

# Trustees' Annual Report for the period

From

Period start date

Month

Year

To

Period end date

Day

Month

Year

Charity name

Shoen Mount Primary School Parent Staff Association (PSA)

Other names charity is known by

Registered charity number (if any) 295212

Charity's principal address

Shoen Mount Primary School  
West Temple Shoen  
East Shoen London

Postcode

SW147RT

## 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 Ian Hutchings

Headteacher

2 Suzanne Maile

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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

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Ian Hutchings (Head Master)

## Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution.

How the charity is constituted  
(eg. trust, association, company)

Association.

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are elected by the parent body of the school in an annual meeting in the Autumn term of the school calendar.

## 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.

The PSA is a charity, which is run by a committee elected each year at the Annual General Meeting (AGM).

The priorities of the PSA each year are driven by the objectives and needs of the school. Fundraising is important, but equally important is the PSA's role in bringing together the wider school community.

The key objectives can be summarised as:

- To advance the education and development of the pupils at Sheen Mount Primary School by providing and assisting in the provision of facilities for education and development not required to be provided (nor funded) by the local education authority
- To foster, assist and develop the community in and around the school, enhancing communications within and between students, parents/guardians, school staff, the Board of Governors and external organisations who work with the school and its students.

Jodi Hunt and Andrew Gardener were co-chairs of the PSA this year and they led a committee (also voted in the AGM) to deliver against the above objectives.

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

Our aim as a PSA Committee is two-fold:  
 - Community: to help develop and sustain positive relationships between all parents, and between the parents and staff body at the school.  
 - Support: Through organised fundraising events, we can support the school financially in creating the best learning environment possible for our children.

Our objectives as a PSA is to raise funds for the school to aid with funding equipment and supplies for Sheen Mount school.

We also play a role of creating an inclusive and welcoming community and look to create a diverse calendar of events for everyone to enjoy.

Events and activities that took place are as follows:

- Parents party for reception and year 1 parents
- Autumn ball
- Christmas fair
- Christmas tree and Christmas card sales
- Easter Egg hunt
- Smile for 5 mental health initiative
- Quiz evening
- Summer fair
- Children's school discos
- Easyfundraising and AmazonSmile contributions
- Fun run
- 100 Club lottery.

**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)**

We work with our parent and carer network as volunteers to support the PSA committee running events and initiatives throughout the school calendar.

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**

We raised a total of £95k this year.

The biggest fundraisers were:

£31k Autumn Ball

£20k Summer Fair

£20k for the Christmas Fair and sale of Christmas Trees

£24k raised through 10 other events including Christmas Shows, Fun Run, School Disco, Easter Egg Hunt and quiz night.

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

We keep a reserve of £20k per calendar year as a reserve pot. The current reserves sit at £70k.

**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

Our principal source of fundraising is parent led.

We aim to keep expenditure to a minimum by using voluntary time from parents and carers and re-using materials available to us. Any expenditure is approved in advance.

**Section F**

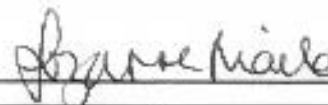
**Other optional information**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**





**Full name(s)**

Ian Hutchings

Suzanne Maile

**Position (eg Secretary, Chair, etc)**

Co-Chair

**Date**

18.1.23

# Sheen Mount Primary School

West Temple Sheen, London SW14 7RT

Head Teacher: Tom Holmes

Tel: 020 8876 8394 Fax: 020 8878 6568

[info@sheenmount.sch.uk](mailto:info@sheenmount.sch.uk)

[www.sheenmount.richmond.sch.uk](http://www.sheenmount.richmond.sch.uk)



## Parent Staff Association

Registered Charity Number: 295212

To whom it may concern,

Please take this as formal notice that the previous two trustees of the Sheen Mount PSA Registered Charity, IAN ROBERT HUTCHINGS (Date of birth 12/03/1973, Appointed 12/03/2011, Resigned as trustee 15/07/2021) and SUZANNE MAILE (Date of birth 26/04/1951, Appointed 12/03/2011, Resigned as trustee 15/07/2021), have resigned from the school and hence we have new newly appointed trustees.

Mr T Holmes, the Head Teacher and Mrs O'Brien, the Deputy Head are both now formally recognised as such on the Charity commission Website as of 26/09/XXX2022.

