



CHRIST'S SCHOOL



Christ's School PSA Annual Report 2023-24

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 academic year 2023-24 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 regularly at which the Committee discusses and plans events and activities. After each meeting, Minutes are circulated to the committee and AGM minutes are uploaded to the website.

The Committee members for 2023-24 were as follows:

- Chair – Derek (DJ) Johnston (appointed June 2021)
- Treasurer – Katherine Baeten (appointed September 2022)
- Secretary – Hannah Childs (appointed July 2019)
- Vanessa (Val) Marques – Marketing & Communications Manager (appointed January 2024)
- Jennifer Clarke – Events Co-ordinator (Appointed January 2024)
- Trustee – Sally Hawkins (appointed October 2020)

During the year under consideration, a number of members resigned, predominantly due to their children moving on from Christ's and a new team was proposed and voted in at the AGM (on 18 November 2024) to take on the PSA leadership and trustee roles, as detailed below (Chair, Treasurer & Secretary roles).

Role	Name	Trustee	Appointed	Resigned	New Role - Nov 24
Chair	Derek (DJ) Johnston	N	Jun-21	Nov-24	N/A
Treasurer	Katherine Baeten	Y	Sep-22	Nov-24	N/A
Secretary	Hannah Childs	Y	Jul-19	Nov-24	N/A
Other	Sally Hawkins	Y	Oct-20	Sep-24	N/A
Marketing & Communications Manager	Vanessa (Val) Marques	N	Jan-24		Chair & Trustee
Events Coordinator	Jennifer Clarke	N	Jan-24		Secretary & Trustee
N/A	Sophie Boutar	N	Nov-24		Treasurer & Trustee

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 quiz night, may take place by way of sub-committees of which all the PSA officers are automatically a member.

Fund Raising Highlights

2023-2024

In total, the PSA raised income of **£31,152**, which was made up of **£29,854** from fundraising activities and **£1,298** of donations. Total resources expended were **£29,965**, comprised of **£21,085** in fundraising and administrative expenses and **£8,880** in direct charitable donations to the school, leaving a surplus, after charitable expenditure, of **£1,187**.

Our main fundraising activities this year were the Fireworks night, the Quiz night and the Christmas Fundraising. The Summer Picnic got postponed to September due to low attendance in Summer.

We have also been pleased to see ongoing donations this year through online spending by parents (**£798** through Easy fundraising as well as a parental donation of £500.

Other PSA activities

During the year, in between our 3 main in-person fundraising events, we also supported the school on a variety of occasions by providing refreshments at school and social events. Voluntary donations covered the costs and often also generated a surplus for the PSA.

Income and Expenditure

After fundraising expenses, charitable donations and committed expenditure, there was a surplus of **£1,187** this financial year. The PSA ended the year with **£23,060 in bank and cash balances** and net assets of **£26,142** as of end of August 2024. The PSA did not receive any sponsorship money this year, other than a **£500 donation** by a parent through matchfunding.

During 2023-2024 the PSA made a number of capital purchases to facilitate the running of the PSA such as catering equipment and two additional standalone sumups. These were not capitalized because of their relatively low value and short useful life.

Reserves, Charitable Donations & Commitments

In 2023/24, the PSA continued the successful roll-out of the **Funding Gate**. This is the opportunity for students, parents/carers and staff to propose how they would like to see funds spent within 3 cost brackets: **up to £500, £500-£2,500 and £2,500-£10,000**. The PSA continued executing on the many suggestions received and funded a total of **£8,880** during the year, comprising of VEO PE recording technology, Library Books, a Digital theatre subscription, and other projects. The funding of further projects is ongoing in the next financial year.

The PSA commits to hold cash reserves equal to min £5,000, when transferring to a new PSA team (or Chair), to mitigate the impact of the PSA not being able to operate due to lack of volunteers and/or suffering an income loss due to unforeseen circumstances.

Banking Mandate

Also, during the year, the PSA decided to switch bank accounts from Natwest to Barclays. An analysis was undertaken to decide on the best value-for-money and practical solution. The mandate has been set up, but the transfer is expected to be completed within the current financial year. Operation of the bank account will be by way of dual signatories, whilst the debit card will be used on a single signatory basis, to facilitate event organization, by certain trustee/committee members.

