



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2022		31	08	2023

## Section A Reference and administration details

Charity name

St James's Parents & Friends Association

Other names charity is known by

Registered charity number (if any)

288358

Charity's principal address

260 Stanley Road

Twickenham

Postcode

TW2 5NP

### 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	Rowenna Blackman	Chair		PFA
2	Laura Wright	Secretary		PFA
3	Izabela McCartney	Treasurer		PFA
4	Heather Robyn Lane	Co-Chair	Appointed 04/10/2023	PFA
5	Ciara Beatty	President		PFA
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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
Chartered Accountant	Dave E Glynn	5 Pennington Street, Liverpool, L4 5QD

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 05.10.1983
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Proposed and elected members at PFA AGM

### 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.

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## Section C Objectives and activities

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

To advance the education of the pupils of St James's school by providing, or assisting with the provision of, facilities for education at the school.

Organise fundraising events throughout the school year to raise funds for the school while providing a range of social events for parents, friends, families and neighbours of the school. Invitation to many of these events is extended beyond the school community to the local area and are advertised in the local Catholic Church newsletters.

**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)**

**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**

Main fundraising events during the year were:  
Harvest Festival, Fireworks night, Christmas fair, Harvest festival, Donate for Digital fund raising and coffee mornings.

## Section E Financial review

### Brief statement of the charity's policy on reserves

Reserves are held for future anticipated expenditure. At the end of the reported year the bank reserves were £73,146

### Details of any funds materially in deficit

### 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.

## 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)

Position (eg Secretary, Chair, etc)

Date

	
Izabela McCartney	
Treasurer	

20/06/2024



St James's School Parents and Friends Association

288358

Receipts and payments accounts

For the period from 01/09/2022 To 31/08/2023

	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 £
<b>A1 Receipts</b>					
Fund raising	60,985	-	-	60,985	27,224
Donate for digital lottery	5,737	-	-	5,737	6,090
Donations	231	-	-	231	277
Other receipts	-	-	-	-	500
<b>Sub total</b> (Gross income for AR)	<b>66,953</b>	<b>-</b>	<b>-</b>	<b>66,953</b>	<b>34,090</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>66,953</b>	<b>-</b>	<b>-</b>	<b>66,953</b>	<b>34,090</b>
<b>A3 Payments</b>					
School purchases	45,951	-	-	45,951	19,629
Subscription	140	-	-	140	128
Staff and pupil gifts	2,693	-	-	2,693	527
Professional fees	150	-	-	150	-
Bank charges	120	-	-	120	80
Year 6 activities	2,630	-	-	2,630	2,962
PFA Expenses	611	-	-	611	52
Student activities	400	-	-	400	144
Other payments	16	-	-	16	20
<b>Sub total</b>	<b>52,711</b>	<b>-</b>	<b>-</b>	<b>52,711</b>	<b>23,542</b>
<b>A4 Asset and investment purchases - None.</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>52,711</b>	<b>-</b>	<b>-</b>	<b>52,711</b>	<b>23,542</b>
<b>Net of receipts/(payments)</b>	<b>14,242</b>	<b>-</b>	<b>-</b>	<b>14,242</b>	<b>10,548</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>58,904</b>	<b>-</b>	<b>-</b>	<b>58,904</b>	<b>48,355</b>
<b>Cash funds this year end</b>	<b>73,146</b>	<b>-</b>	<b>-</b>	<b>73,146</b>	<b>58,904</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Cash at bank - current	61,228	-	-
	Cash at bank - donate for digital	11,918	-	-
	<b>Total cash funds</b>	<b>73,146</b>	<b>-</b>	<b>-</b>

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

Signature

Print Name



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

St James's School Parents and Friends Association

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any) 288358

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

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

I have completed my examination and I confirm that no material matters have come to my attention in connection with the examination and the accounting records were kept in accordance with section 130 of the Charities Act.

I have no concerns and have come across no 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.

Signed:

Date: 20-May-2024

Name:

David E Glynn

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

Chartered Association of Certified Accountants (ACCA)

Address:

5 Pennington Street

Liverpool

L4 5QD