

ST JOSEPH'S PARENTS, FRIENDS AND STAFF ASSOCIATION (PFSA)

England & Wales · Charity number 1201547

Details

Other names	ST JO'S PFSA
Status	Registered
Legal form	Other
Registered	2023-01-11
Register	View on the Charity Commission register

Contact

Address	St. Josephs Rc Primary School 155 Aldershot Road Guildford GU2 8YH
Phone	01483888401
Email	pfsa@stjosephsguildford.com

Activities

Objects: THE OBJECT OF THE ASSOCIATION (THE OBJECTS) IS TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY: 2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL 2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: WE AIM TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY: DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL AND ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS THROUGH RAISING FUNDS THROUGH EVENTS HELD AT THE SCHOOL.

Classification

- **How:** Provides Other Finance, Provides Services, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£27,538	£23,622	-	-
2024-07-31	£27,677	£36,432	-	-
2023-07-31	£22,285	£16,106	-	-

Trustees

Name	Role	Appointed
Esther Ana Perez Garcia		2024-09-25
Hannah May Moore		2024-09-25
Oana Cristina Heselgrave		2024-09-25

ST JOSEPH'S PARENTS, FRIENDS AND STAFF ASSOCIATION (PFSA)

England & Wales - Charity number 1201547

Accounts



Chairs Report 2024/25

Purpose of PFSA

The PFSA organises fundraising events and activities to raise money for facilities or equipment that support the school and advance the education of pupils. All parents, carers, grandparents, teachers, and school staff are automatically members and can volunteer at any time to support events and activities. This could involve organising events, being a class representative, volunteering at the summer fair, or sharing skills like communications or secretarial work.

The PFSA is now a charity, as we raise over £5,000 annually. An elected core committee of volunteers manages all aspects of the PFSA, serving as trustees of the charity.

Current Core Committee Members and Trustees

- Gemma Zaccharia – Chair
- Hannah Moore – Chair
- Sophie Parker – Chair (stepping down)
- Esther Perez – Treasurer
- Katharine Willsher – Treasurer (stepping down)
- Cristina Heselgrave – Secretary

Other Committee Roles (2024/25)

- Esther Perez – Uniform Coordinator (stepping down)
- Lydia - Uniform Coordinator
- James Darby – Dad's BBQ Lead (?)
- Lucie Attard – Refreshments (stepping down)
- Karen – Refreshments
- Tetiana – Treasurer Assistant

Summary of the Year

This year, the PFSA organised various events to raise funds for the school and its pupils, including:

- Christmas cards and gifts
- Christmas Market and Raffle
- Disglo
- Summer Fair
- Bend the Rules Day
- Second-hand uniform sales
- Krispy Kreme doughnuts sale
- Ice lollies sale

- Baking sale
- Teas and coffees at school events
- Lottery
- Easy fundraising
- Match funding
- Gift Aid

2024/25 Academic Year Financial Summary

- Total Income: £27,538 (vs. £27,677 in 2023-24)
- Income from 3 biggest Events: £21,078 (vs. £22,884 in 2023-24)
- Expenditure for 3 biggest Events: £5,557 (vs. £8,176 in 2023-24)

This resulted in a net income of £20,108 for the year, an increase from the previous year's £19,500.

Funding Utilisation (2024/25)

- Football kits for school matches and tournaments
- Reception Rekenrek resources
- Replacement 20 netball kits
- Gold and white books (Y4, Y5 and Y6)
- Participate in a book competition (Y4, Y5 and Y6)
- Reflection day at Wintershall (Y6)
- Disco (Y6)
- Reading books (Y3 and Y4)
- 16 Xylophones (Y3 and Y4)
- Sound and lighting system for stage
- Fun Fund across all years
- Harvest festival bags

Challenges & Lessons Learned

We faced challenges in finding volunteers, as parents may not be fully aware of the pressures on trustees. We've learned the value of dedicated teams for organising events, with trustees overseeing. We're implementing this by recruiting volunteers through a form on the website, shared with classes. School could encourage new parents to fill it out, helping us target volunteers based on interests. Challenges and lessons learnt:

- setting dates further in advance to avoid clashes with Hall bookings and to allow for maximum ticket sales.
- reconsider the roles of class reps (potentially adding in slightly added tasks in lead up to big events)
- we are going to be joining Instagram - as a way of communicating regular updates and to potentially lower the amount of WhatsApp messages. Also, another way of advertising events, volunteers needed and second-hand uniform sales.

