



# CHRIST'S SCHOOL



## Christ's School PSA Annual Report 2019-20

*Prepared by the Officers of the PSA*

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### Introduction

Christ's Secondary School Parent and Staff Association ("the PSA") Annual Report for the year 2019-2020 provides a review of the PSA Committee structure and membership, events throughout the school year, and the financial position. All parents and carers of students at Christ's Secondary School and all members of staff are automatically members of the PSA. All members of the PSA are allowed to vote on all issues should they choose to do so.

### The PSA Committee

The PSA Committee ("the Committee") is comprised of the trustees who are full members of the PSA and are elected at the AGM. Committee meetings take place once per half term at which the Committee discusses and plans events and activities. Voting on funding initiatives is carried out at these meetings. After each meeting, Minutes are circulated to the committee and uploaded to the website.

The Committee members for 2019-2020 were as follows:

- Co-Chairs – Deborah Guinea and Beccy Earley (appointed October 2019)
- Treasurer - Rowan Woodward (appointed Sep 2014)
- Secretary – Hannah Childs (appointed July 2019)
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The PSA's constitution gives voting rights to any member of the Christ's School community who is in attendance at that committee meeting. Major event planning, such as for the fireworks or summer fair, may take place by way of sub-committees of which all the PSA officers are automatically a member.

## **Fund Raising Highlights**

2019-2020 was an active year of fund raising for the PSA until schools abruptly closed to most pupils in March 2020 due to Covid19 and remained so for the remaining months of the academic year. Two main events contributed towards raising money for the PSA fund.

The Fireworks evening in November continues year on year to be the main fundraiser. The profit was £8,291.02, over £5K up on the previous year. This was mainly due to increased ticket sales and in-house catering and stalls rather than outside providers.

The Quiz Night in September brought in £2,359.21 profit. The auction contributed hugely to this profit.

The decision had already been made not to participate in the Richmond Mayfair 2020, which was subsequently cancelled due to Covid19 restrictions.

At the school annual Christmas Carol Concert this year, the PSA decided to support an initiative put forward by 6<sup>th</sup> Form students who provided biscuits and cakes (with mulled wine provided by parents) and gave the money generously given in donations to support a charity called "The Wings of Hope" (£237).

We have also been pleased to see continued donations from parents, through Amazon Smile and EasyFundraising online and school open events this year ie. 6<sup>th</sup> Form open evening refreshments.

In total, we raised an income of £25,595.71, which was made up of £24,957.67 from fundraising activities and £638.04 of donations. Total fundraising expenses were £14,282.44, leaving a profit, before charitable expenditure and other expenses, of £11,313.27.

### **Fireworks**

The Fireworks had another hugely successful year, with a record profit of £8,291.02. Ticket sales were up on the previous year, organized by a large team headed up by Kelly Russell and Julian Allbut. Not only is this the biggest fundraiser of the year for Christ's School PSA, it is also a fantastic community event with tickets sold at all the local primary schools, bringing families and friends together from all over Richmond Borough south of the river. The evening featured music played by Christ's student musicians and various food and drink outlets manned by parents and pupils of Christ's school. Everyone was entertained by the outstanding fireworks show that could be seen from miles around. Our thanks go to Julian and Kelly for organizing such a successful event with record breaking profits.

### **Christ's Quiz Night**

Christ's Quiz Night returned in September 2019, with cheese, wine and draught beer. The Quiz itself was compered by one of Christ's parents, Scott Jamieson and the evening organized by Kate Hutton and Hannah Childs. It was a thoroughly entertaining night, with a pleasing profit of £2,359.21 mainly coming from the auction and raffle. Our thanks go to Scott, Kate and Hannah for a wonderful evening.

## **Income and Expenditure**

After fundraising expenses, charitable donations and committed expenditure, there is a net surplus of £8,541.34 this financial year. The balance brought forward at the beginning of the year (Sept 2019) was £4,985.34 which therefore resulted in an ending balance of £13,466.69 as of end of August 2020. To note, we did not receive any sponsorship money this year for the annual Fireworks and Quiz night.

## **Charitable Donations & Commitments**

During 2020-2021 the PSA spent £200 on an author visit to Christ's and £180.79 towards a new portable PA system.

We made a number of charitable commitments for the following academic year. We are pleased to have committed to:

- £1,300 to fund new football goals for whole school use and which also meet regulations to be used for official matches by the school's teams and hirers of the school grounds/sports facilities.
- £800 to fund the Year 7 transition book for new Year 7 students

In addition, we have received requests for and are awaiting further details on:

- £4,950 towards curtains for the Drama hall
- £4,500 towards a new Laser Cutter for the Technology Department
- £400 towards artwork hanging fixtures for the Art Department

Once made, these donations would reduce the surplus to £3,616.69.

## **Communication**

It is very important that the parents, carers and staff are kept well informed of the PSA activities and have an opportunity to provide input. All PSA meetings are open to all parents, carers and staff and we frequently invite comments and suggestions from this wider community. In addition, the PSA section of the School website is regularly kept up to date and provides a point of contact.

## **Conclusion**

The PSA have had a busy year welcoming new people and generating some new ideas to increase donations. It has been a very successful year of organizing social opportunities for new year 7 parents and carers to meet and hosting open coffee mornings, held at The White Horse pub. Fund raising has enabled us to enrich Christ's school for positive pupil outcomes, which was unfortunately was cut short this academic year due to the Covid19 school closure in March 2020.

The Trustees of the PSA believe that we have nevertheless actively met our aim of providing the students of Christ's Secondary School with the best environment we can in which to learn and develop.

