

Oakington C of E Primary Parent Staff Association Trustees' Report

Period 2 September 2022 to 1 September 2023

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Trustees' Report

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Trustees

Names of Trustees

Mr. Benjamin Thomas Beaumont (PSA Chair)

Ms. Angela Barber (PSA Vice-Chair)

Dr. Daniel James O'Donovan (PSA Treasurer)

Ms. Joanne Elizabeth Farrington (PSA Secretary)

Charity Name

Oakington C of E Primary School Parent Staff Association

Registered Charity Number

1199128

Charity's Principal Address

Oakington C of E Primary School

Water Lane

Oakington

Cambridge

CB24 3AL

Trustees' Report for the period 2 September 2022 to 1 September 2023

Structure, Governance and Management

The Oakington C of E Primary School Parent Staff Association is registered with the Charities Commission of England and Wales and is a member of ParentKind. The governing document is a constitution dated 18 May 2022.

The trustees are recruited from members of staff and parents/guardians of children attending Oakington C of E Primary School.

The trustees confirm that the 2022/2023 AGM has been held within the period required under charity law.

Aims and Objectives

The object of the association is to advance the education of pupils in the school by:

- 1) Developing effective relationships between the staff, parents and others associated with the school
- 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

From 2022-2023, the PSA has continued to raise funds towards improving school facilities and providing activities to enhance the pupils' well-being.

Achievements and Performance

The main fundraising activities have included the Christmas Fair, Summer Fair and Quiz Night. The charity also received a one-off, significant donation from a grandparent of children in the school. All the activities together raised more than £26,000 during the year.

These events have enabled the PSA to provide a range of equipment for the school, including

- Provision of class reading books
- Road Safety "Buddies" for the safety of pupils walking to school
- Fencing for the school vegetable garden

Reserves Policy

The charity does not have a formal policy on reserves, but the charity ensures sufficient reserves are available in the charities bank account to fund all forthcoming expenses such as those for events, commitments to donations to the school and annual expenses such as subscriptions to ParentKind. At no point in the year was the bank account overdrawn.

Income and Expenditure

The total income before expenses for the fiscal year was £26,326.46. Expenditure on bank fees and subscriptions over the year was £412.04. The PSA was able to donate £3,357.16 to Oakington C of E Primary School during the year as shown in “Gifts to School” section of this report. A balance of £24,469.66 was carried over to the year 2023/2024. These accounts were prepared on a cash basis in accordance with the UK Charities SORP (Charities Statement of Recommended Practice).

Statement of Financial Affairs

Account	Debit	Credit	Net
Bake Sales	0.00	370.17	370.17
Ice pop Sales	0.00	26.14	26.14
Present Room (Mother's Day)	(222.73)	428.90	206.17
Present Room (Father's Day)	(295.47)	363.70	68.23
Present Room (Christmas)	(406.56)	626.78	220.22
Christmas Fair	(213.62)	1,231.39	1,017.77
Summer Fair	(663.21)	2,021.86	1,358.65
Quiz Night	(1,047.53)	1,849.00	801.47
Yard Sale	0.00	147.00	147.00
Cheese and Cider Evening	(21.00)	130.44	109.44
Bonfire Night Refreshments	(200.87)	501.92	301.05
End of Year Play	0.00	370.25	370.25
School Uniform secondhand sales	0.00	25.00	25.00
Christmas Play	0.00	16.18	16.18
Garden Club donations	0.00	20.00	20.00
Donations	0.00	21,268.72	21,268.72
Total Turnover	(3,070.99)	29,397.45	26,326.46

Gifts for School

Christmas Tree	(50.00)	0.00	(50.00)
School reading books	(800.00)	0.00	(800.00)
Road safety buddies	(500.00)	0.00	(500.00)
Vegetable garden fencing	(958.36)	0.00	(958.36)
EYFS reading and maths books	(1,048.80)	0.00	(1,048.80)

Total Gifts for School	(3,357.16)	0.00	(3,357.16)
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Administrative Costs

Bank Fees	(190.84)	0.00	(190.84)
Subscriptions	(221.20)	0.00	(221.20)
Total Administrative Costs	(412.04)	0.00	(412.04)

Balance On Account

Balance carried forward 2021-2022	1,912.40
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Gross income 2022-2023	29,397.45
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Less event expenses	(3,070.99)
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Less school gifts expenditure	(3,357.16)
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Less PSA expenses	(412.04)
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Balance carried forward 2023-2024	24,469.66
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Independent Examination of Accounts

The accounts were examined by independent examiner *James Daniel Hennessey MA (Cantab.) ACA BFP* who completed their report confirming the following;

1. Accounting records were kept in respect of the PSA as required by Section 130 of the Charities Act

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

Other


We would like to thank all parents, donors, teachers, and other volunteers for helping to make this year so successful and to enable us to support Oakington C of E Primary School.

Signed for and on behalf of the Trustees

Name: Daniel James O'Donovan

Position: Treasurer

Signature:

A handwritten signature in black ink, appearing to read 'D. J. O'Donovan', written over a light grey rectangular background.

Date: 2nd September 2024