



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
01/08/2023

To

Period end date
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))

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

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

	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
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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

Charity Name

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

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 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.