Trustee Confirmation

The Trustees of the PSA have reviewed the financial information and are content to confirm that the PSA can continue as a going concern.

Conclusion

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

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. Please do come forward to help if you can, all of us are volunteers.

We welcome local business sponsorship and parents who have contacts with local businesses that might potentially provide equipment, services and other support for our school.

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 promoting and participating in them.

Christ's School PSA Income & Expenditure Account for the year ended 31 August 2024

	Notes	2023/2024 £	2022/2023 £
Income			
Donations	1	1,298	1,337
Fundraising Activities	2	29,854	30,683
Total Incoming resources		31,152	32,020
Charitable Expenditure			
Direct Charitable Expenditure	3	8,880	0
Fundraising Expenses	2	20,068	18,111
Management & Administration	4	1,017	1,756
Total Resources expended		29,965	19,867
Net incoming/(outgoing) resources		1,187	12,153
Total funds brought forward as at 1 September 2023		24,955	12,803
Total funds carried Forward as at 31 August 2024		26,142	24,955

Christ's School PSA Balance Sheet as at 31 August 2024

	Notes	2023/2024 £	2022/2023 £
Fixed Assets			
Tangible Fixed Assets	5	1,160	1,740
		<u>1,160</u>	<u>1,740</u>
Current Assets			
Stock	6	393	245
Prepayments	7	1,529	1,500
Cash at bank and in hand	8	23,060	21,470
		<u>24,982</u>	<u>23,215</u>
Current Liabilities			
Creditors and accruals	9	0	0
		<u>0</u>	<u>0</u>
Net Assets			
		<u><u>26,142</u></u>	<u><u>24,955</u></u>
Represented by:			
Fixed asset funds	10	1,160	1,740
General unrestricted funds	10	24,982	23,215
Total Funds			
	10	<u><u>26,142</u></u>	<u><u>24,955</u></u>

Christ's School PSA Notes to the Financial Accounts for the year ended 31 August 2024

			2023/2024	2022/2023
			£	£
1 Donations				
Parent donation			500	250
Easy fundraising and amazon			798	1,087
Mini bus			0	0
Benches			0	0
			1,298	1,337
2 Fundraising activities	Income	Expenditure	Surplus	Surplus
Fireworks evening	25,138	(17,754)	7,384	10,213
Quiz evening	3,367	(1,380)	1,987	1,678
Picnic evening	18	(509)	(491)	479
Other events	1,330	(426)	904	203
	29,854	(20,068)	9,786	12,572
3 Direct charitable expenditure				
Sound equipment - Music department			1,254	0
VEO Technologies			1,636	0
Digital Theatre			1,506	0
Jaidee Living/recycling bins			1,000	0
Library & Transition books			3,485	0
			8,880	0
4 Management and administration expenditure				
Bank charges			0	0
Subscriptions and licenses			153	140
Events equipment			284	912
Meeting expenses			0	124
Depreciation			580	580
			1,017	1,756
5 Tangible fixed assets*				
Balance bought forward			1,740	2,320
Depreciation in year			(580)	(580)
Balance carry forward			1,160	1,740
*Straight line depreciation over 5 years on shipping container cost of £2,900				
6 Stock				
Year end drinks stock			303	245
Other Stock			90	
			393	245
7 Prepayments				
Fireworks Deposit			1,508	1,500
Picnic TENS			21	0
			1,529	1,500

Notes to the Financial Accounts for the year ended 31 August 2024 (continued)

			2023/2024	2022/2023
			£	£
8 Cash at bank and in hand				
Current account			22,998	21,030
Cash in hand			62	440
			23,060	21,470
9 Creditors and accruals				
Primary school commissions			0	0
			0	0
10 Funds	Unrestricted	Fixed asset	Total	Total
Funds bought forward	23,215	1,740	24,955	12,802
Incoming resources	31,152	0	31,152	32,020
Outgoing resources	(29,385)	(580)	(29,965)	(19,867)
Funds carried forward	24,982	1,160	26,142	24,955



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Christ's PSA

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1158685

Set out on pages

Annual accounts (p1-4 including notes); Trustee report (p5-7)

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2024.

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").

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.

Independent
examiner's statement

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:

Date: 26 Jan 2025

Name:

Eddie Sheow

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

ACA (ICAEW)

Address:

20 Pulteney Close, Isleworth, TW7 6PX

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.