



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month January	Year 2020		Day 31 st	Month December	Year 2020

Section A Reference and administration details

Charity name	Psigma Foundation
Other names charity is known by	
Registered charity number (if any)	1163295
Charity's principal address	11 Strand London Postcode WC2N 5HR

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	John Christopher Anthony Howard-Smith	Psigma Investment Management Limited, CEO	25/08/2015 – ongoing	
2	Harry Spencer Charles Schofield	Psigma Investment Management Limited	25/08/2015 – ongoing	
3	Joseph Tomas Nunes	Psigma Investment Management Limited	25/08/2015 – ongoing	
4	Mike Myers	Psigma Investment Management Limited	020/02/2020 - ongoing	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

John Howard-Smith, Chief Executive Officer (CEO), Psigma Investment Management
 Ian Nash, Company Secretary, Punter Southall Group

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Foundation
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed John Howard-Smith, CEO Psigma Investment Management

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.

General Information

The Psigma Foundation is a CIO and has five trustees. All trustees are full time employees and are appointed from Psigma Management Limited.

Trustees applied and were appointed by John Howard-Smith, CEO of Psigma Management Limited and Chair of Trustees of the Psigma Foundation. All application to this voluntary role were submitted by Psigma colleagues by way of email.

How do we agree on which charities to support?

Every two years from December we solicit charitable support requests from across the Psigma business. Colleagues submit requests to a Foundation outlook mailbox and these are aggregated into one summary sheet. The following categories should be investigated fully considered when making the submission:

- Nominated Charity
- Charity Website
- Who Nominated the Charity and how much time they can commit to supporting our money raising efforts
- Summary of charities aim / vision
- Summary of funding ratio /investment principles of nominated charity
- Reason for chosen charity
- Other Supporting information and links

- Whether charity is officially registered and its Registered Charity Number.

Once nominations are received, Trustees review all submissions privately before convening to vote on their pre-determined top three choices. Declaring any conflict of interest at outset and removing ourselves from voting for that 'conflict' charity.

During the period from December 2014 to December 2015 we agreed to support the charities throughout a 12-month period. This policy was revised in December 2015 to a 24-month period so that we could spend more time getting to know the charities and to allow us to organise more events and raise further funds, as the main fundraising exercise is done every 2 years (Psigma bike ride)

Selection Criteria

We support charities with a local or personal connection to the staff of Psigma Investment Management who will also nominate charities to be supported.

Nominations are sought, evaluated and selected by the Trustees where it is felt that our financial support can make a significant improvement to the wellbeing of those experiencing hardship.

Charities cannot be supported in back-to-back periods and must have a break (of at least two years) before being reconsidered. To date we have not re-elected the same charity.

Procedure

On a day-to-day basis trustees are full time employees of Psigma Investment Management and work for Psigma Investment Management Ltd.

Meetings

The Trustees meet formally to vote on charity submissions. They further meet formally each quarter to discuss progress, ideas for charity fundraising events and any further business. Any conflicts of interest are recorded at the start of the meeting and meeting notes agendas are produced. These notes are all approved by all Trustees and then saved electronically with all charity related documentations on a secure, central drive. Access is only permitted to appointed Trustees.

Monies

The Foundation does not hold funds on reserve of for grant giving purposes. Any donations are made through our Psigma Foundation Virgin Giving Site (available online and offline) and monies are released in a three way split to the charities. We aim to hold a zero balance at the end of each support period.

<http://uk.virginmoneygiving.com/fundraiser-web/fundraiser/showFundraiserPage.action?userUrl=PsigmaFoundation&ald=668125&isTeam=true>

Section C Objectives and activities

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

The objects of the CIO are for the public benefit to further such exclusively charitable purposes according to the law of England and Wales as the trustees in their absolute discretion from time to time determine, and in particular (but without prejudice to the generality of the foregoing), to reflect the proposals expressed by the staff and directors of Psigma Wealth Limited. Nothing in this constitution shall authorise an application of the property of the CIO for purposes which are not charitable in accordance with the Charities Act 2011 and any applicable legislation.

