

## **Highgate Wood School PSA**

Registered Charity Number 1161094

Trustee Annual Report and Accounts for the year ended 31<sup>st</sup> December 2020

## Independent Examiner's Report to the Trustees of the Highgate Wood School PSA

I report on the accounts of the Highgate Wood School PSA for the year ended 31<sup>st</sup> December 2020, which are set out on page 2 to 6 of this document: "Accounts for the year ended 31<sup>st</sup> December 2020".

Respective responsibilities of trustees and examiner.

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement.

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with section 41 of the Act; and
  - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Name: Jacquie Ryle

Profession:

Address:

Date:

Signature:

Company Director  
70 Barrington Rd, N8 8QX  
30/10/21  


Highgate Wood School PSA

Registered Charity number 1161094

Statement of receipts and payments

For the Year Ended 31<sup>st</sup> December 2020

**HWS PSA Financial Accounts Overview**

	2020	Income	Expense
Easy Fundraising	£ 1,292.96	£ 1,292.96	£ -
Parent Donations	£ 11,565.00	£ 11,565.00	£ -
Madfest	-£ 35.94	£ -	-£ 35.94
Quiz Night	-£ 137.17	£ -	-£ 137.17
Winter Concert	-£ 223.25	£ -	-£ 223.25
PSA Meetings	£ 31.21	£ 31.21	£ -
Parentkind Membership	-£ 122.00	£ -	-£ 122.00
2nd Hand Sale	£ 1,379.58	£ 1,519.58	-£ 140.00
Waitrose Donation	£ 130.00	£ 130.00	£ -
Model UN	-£ 279.41	£ 376.10	-£ 655.51
Auction	£ 4,775.76	£ 4,775.76	£ -
Gifted Local Donation	£ 20.50	£ 20.50	£ -
Staff Tea	£ 400.00	£ 400.00	£ -
PSA Gifts	-£ 144.02	£ -	-£ 144.02
Parent Carer Fund	£ 18,828.71	£ 18,828.71	£ -
Total Income (after expenses)	£ 37,481.93	£ 38,939.82	-£ 1,457.89
Amount Paid to HWS	-£ 35,316.00		

Lottery	£	3,382.09	£	3,657.09	-£	275.00
Lottery Amount Paid to HWS	-£	8,000.00				
Total Income remaining	-£	2,451.98				

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Statement of cash assets

At 31<sup>st</sup> December 2020

Accumulated Funds as at 1st January 2020 (Main account)	£32,498.86
Net receipts for the year (Main account)	£37,481.93
Accumulated Funds as at 1 <sup>st</sup> January 2020 (Lottery account)	£6,253.13
Net receipts for the year (Lottery account)	£3,382.09
Less donations paid to:	
Highgate Wood School from Main Account	£35,316
Highgate Wood School from Lottery Account	£8,000

Accumulated Fund as at 31<sup>st</sup> December 2020

Represented by:

TSB Current Account	£34,664.79
Cooperative Current account	£1,612.13
Plus Refunds due from Incorrect Direct Debit	£23.09

Total Cash Assets as at 31 <sup>st</sup> December 2020	£36,300.01
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## Notes to the accounts

### 1. Constitution

The Highgate Wood School PSA is registered with the Charity Commissioners (1161094) and governed by its Constitution adopted on 27<sup>th</sup> March 2015

The objective of the PSA is to raise funds for school to advance the education of the pupils in the school. This year the PSA raised a net amount of £40,864.02, including lottery account, and donated a total of £35,316 to the school from main PSA account and £8,000 from Lottery account.

The school has used the donation to purchase-

Hardship Fund, Year 13 Yearbook, Year 7 Transition Activity, Yr 12 UCAS Trips, Year 11 Yearbook, Auschwitz Trip, Sex Talk FM, Year 7 Wellbeing, Free Books, Berlin Trip for PP, Model UN, Chromebooks, Building Works for Outside Covered Area and School Canteen Improvements including £14,000 from Parent Carer Fund(PCF).

All parents and teachers of the Highgate Wood School are members of the PSA which is administered by a Committee of elected members. The Committee meets regularly to plan fund raising events. The Committee for the year ended 31<sup>st</sup> December 2020 comprised:

Officers: Tahra Zafar, Katie Kelly, Gillian Gray, Lesley Muir, Jane Hegarty, Marie Charalambous, Emma Grove, Emma Jarvis, Anjali Patel, Fiona Gaughan, Ru Fernando

Teachers: Tristan Ashman

The PSA maintains a current bank account at TSB Bank, Crouch End Branch PO BOX 1000 BX4 7SB.

There is also a current bank account at Co-operative Bank, Wood Green Branch, 195 High Rd, Wood Green, London N22 6DP which holds the Lottery Funds.

### 2. Voluntary assistance and donations

The PSA benefits from the voluntary assistance of the Committee and its members who give their time in pursuit of its fund raising activities. A number of parents have also made cash donations during the year which are included in the particular fund raising events to which they relate.

The PSA also receives donations of gifts which are used as raffle prizes and items for sale on our Auction site. These are from private sources and from many local trades in Crouch End and the surrounding area.

We are grateful to all individuals and organisations who provide assistance without which the PSA would not be able to achieve the levels of fund raising receipts it achieves.

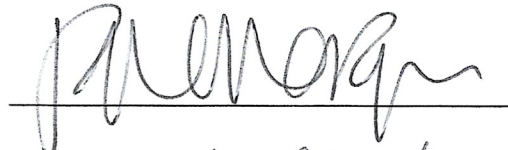
3. Accounting policies

- (i) Receipts and payments are included in the accounts only when cash is actually received or paid.
- (ii) The accounts present only the cash transactions and assets of the PSA. In addition to the cash amounts shown in the accounts the PSA is the beneficial owners of a range of items which it has received or purchased over the years. Small quantities of consumable items were also held for resale at the year-end. No value has been placed on these items in the accounts; in the opinion of the Officers of the Committee, these do not have a value greater than £500.



Signature Trustees:

TAHIRA ZAFAR

  
JANE MORGAN