Kind Regards,

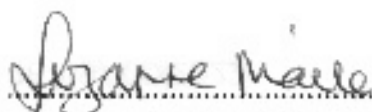
Sophie Creamer

Signature: Ian Hutchings



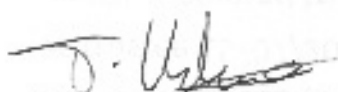
.....(Date: 17/1/23.....)

Signature: Suzanne Maile



.....(Date: 18/1/23.....)

Signature: Tom Holmes



.....(Date: 12-1-23.....)

Signature: Maria O'Brien



.....(Date: 11.1.23.....)

Named contact at the Sheen Mount PSA Charity and Co-Chair of Sheen Mount Primary School PSA.



Charity Registration No. 295212

**SHEEN MOUNT PRIMARY SCHOOL PARENT STAFFASSOCIATION**

Annual report and unaudited financial statements

For the year ended 31 August 2022

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
LEGAL AND ADMINISTRATIVE INFORMATION

**Committee Members**

(To be finalised on date of signing)

Jodie Hunt  
Yuting Jiang  
Dounia Gassa  
Andrew Gardener  
Calli Louis  
Alicia Hickman  
Tamsin Bryant  
Arabella Ferrer

**Charity number**

295212

**Principal address**

Sheen Mount Primary School  
West Temple Sheen  
East Sheen London SW147RT

**Independent examiner**

Gail Ledger

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
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2	Statement of Committee responsibilities
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5	Statement of financial position
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SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
INDEPENDENT EXAMINERS REPORT

TO THE COMMITTEE MEMBERS OF SHEEN MOUNT PRIMARY SCHOOL PARENT  
STAFF ASSOCIATION

I report to the Committee members on my examination of the financial statements of Sheen Mount Primary School Parent Staff Association (the Association) for the year ended 31st August 2022.

Responsibilities and basis of report

As the Committee members of the Association you are responsible for the preparation of the Financial Statements in Annual report and unaudited financial statements for the year ended 31 August 2022.

I report in respect of my examination of the Associations Financial Statements carried out under Section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable directions given by the Charity Commission given under section 145(5)(b) of the 2011 Act.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Association as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.

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Gail Ledger  
F.C.C.A

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Dated: 27 November 2022

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
For the year ended 31 August 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022	Total 2021 £
Income and endowments from:					
Donations	2	-	-	-	-
Fundraising activities	3	93,642	-	93,642	27,723
Investments	4	13	-	13	13
Total income		<u>93,655</u>	<u>-</u>	<u>93,655</u>	<u>27,736</u>
Expenditure on:					
Raising funds	3	(30,631)	-	(30,631)	(5,758)
Charitable activities	5/6	(29,786)	-	(29,786)	(16,395)
Total resources expended		<u>(60,417)</u>		<u>(60,417)</u>	<u>(22,153)</u>
Net income for the year/		33,238	-	33,238	5,583
Fund balances at 1 September 2021		36,150	-	36,150	30,567
		<u>69,388</u>	<u>-</u>	<u>69,388</u>	<u>36,150</u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
As at 31 August 2022

	Notes	2022 £	2021 £
Current Assets			
Trade and other receivables	9	109	1,148
Cash at bank and in hand		<u>70,247</u>	<u>35,602</u>
		70,356	36,750
 Current Liabilities	 10	 968	 600
 Net current assets		 <u>69,388</u>	 <u>36,150</u>
 Income funds			
Restricted funds		-	-
Unrestricted funds	11	<u>69,388</u>	<u>36,150</u>
		<u>69,388</u>	<u>36,150</u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 31 August 2022

1 Accounting policies Charity information

Sheen Mount Primary School Parent Staff Association is an unincorporated charity. The registered office is Sheen Mount Primary School, West Temple Sheen, East Sheen London SW14 7RT.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Association's governing document, the Charities Act 2011 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (as amended for accounting periods commencing from 1 January 2016). The Association is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Association. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Committee members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus the Committee members continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Committee members in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Cash donations are recognised on receipt. Other donations are recognised once the Association has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

Resources expended are recognised in the year that they are incurred and they are classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT which cannot be recovered.

Costs of generating funds includes all expenditure directly related to the fundraising activities.

Charitable expenditure includes all expenditure directly related to the objectives of the charity.