Challenges

Finding Volunteers: It was difficult to find volunteers because parents may not be fully aware of the pressures on trustees.

Scheduling: The team faced challenges in setting event dates far enough in advance to avoid clashes with hall bookings and to allow for maximum ticket sales.

Lessons Learned & Solutions

- **Dedicated Teams:** We faced challenges in finding volunteers, as parents may not be fully aware of the pressures on trustees. We've learned the value of dedicated teams for organising events, with trustees overseeing.
- **Volunteer Recruitment:** We will now be recruiting volunteers using a form on the website, which will be shared with classes. School could encourage new parents to fill it out, helping us target volunteers based on interests.
- **Rethinking Class Rep Roles:** We plan to reconsider the roles of class representatives, potentially adding small tasks for them to help with in the lead-up to large events.
- **New Communication Channel:** We are launching an Instagram account to provide regular updates and hopefully reduce the number of WhatsApp messages. It will also be used to advertise events, volunteer needs, and second-hand uniform sales.

Thank You

We thank the committee members who managed events despite full-time jobs and other commitments. Without PFSA volunteers who bake, man stalls, lend equipment, sponsor, donate and contribute, there would be no events to enjoy.

Special thanks to Mr. Collins, Mrs. Spacagna, Julie Galvin and the staff at St Joseph's Primary for their support and enthusiasm. We also thank local businesses for their generous donations.

Final thanks to the wider school community for attending and participating in events, enabling us to fund items purchased during the year.

Plan for 2025/26

At the AGM on 22nd September 2025, we will be seeking a new chair and additional volunteers, as Sophie Parker will be stepping down from her role as chair. Based on lessons learned, we propose creating smaller teams to deliver key events during the 2025/26 school year, focusing on recruiting new volunteers through the new system.

Key Activities Planned for 2025/26

- Christmas Card Design
- Christmas Market (29 November 2025, 12-3pm)
- Disglo (20 March 2026, 5-7:30pm)
- Summer Fair (20 June 2026, 12-3pm)

Additional events will require support from the PFSA community. If interested in volunteering or have fundraising ideas, please contact us at pfsa@stjosephsguildford.com.

Thanks again for a great year!

Gemma Zaccharia and Hannah Moore

Joint PFSA Chairs

22 September 2025



Section A

Independent Examiner's Report

Report to the trustees

Charity Name St Joseph's Parents, Friends and Staff Association (PFSA)

On accounts for the year ended

31/07/2025 Charity no (if any) 1201547

Set out on pages

1 and 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

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").

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.

Independent examiner's statement

[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.

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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature] Date: 3 March 2026

Name: M R Crosson

Relevant professional qualification(s) or body FCCA

(if any):

Address:

Section B Disclosure

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.

ST JOSEPH'S PARENTS, FRIENDS AND STAFF ASSOCIATION (PFSA)

England & Wales - Charity number 1201547

Accounts



Chairs Report 2023/24

Purpose of PFSA

The purpose of the PFSA is to organise fundraising events and activities to raise money for facilities or equipment that support the school and advance the education of the pupils.

All parents, carers, grandparents, teachers and school staff are automatically members of the PFSA and anyone can volunteer at any time to support events and fundraising activities. It could be organizing whole events, being a class representative, volunteering for half an hour on a stand at the summer fair or sharing your skills e.g., communications or secretarial.

The PFSA has recently become a charity as we raise over £5,000 per year.

There is an elected core committee of volunteers who manage all aspects of the PFSA. These positions are key to the PFSA and are also, by default, set up as trustees of the PFSA charity.

The current core committee members and trustees of the charity are:

- Claire Lytle – Joint Chair
- Alison Stafford – Joint Chair
- Katharine Willsher – Treasurer
- Alex Greenway – Secretary

Other committee roles that were held during the 23/24 period were:

- Esther Perez – Uniform coordinator
- James Darby – Dad's BBQ Lead
- Gemma Steer – Promotion/Comms
- Lucie Attard – refreshments

Summary of the Year

This year the PFSA has organised and delivered a range of events and activities to raise funds for the benefit of the school and its pupils. They have included:

- Christmas cards and gifts
- Christmas Market and Raffle
- Disglo
- Summer Fair and colour run
- 2nd hand uniform
- Teas and coffees at school events
- Lottery
- Easy fundraising

- Match funding
- Gift Aid

The total income for the 2023/24 academic year (up to 31/07/24) was £27,677 with £22,884 generated from events. Expenditure for those events being £8,176.