- Finally, the PSA would like to thank everyone who helped out this year, contributed a donation, no matter how big or small, and to all those that supported the events by attending them. In particular, our sincere thanks go to committee members who will have stepped down from their roles since the last AGM by the end of the 2019-2020 academic year:

- Kate Hutton - Secretary
- Julian Allbut – Trustee
- Jon King - Chair
- Deborah Guinea and Beccy Earley - Co-chairs

We would also like to raise awareness amongst all staff, carers and parents of Christ's that the Easyfundraising website is an easy way to collect donations for the school whilst you shop online. Please help support us as its no cost to you – see link below.



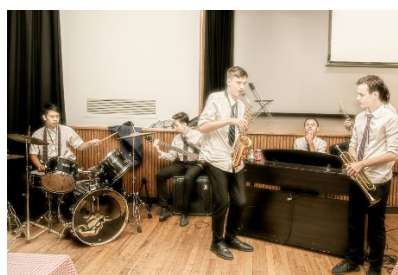
## Christ's School, Richmond

Support The Parent Teacher Association of Christ's School, Richmond!

Join easyfundraising and you can collect free donations for us every time you buy something online. It won't cost you a penny extra so please help us to raise funds.

<https://www.easyfundraising.org.uk/causes/christsrichmond>

Going forward, the PSA urgently needs to appoint a new Chair (or Co-chairs) and any additional parental volunteers, particularly those who would be willing to take ownership for running in-person or virtual events. We would love to hear from you if you have any fresh ideas, energy and drive to make it happen! With enthusiastic parental help, the PSA can continue to be a thriving and successful community.



**Christ's School PTA 2019/2020 Income & Expenditure Accounts**  
**Balance Sheet as at 31 August 2020**

		2019/2020 £	2018/2019 £
<b>Fixed Assets</b>	<b>Notes</b>		
Tangible Fixed Assets		<u>0.00</u>	<u>0.00</u>
		0.00	0.00
<b>Current Assets</b>			
Debtors	7	0.00	
Cash at bank and in hand		<u>15,767.69</u>	<u>6,369.34</u> *
		15,767.69	6,369.34
<b>Current Liabilities</b>			
Committed Charitable Expenditure	5	2,100.00	1,288.00
Accruals and uncleared cheques	8	<u>201.00</u>	<u>96.00</u>
		2,301.00	1,384.00
<b>Net Assets</b>		<u><u>13,466.69</u></u>	<u><u>4,985.34</u></u>
<b>Represented by:</b>			
Surplus of income over expenditure		<u><u>13,466.69</u></u>	<u><u>4,985.34</u></u>

**Christ's School PTA 2019/2020 Income & Expenditure Accounts**  
**Year Ending 31 August 2019**

		<b>2019/2020</b>	<b>2018/2019</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Sponsorship	1	0.00	0.00
Donations	2	578.05	510.15 *
Fundraising Activities	3	24,957.67	14,709.84
Interest Received		0.00	0.00
<b>Total Income</b>		<b><u>25,535.72</u></b>	<b><u>15,219.99</u></b>
<b>Expenditure</b>			
Direct Charitable Expenditure	4	434.93	2,109.06
Committed Charitable Expenditure	5	2,100.00	1,288.00
Fundraising Expenses	3	14,282.44	11,811.25
Management & Administration	6	237.00	213.00
<b>Total Expenses</b>		<b><u>17,054.37</u></b>	<b><u>15,421.31</u></b>
<b>Surplus over expenditure</b>		<b>8,481.35</b>	<b>-201.32</b>
Balance Brought forward as at 1 September 2019		4,985.34	5,186.66
Balance Carried Forward as at 31 August 2020		<b><u>13,466.69</u></b>	<b><u>4,985.34 *</u></b>

**\* Correction to 2018-2019 accounts**

	£
Adjustment to 2018-2019 Income, Surplus, and Cash in Bank	
Added Easyfundraising donation of £59.99 on 19/08/2019	£59.99
	<u>£59.99</u>

**1 Sponsorship**

£
<u>£0.00</u>

**2 Donations**

	£
Amazon Smile	£69.51
Easyfundraising	£421.52
Expense refunds from previous year	£65.12
6th Form Open Evening	£21.90
	<u>£578.05</u>

**3 Fundraising Activities**

	Income	Expenditure	2019/20 Surplus
Fireworks	£21,769.67	£13,478.65	£8,291.02
Quiz Night	£3,163.00	£803.79	£2,359.21
Holy Trinity Xmas Tree	£25.00		£25.00
	<u>£24,957.67</u>	<u>£14,282.44</u>	<u>£10,675.23</u>

**4 Direct Charitable Expenditure**

	2019/20
Expenses reconciliaiton overspend from 2018/2019	£54.14
Author Appearance	£200.00
Portable PA System	£180.79
	<u>£434.93</u>

**5 Committed Charitable Expenditure**

	2019/20
Football goals	£1,300.00
Year 7 transition book	£800.00
	<u>£2,100.00</u>

**6 Management & Administration Expenditure**

	2019/20
PTA UK Membership	£122.00
6th Form Open Evening	£55.00
Quiz Night O/S debt write-off	£60.00
	<u>£237.00</u>

Independent examiner's report on the accounts		
[Redacted]		
Report to the trustees/ members of	Christ's School PSA	
On accounts for the year ended	31 August 2020	Charity no (if any) 1158685
Set out on pages		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended <b>31/08/2020</b>.</p> <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>	
Independent examiner's statement	<p>The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable. ICAEW</p> <p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>	
Signed:	Date: 25/6/21	
Name:	ANDREA FETTER ACA	
Relevant professional qualification(s) or body (if any):	MEMBER of ICAEW	
Address:	85 QUEENS RD RICHMOND TW9 6HJ	



	Only complete if the examiner needs to highlight material 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.	N/A.