Further Information

The Psigma Foundation was incorporated August 2015 and following the nomination and submission process we agreed to support the following three charities from the period of December 2014 to December 2015:

- Cardiac Risk for the Young (CRY) – <http://www.c-r-y.org.uk>
- Sands – <https://www.uk-sands.org>
- Shelter from the Storm – <http://www.sfts.org.uk>

During the initial 12 month period outlined above the trustees organised a number of fundraising activities and set up a Fundraising site through Virgin Giving to hold and subsequently administer funds received in a three way split to the charities represented.

As outlined in the Governance section above, from December 2015 we agreed to revise our funding support policy from a 12 month period to 24 months and this came in to effect for the three charities that were selected in January 2016. These were as follows:

- NAIT Babies - <http://www.naitbabies.org/>
- Restart Lives - www.restartlives.org
- Cure Parkinson's Trust - <https://www.cureparkinsons.org.uk>

These 3 charities 'term' came to an end at the end of the 2017 year and following further submissions the Trustees agreed to support three new charities for the 2018-19 period.

- Stanstead Lodge - <http://www.standsteadlodge.org>
- Wooden Spoon – <https://woodenspoon.org.uk>
- Action for A-T – <https://actionforat.org>

2019

Following on from the 2018 fundraising efforts we had the charities come in at the beginning of 2019 to explain how our funding had helped in the previous year and what they were looking to spend future funds on and how we could help. This is always a positive experience as it re-energises fund raising efforts for the year ahead.

One of our Trustees (Sara Walsh) has announced she is leaving the company and has stood down from her role at the end of 2019. Sara was a key architect in establishing the Psigma Foundation and has always brought both fantastic ideas but also a very professional element to the Foundation. The Trustees have all thanked Sara for her efforts.

After numerous applications, it was decided that Mike Myers was the best candidate to replace Sara as a Psigma Foundation Trustee. He will have large shoes to fill but we believe will continue to help the Foundation grow.

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)

2020

3 new charities were chosen for the 2020-2021 period:

- 3H Helping Hands for Holidays - 3hfund.org.uk
- Jo's Cervical Cancer Trust - jostrust.org.uk
- Protection Against Stalking (PAS) - [Protection Against Stalking | Look Forward Not Behind](https://www.protectionagainststalking.org.uk)

Unfortunately, due to the COVID-19 Pandemic, all fund raising activities were cancelled and postponed.

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

PLEASE SEE PREVIOUS SUBMISSIONS FOR INFORMATION ON PREVIOUS RAISES AND CORRESPONDING AMOUNTS.

2020 Update

Update on our Fundraising Events

Due to the COVID-19 Pandemic, all fundraising activities were unfortunately cancelled and postponed.

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity does not hold reserves.

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.

Principle Source of Funds is our friends/colleagues and client's generosity. These are then matched by Psigma Investment Management up to £9,000 p/a.

Section F Other optional information

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)

Mike Myers

Position (eg Secretary, Chair, etc)

Trustee

Date 31st August 2021

Charity Commission Annual Return 2020

Charity registration number:

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2020.

PART A - Charity information

Financial period

Financial period start date

01/01/2020

Financial period end date

31/12/2020

Income and spending

Income £

£ 8,354

Spending £

£ 8,508

Fundraising - professional fundraiser

Did your charity raise funds from the public?

Yes

Did the charity work with any professional fundraisers?

No

Fundraising - commercial participator

Did your charity work with any commercial participators?

No

Grantmaking

Was grant making the main way your charity carried out its purposes?

Yes

Government contracts

During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?

No

Government grants

During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?

No

Income from outside the UK

Did your charity receive income from outside the UK ?

No

Spending outside England & Wales

Did your charity operate outside England and Wales?

No

Total Spending outside England & Wales

£

Trading subsidiaries

Did the charity have any subsidiaries?

No

Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?

No

Did any of the trustees resign and then take up employment with the charity?

No

Employees' salaries

Did any of your charity's staff receive total employee benefits of £60,000 or more? Select No if your charity does not have any staff or does not pay any staff.

No

For your highest paid member of staff only, what was the total value of their employee benefits?

(For example if your highest paid member of staff received £35,000 enter 35000). If you do not have any staff or did not pay any staff, enter 0 (zero)).

£ 0

Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial period?

0

Financial controls

Did your charity review its internal financial controls?

Yes

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made