

Charity Registration No. 295212

**SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION**

Annual report and unaudited financial statements

For the year ended 31 August 2024

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
LEGAL AND ADMINISTRATIVE INFORMATION

**Committee Members**

Sophie Creamer  
Amanda Raven  
Ranie De Villiers  
Laura Fleming  
Katie Simm  
Nord Nelson  
Amelia Fuggle  
Emma Robinson  
Charlene White  
Sarah Mountford  
Penny Robinson  
Tom Holmes  
Maria O'Brien

**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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# **SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION**

## **TRUSTEES' ANNUAL REPORT**

### **1. Sheen Mount Primary School Parent Staff Association (PSA)**

The PSA is a charity, 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.

### **2. Looking back**

Following a bumper fundraising year for the PSA in 2022-23, and the completion of the central fundraising project called "Forest, Field, Fun", the committee wanted to focus 2023-24 fundraising on events designed to enhance the community aspect. The School also celebrated its Platinum 70<sup>th</sup> Anniversary in 2024 and the PSA wanted to recognize and celebrate the importance of this.

With this in mind there was no sponsored Cycle Ride or Autumn Ball but we included an extra parents' Quiz Evening which along with the Parents Summer Party, Kids Disco and Summer Fair were Platinum themed and showcased the School. Also included in the usual calendar of events, was the Reception Parents party, Christmas Fair, Christmas Trees and Cards and Quiz evening. These events raised a total of £49,533 net of expenses.

We are fortunate to have a wealth of willing volunteers and are able to run these events through the parent and carer network who volunteer their time to support the Committee running events and initiatives throughout the school calendar.

### **3. What we've funded**

At the beginning of the year the school presents a wish list to the PSA for items or activities it would like the PSA to support. Further requests are submitted throughout the year as the School Management Team identify particular needs or initiatives. During 2023-24 the PSA provided over £157,000 of funding to the school. The bulk of this was in relation to the Astroturf (£121,306) and the Forest Walk (£4,781) that made up the "Forest, Field, Fun" project for 2022-23. The PSA also funded Smartboards (19,152), Classroom Kit (£4,200), Focus Weeks (£2,000), Reception Resources (£3,458), Maths Resources (£829), Residential Trips (£720), Platinum Mugs (£692) and Other small spend items (£467).

### **4. Financial Review**

The PSA ends the year in a very strong reserves position, with net current assets and reserves of £78,328 even after having provided significant funding for completion of the "Forest, Field, Fun" Project.

#### **PSA Reserves Policy**

The PSA has a reserve policy, which requires that a minimum of £20,000 be held in an instantly accessible bank account at all times. This is confirmed during the financial section of every PSA meeting, as well as being verified by the independent accountant at time of account preparation.

## **SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION**

### **Structure, governance and management**

The Association was established by a charitable trust deed on 24 April 1986 and amended on 30 October 1996. The Association's constitution was revised in January 2015.

All of the trustees are members of the Committee. No beneficial interest was received by any of the trustees during the year. All Trustees are updated on public benefit guidance issued by the Charity Commission.

The Committee members who served during the year were:

Sophie Creamer	(Appointed September 2022)
Amelia Fuggle	(Appointed September 2022)
Nord Nelson	(Appointed September 2022)
Emma Robinson	(Appointed September 2022)
Penny Robinson	(Appointed September 2022)
Rania De Villers	(Appointed September 2022)
Tom Holmes	(Appointed January 2023)
Maria O'Brien	(Appointed January 2023)
Sarah Mountford	(Appointed September 2023)
Amanda Raven	(Appointed September 2023)
Laura Fleming	(Appointed September 2023)
Katie Simm	(Appointed September 2023)
Charlene White	(Appointed September 2023)

### **Recruitment and appointment of trustees**

Committee members are elected on an annual basis from members of the Parent Staff Association (the parents and guardians of children attending Sheen Mount Primary School and the teachers, staff and Governors working at the school).

Committee members are elected for a two year term.

Where decisions need to be made at PSA meetings, such decisions are agreed by a show of hands. Each PSA member in attendance has one vote each.

The Committee report was approved by the Board of Committee Members.

Signed.....

Tom Holmes

Trustee

Dated: 19.5.25

Signed.....

Maria O'Brien

Trustee

Dated: 19.5.25



## STATEMENT OF COMMITTEE RESPONSIBILITIES

The Committee members are responsible for preparing the Committee Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Committee members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the incoming resources and application of resources of the Association for that year.

In preparing these financial statements, the Committee members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Committee members are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 2024.

