are not required to submit our accounts for external audit, but an independent examination has been undertaken.

Section F

Other optional information

Former Chair and Former Treasurer signed the report as it relates to the period where both were charity trustees.

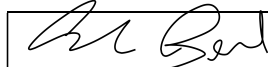
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Elaine Bernard

Justyna Mora Mora

Position (eg Secretary, Chair, etc)

Former Chair

Former Treasurer

Date

08/01/2024

SACRED HEART RC SCHOOL PSA
INCOME & EXPENDITURE FOR THE YEAR ENDED 21 FEBRUARY 2023

	Y/E Feb 2023		Y/E Feb 2022
Income	£	£	£
Pizza kits	£	121.00	£ 1,833
Christmas Cards 2022	£	2,215.25	£ 1,862
Christmas Fair 2022	£	2,065.33	£ 3,349
Wreath online workshop	£	-	£ 225
Movies & Munchies 2022	£	2,465.22	£ 1,251
Mother day event	£	-	£ 256
Garden Party Hamper for KS1	£	-	£ 364
Disco at school	£	1,584.92	£ 2,905
Quiz at school	£	900.88	£ 170
Easter Events 2022	£	381.46	£ 336
Dad's event 2022	£	1,187.32	£ 820
Father's Day Raffle/Hampers	£	-	£ 497
Summer Fair 2022	£	8,227.33	£ 4,196
Back to school fund in lieu of Squirrel fund	£	530.00	£ 1,030
Amazon smile	£	620.62	£ 206
Fun Run	£	5,883.52	£ 3,368
Other (Uniform Sale, Sports Day, gifts to staff, Sacred Heart, licenses)	£	5,037.56	£ 936
Total		£ 31,220	£ 23,602
Expenditure			
Pizza kits	£	-	£ 1,105
Christmas Cards 2022	-£	1,898.18	£ 1,385
Christmas Fair	-£	264.11	£ 158
Movies & Munchies 2022	-£	408.08	£ 370
Disco at school	-£	494.55	£ 546
Quiz at school	-£	397.75	£ -
Easter Events 2022	£	-	£ 107
Dad's Event 2022	£	-	£ -
Summer Fair 2022	-£	2,323.20	£ -
Fun Run	-£	463.23	£ 75
Other (Uniform Sale, Sports Day, Mistaken payments)	-£	823.40	£ 835
Total		-£ 7,073	£ 4,580
Net Income Raised		£ 24,148	£ 19,022
Charitable Expenditure:			
Survey Monkey subscription (SDP1)	£	230.00	£ 690
Testbase -Online Sats questions to boost pupil confidence (SDP1)	£	215.00	£ 635
Phonics Tracker subscription (SDP1)	£	295.00	£ 825
Tapestry subdcription (SDP1)	£	235.00	£ 560
Google Classroom subscription (SDP1)	£	900.00	£ 1,800
Timestables Rockstarts and Numbots subscriptions (SDP1)	£	190.00	£ 480
Targer Tracker subscription (SDP1)	£	1,275.00	£ 3,795
Literacy Toolbox Online subscription (SDP1)	£	260.00	£ 520
LAN School subscription (SDP1)	£	120.00	£ 360
Science Mark Accreditation (SDP1)	£	850.00	£ -
My concern Online safeguarding system to track concerns (SDP2)	£	835.00	£ 2,480
Safeguarding Training with The Key (SDP2)	£	195.00	£ 590
EYFS playground renowation (SDP2)	£	1,180.00	£ -
Family Liaison Officer role contribution (SDP2)	£	5,000.00	£ 5,000
The Key subscription (SDP3)	£	760.00	£ 835
Reading books for Lottle Wandle letters and Sounds Phonics Scheme	£	4,825.80	£ -
Donation to support low income families	£	500.00	£ -
Contribution towards YR6 graduation activities	£	781.00	£ -
Contribution towards feast	£	153.02	£ -
Contribution towards bench project	£	56.00	£ -
Contribution towards Phonics	£	995.00	£ -
SEN Assesment Tool (SDP2)	£	-	£ 1,340
ELSA Training (SDP2)	£	-	£ 195
Lunchtime playground equipment (SDP2)	£	-	£ 600
50/50 funding of SSD upgrade to IT suite PCs	£	-	£ 2,185
IT - w10 x Ipads	£	-	£ 870
Chromebook Trolley	£	-	£ 370
Leadership Qualification	£	-	£ 850
The Key support for Leaders (SDP3)	£	-	£ 1,120
12 x Webcameras	£	-	£ 230
SENCO Supervision Course	£	-	£ 250
TAHMS Funding for the Spring Term	£	-	£ 1,000
Total		£ 19,851	£ 27,580
Net Income (in year)		£ 4,297	-£ 8,558
Adjustments (see bank rec)			
Bank balance as at 22 Feb 22		£ 6,090	£ 14,648
Bank balance as at 21 Feb 23		£ 10,387	£ 6,090
	check	0	

SENSITIVE BUT UNCLASSIFIED

Bank Reconciliation As At 21st February 2023				
			£	
Balance per bank as at 21st Feb 2023			10,387.01	
Adjustments:				
Other				
Balance per cashbook			10,387.01	
Check			10,387.01	
Diff			0.00	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Sacred Heart Catholic Primary School PSA

On accounts for the year
ended

21/02/2023

Charity no
(if any)

1146443

Set out on pages

PSA Cash Book (Income and Expenditure) for the Year ended 21/02/2023.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 21/02/2023.

Responsibilities and
basis of report

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

Independent
examiner's statement

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

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

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

* Please delete the words in the brackets if they do not apply.

Signed:

Michael Batty

Date:

14/1/24

Name:

MICHAEL BATTY

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

Institute of Chartered Accountants
England and Wales

Address:

5 Cambridge Avenue, New Malden
, KT3 4JY

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

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