Governance costs includes all expenditure relating to constitutional and statutory requirements of the charity and includes administration costs and any costs associated with the strategic management of the charity's activities.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
 For the year ended 31 August 2022

1 Accounting policies (Continued)

Financial instruments

The Association has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the association's Balance Sheet when the association becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including amortisation costs and are subsequently carried at amortised cost using the effective interest method unless the management constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at the market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including trade and other payables are initially recognised at transaction price unless the management constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less.

2 Donations

	2022	2021
	£	£
Donations and gifts	-	-



SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
For the year ended 31 August 2022

3. Fundraising activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Fundraising events	93,642	-	93,642	27,723
Fundraising activities	<u>93,642</u>	<u>-</u>	<u>93,642</u>	<u>27,723</u>

Unrestricted funds	Income £	Expenses £	2022 Net £	2021 Net £
Club lotto	1,738	600	1,138	-
Uniform sale	334	-	334	1,086
Easter egg hunt	1,089	-	1,089	-
Sponsored Class Cycle Ride	1,177	-	1,177	-
Tea towels, Bags and Mugs etc.	1,015	-	1,015	-
Smarties for Jobs	559	-	559	-
Smiles for Five Badges	1,135	453	682	-
Competition on the Fence	-	-	-	2,364
Group Cycle ride	-	-	-	5,100
Fun run	1,039	348	691	2,363
Quiz evening	1,644	622	1,022	-
PSA party	1,306	488	818	-
Summer fair	20,005	4,989	15,016	-
Christmas fair, trees & cards	22,385	9,033	13,352	2,858
Christmas show	2,083	420	1,663	-
Miscellaneous	1,898	503	1,395	392
Easy Fund raising	2,160	-	2,160	2,223
Disco	2,791	159	2,632	3,197
Autumn ball	30,956	12,909	18,047	-
One off Fund raisers	328	107	221	2,382
	<u>93,642</u>	<u>30,631</u>	<u>63,011</u>	<u>21,965</u>

4. Investments

	2022 £	2021 £
Interest receivable	<u>13</u>	<u>13</u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
For the year ended 31 August 2022

5. Charitable activities

	Donations £	Other £	2022 £	2021 £
Science bag	165		165	-
Classroom filters & air purifiers	2,953		2,953	-
Classroom Kit	4,200	-	4,200	4,200
Colour team shirts	544	-	544	-
Library & Library Cloud	1,138	-	1,138	1,158
Miscellaneous	55	-	55	666
Phonics	10,318		10,318	-
Chrome books	3,734	-	3,734	8,845
Water bottles	115	-	115	153
Outdoor play equipment	5,000	-	5,000	-
	<u>28,222</u>		<u>28,222</u>	<u>15,022</u>
Share of support costs (see note 8)			964	773
Share of governance costs (see note 8)			600	600
Unrestricted funds			<u>29,786</u>	<u>16,395</u>
Unrestricted funds			<u><u>29,786</u></u>	<u><u>16,395</u></u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
For the year ended 31 August 2022

6. Support costs

			2022	2021
	Support costs	Governance costs	£	£
Insurance	128	-	128	149
Sundry expenses	836	-	836	624
Independent examination 2022	-	600	600	600
	<u>964</u>	<u>600</u>	<u>1,564</u>	<u>1,373</u>
Analysed between				
Charitable activities	<u>964</u>	<u>600</u>	<u>1,564</u>	<u>1,373</u>

7. Committee Members

None of the Committee members (or any person connected with them) received any remuneration.

	2022	2021
8. Employees	<u>-</u>	<u>-</u>

	2022	2021
	£	£
9. Prepayments and accrued income	<u>110</u>	<u>1,148</u>

Insurance and Summer Fair income

	2022	2021
	£	£
10. Accruals and deferred income	<u>968</u>	<u>600</u>

Accountancy and Summer fair expenses

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
For the year ended 31 August 2022

11. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31st August 2022 are represented by:			
	69,388	-	69,388
Annual report and <b>unaudited</b> financial statements For the year ended 31 August 2022			
Current assets/(Liabilities)	<u>69,388</u>	<u>-</u>	<u>69,388</u>

12. Related party transactions

There were no disclosable related party transactions during the year (2021- none).

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
INDEPENDENT EXAMINERS REPORT

TO THE COMMITTEE MEMBERS OF SHEEN MOUNT PRIMARY SCHOOL PARENT  
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Gail Ledger  
F.C.C.A

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Dated: 27 November 2022