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 2024.  
For the year ended 31 August 2024

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:

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
For the year ended 31 August 2024

	Notes	Unrestricted funds £	Restricted funds £	Total 2024	Total 2023 £
Income and endowments from:					
Donations	2	2,616	-	2,616	4,448
Fund raising activities	3	70,606	-	70,606	174,396
Investments	4	-	-	-	
Total income		<u>73,222</u>	<u>-</u>	<u>73,222</u>	<u>178,844</u>
Expenditure on:					
Raising funds	3	(21,053)	-	(21,053)	(45,766)
Charitable activities	5/6	(159,126)	-	(159,126)	(17,181)
Total resources expended		<u>(180,179)</u>		<u>(180,179)</u>	<u>(62,947)</u>
Net income for the year		(106,957)	-	(106,957)	115,897
Fund balances at 1 September 2023		-	-	185,285	69,388
		<u>(106,957)</u>	<u>-</u>	<u>78,328</u>	<u>185,285</u>



SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
As at 31 August 2024

	Notes	2024 £	2023 £
Current Assets			
Trade and other receivables	9	3,148	109
Cash at bank and in hand		<u>137,467</u>	<u>194,989</u>
		140,615	195,098
For the year ended 31 August 2023			
Current Liabilities	10	62,287	9,813
Net current assets		<u>78,328</u>	<u>185,285</u>
Income funds			
Restricted funds		-	-
Unrestricted funds	11	<u>78,328</u>	<u>185,285</u>
		<u>78,328</u>	<u>185,285</u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 31 August 2024

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 £.

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 2024

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  
For the year ended 31 August 2024

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

	2024	2023
	£	£
Donations and gifts	<u>2,616</u>	<u>4,448</u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
For the year ended 31 August 2024

3. Fundraising activities

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
For the year ended 31 August 2023	£	£	£	£
Fundraising events	70,606	-	70,606	174,396
Fundraising activities	<u>70,606</u>	<u>-</u>	<u>70,606</u>	<u>174,396</u>

Unrestricted funds

	Income	Expenses	2024 Net	2023 Net
	£	£	£	£
Club lotto	2,870	800	2,070	1,380
Class Kitty	1,224	1,208	16	-
Uniform sale	2,335	66	2,269	2,075
Smarties for jobs	-	-	-	16
Smiles for five badges	-	-	-	(77)
Group cycle ride	8	-	8	48,157
Pro cycle event	-	-	-	177
Quiz evening	5,801	2,445	3,356	2,443
Summer fair	15,921	4,262	11,659	12,439
Christmas fair, trees & cards	26,834	6,910	19,924	16,993
Miscellaneous	546	715	(169)	559
Easy fund raising	-	-	-	1,897
Disco	2,308	357	1,951	1,951
Autumn ball	-	-	-	17,135
Project Cluck	2,576	75	2,501	-
Reception & year 1 drinks	641	43	598	461
Summer party	9,283	4,171	5,112	4,080
Smoothie bike ride	-	-	-	14,383
Smoothie ride t shirts	-	-	-	4,079
One off fund raisers	259	1	258	482
	<u>70,606</u>	<u>21,053</u>	<u>49,553</u>	<u>128,630</u>

4. Investments

	2024 £	2023 £
Interest receivable	<u>-</u>	<u>-</u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
For the year ended 31 August 2024

5. Charitable activities

	Donations £	Other £	2024 £	2023 £
Astro turf	121,306	-	121,306	-
Smartboards	19,152	-	19,152	-
Classroom Kit	4,200	-	4,200	4,200
Colour team shirts	467	-	467	-
Library & Library Cloud		-	-	1,287
Forest Walk	4,781	-	4,781	-
Chrome books		-	-	7,840
Water bottles	233	-	233	-
Gardening		-	-	356
Focus weeks	2,000	-	2,000	2,000
Reception decorating & resources	2,758	-	2,758	-
Maths resources	829	-	829	-
Residential trips	720	-	720	-
Platinum mug contribution	692	-	692	-
Miscellaneous	467	-	467	-
	<u>157,605</u>		<u>157,605</u>	<u>15,683</u>
Share of support costs (see note 6)			771	748
Share of governance costs (see note 6)			750	750
Unrestricted funds			<u>159,126</u>	<u>17,181</u>
Unrestricted funds			<u><u>159,126</u></u>	<u><u>17,181</u></u>

SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
For the year ended 31 August 2024

6. Support costs

			2024	2023
	Support costs	Governance costs	£	£
Insurance	153		153	140
Sundry expenses	618		618	608
Accountancy		750	750	750
	<u>771</u>	<u>750</u>	<u># 1,521</u>	<u>1,498</u>
Analysed between Charitable activities	<u>771</u>	<u>750</u>	<u>1,521</u>	<u>1,498</u>

7. Committee Members

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

	2024	2023
8. Employees	<u>-</u>	<u>-</u>

	2024	2023
9. Prepayments and accrued income	<u>£ 3,148</u>	<u>£ 109</u>

	2024	2023
10. Accruals and deferred income	<u>£ 62,287</u>	<u>£ 9,813</u>



SHEEN MOUNT PRIMARY SCHOOL PARENT STAFF ASSOCIATION  
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
 For the year ended 31 August 2024

11. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31st August 2024 are represented by:	78,328	-	78,328
Annual report and <b>unaudited</b> financial statements For the year ended 31 August 2024			
Current Assets/Liabilities	<u>78,328</u>	<u>-</u>	<u>78,328</u>

12. Related party transactions

There were no disclosable related party transactions during the year (2023- none).