The total net income for the year was £19,500.

During 2023/24, the funding was used for the following:

- Playground painting
- Year 2 to Year 6 books
- Year R to Year 2 Rekenrek resources
- KS2 Visualisers
- Year R moveable climbing equipment
- Seats & plants for the wellbeing garden
- Completion of Willow Tree classroom
- Fun Fund across all years
- Front gate mosaic
- Hockey kit
- Harvest festival bags

Challenges & Lessons Learnt

Challenges arose with Trustees coming to the end of their terms and having to recruit new people.

Lessons learnt include the value of having teams to organise events as standalone projects, with the trustees overseeing in the background. This lightened the load on the trustees and encouraged fresh ideas into the mix. Similarly, outsourcing the refreshments and second-hand uniform tasks to individuals increased revenue and made it easier to organise/manage.

Thank You's

We would like to take this opportunity to say thank you to the members of the committee who have managed to pull together events and activities despite full time jobs, children, family, and other commitments. It also goes without saying, that without all the PFSA volunteers, who generously bake, man stalls, lend equipment, sponsor, donate and contribute, there would be no PFSA events to enjoy.

Further to the committee, we would like to thank Mr. Collins, Mrs. Spacagna and the amazing staff at St Joseph's Primary for their continued support and enthusiasm in our fundraising ideas.

We have also received many generous donations from local businesses, who have been individually thanked.

Final thanks go to all members of the wider school community who have attended and taken part in events - without the money raised at our events, we would not have been able to fund the items purchased during the academic year.

Plan for 2024/25

We will be voting in new Chair(s) and Secretary at the AGM on 25th September, 2024 as the current incumbents will be standing down. Taking on board the lessons learned this past year, the proposal going forward is to create smaller teams of PFSA members to deliver key events during the 2024/25 school year, starting with the Christmas Fair. The newly elected Chair(s) will have an overview of all activities, with support from the current Chairs during the handover period.

The current Treasurer is due to complete their term in July 2025, so the PFSA will be actively looking to recruit a new Treasurer for handover before then.

The key activities that are currently planned for 2024/25 academic year are:

- Christmas card design
- Christmas Market
- Disglo
- Summer Fair

There will be other events and activities that will require support from the school PFSA community. If you are interested in volunteering, would like to take part in a different way or have any fundraising ideas, please contact the team on pfsa@stjosephsguildford.com

Thanks again for a great year!

Claire Lytle and Alison Stafford
Joint PFSA Chairs
24th September 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

St Joseph's Parents Friends and Staff Association (PFSA)

1201547

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/08/2023		31/07/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising events	25,386	-	-	25,386	18,524
Other receipts	2,256	-	-	2,256	2,671
Donations, legacies & grants	36	-	-	36	1,035
Hire of equipment	-	-	-	-	55
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,677	-	-	27,677	22,285
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,677	-	-	27,677	22,285
A3 Payments					
Cost of fundraising events	8,176	-	-	8,176	6,319
Grants & donations paid	27,179	-	-	27,179	7,898
Other costs	1,077	-	-	1,077	565
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	36,432	-	-	36,432	14,781
A4 Asset and investment purchases, (see table)					
Equipment	-	-	-	-	744
Stock	-	-	-	-	581
Sub total	-	-	-	-	1,325
Total payments	36,432	-	-	36,432	16,106
Net of receipts/(payments)	- 8,755	-	-	- 8,755	6,179
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	23,760	-	-	23,760	17,581
Cash funds this year end	15,005	-	-	15,005	23,760

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	15,005	-	-
		-	-	-
		-	-	-
	Total cash funds	15,005	-	-

(agree balances with receipts and payments account(s))

OK OK OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Stock	497	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	2 gazebos	unrestricted	744	299
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
		}



Section A Independent Examiner's Report

**Report to the trustees/
members of**

St Joseph's Parents, Friends and staff Association (PFSA)

**On accounts for the year
ended**

31/07/2024

**Charity no
(if any)**

1201547

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 07 / 2024.

**Responsibilities and
basis of report**

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:

28 August 2025

Name:

M R Crosson

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

FCCA

Address:

23 Kingsclear Park
Camberley
Surrey, GU15 2LS

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.