



Oaklands
Primary School
PSA
registered charity 1000636

REGISTERED CHARITY - 1000636

**OAKLANDS FIRST SCHOOL ASSOCIATION
(OPERATING AS OAKLANDS PRIMARY SCHOOL PSA)
REPORT OF THE BOARD OF TRUSTEES
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31st AUGUST 2023

**OAKLANDS FIRST SCHOOL ASSOCIATION
OPERATING AS OAKLANDS PRIMARY SCHOOL PSA**

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**OAKLANDS FIRST SCHOOL ASSOCIATION
OPERATING AS OAKLANDS PRIMARY SCHOOL PSA
FOR THE YEAR ENDED 31st AUGUST 2023**

Legal and Administrative Information

Oaklands First School Association is a registered charity which operates on behalf of the Parents and Guardians of pupils enrolled at the Community School known as Oaklands Primary School, along with its teachers.

Other Working Names: Oaklands Primary School Association
Oaklands PSA

Governing Document: Constitution (amended Nov 2013)

Charity Registration No: 1000636

Administrative Address: The Trustees
Oaklands Primary School PSA
c/o Oaklands Primary School
Oaklands Road
W7 2DP

Trustees: Hannah Lakey (co-Chair)
Hazel Muller (co-Chair)
Aline Levry (Treasurer)
Rebecca Evans (Company
Secretary)
Milly Cleveland
Serita Mark
Labiba Rukhsana
Nasra Mohammed
Sam Hogarth
Katie Duncan
Alyona Raevshkaia
Alex Svinstov

Bankers: Lloyds TSB
44-45 The Broadway
Ealing
W5 5JU

Independent Examiner: Carolyn Braby

**OAKLANDS FIRST SCHOOL ASSOCIATION
OPERATING AS OAKLANDS PRIMARY SCHOOL PSA
FOR THE YEAR ENDED 31st AUGUST 2023**

Trustees Annual Report

The Trustees of Oaklands Primary School PSA present their report together with their financial statements of the Charity for the year ended 31st August 2023.

Structure, Governance and Management

Governing Document

The charity's activities are governed by a Constitution document approved by the Annual General Meeting of 22 October 1990 as amended by resolution dated 22 November 2013

Recruitment and Appointment of new Trustees

All parents and guardians of pupils at the school are automatically members of the PSA. A welcome evening is held each Autumn for new intake parents; each class has an elected Class Representative that communicates PSA issues to the parents in that class. PSA membership is also promoted at all fundraising events, and the school helps to promote the PSA via newsletters and the school website. Elected trustees posts are filled annually at the AGM and the new parents/teachers are actively encouraged to stand for election.

Induction & Training

New trustees are inducted into the workings of the charity and its relationship to the school.

Risk Management

The trustees have a duty to identify and resolve the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud or error. The trustees continue to review the principal areas of the charity's operations in order to identify risks that could affect the day to day operations of the charity. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level.

Objectives and Activities

Objectives and Aims

The objective of the Charity is to advance the education of the pupils in the school. In furtherance of this objective the charity may -

Develop more extended relationships with staff, parents & others associated with the school
Engage in activities which support the school and advance the education of pupils
Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the trustees shall from time to time decide

Statement of Public Benefit

The trustees have complied with the duty in Section 17 of the Charities Act 2011

**OAKLANDS FIRST SCHOOL ASSOCIATION
OPERATING AS OAKLANDS PRIMARY SCHOOL PSA
FOR THE YEAR ENDED 31st AUGUST 2023**

Achievement and Performance

Charitable Activities

In 2022/23 the charity generated £46,580 (2021/22: £36,510) from fund raising activities. In addition to the financial benefits, the various activities of the charity helped to build closer relationships between the parents, teachers, and children. The money raised was used to enhance the school environment and educational experience of the children.

Financial

Review Financial

Results

The results for the year, prepared on the 'receipts and payments' basis, are set out on pages 5 & 6. The Association gave grants of **£26,267** to Oaklands Primary School to fund educational experiences and the school environment. The Association shows a cash surplus for the year of £2,561. After adding the balance brought forward from the previous year of £14,808, there is a cash balance brought forward of £17,369. The main source of the income is informal fundraising activities.

Reserves Policy

The Trustees agreed to reduce the minimum level of free reserves to £10,000, after spending on projects. As agreed at the charity's AGM on September 29th, 2022, the Committee agreed that the 2022/23 net income be used to fund an additional Tech trolley, School Counselling, school trips/workshops, refresh playground equipment and art supplies. The total reserves from the Treasurers Account, Petty Cash and the Business Bank Account are **£17,369**.

Trustees Responsibilities

Charity regulations require the Trustees to prepare accounts for each financial year which show the receipts and payments of the Charity in the year. The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and irregularities.

On behalf of the Board of Trustees



Trustee

Mrs H Lakey

Date

30th June 2024

**Independent examiner's report to the trustees of Oaklands First School Association ('Oaklands PSA')
Registered Charity Number 1000636**

I report to the trustees on my examination of the accounts of Oaklands First School Association/Oaklands PSA (the Charity) for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of the Charity 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. I confirm that no material 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 Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

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.

Signed:



Carolyn Braby

Reviewed in personal capacity but relevant experience: Director of Finance/Company Secretary since 2016 of Central School of Ballet Charitable Trust Ltd. Registered in England & Wales, Charity Number: 285398

Of 6 St Kilda Road, London, W13 9DE

30th June 2024

**OAKLANDS FIRST SCHOOL ASSOCIATION
OPERATING AS OAKLANDS PRIMARY SCHOOL PSA**

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st AUGUST 2023**

	<u>2023</u>	<u>2022</u>
Receipts		
Fundraising Events		
Calendar	£ 1,236	£ 1,060
Christmas Cars & Trees	£ 4,359	£ 5,058
Christmas & Summer Fair	£ 15,086	£ 13,917
Ealing Half Marathon	£ 1,799	£ 692
Film & Quiz Night	£ 742	£ 2,491
Secret Room	£ 4,113	£ 4,313
Discos	£ 2,499	
Non-uniform	£ 511	£ 603
Other fundraising events	£ 13,235	£ 5,327
Donations & grants		
Payroll giving/parental donations	£ 3,000	£ 3,048
Total income	£ 46,580	£ 36,509

OPERATING AS OAKLANDS PRIMARY SCHOOL PSA

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st AUGUST 2023

	<u>2023</u>	<u>2022</u>
Payments		
Fundraising Events		
Cake & Bakes	£ 1,472	
Calendar	£ 600	£ 500
Christmas Cards & Trees	£ 3,299	£ 3,553
Christmas & Summer Fair (inc Raffle)	£ 1,530	£ 1,840
Ealing Half Marathon	£ 42	
Film & Quiz Night	£ 548	£ 884
Secret room	£ 3,245	£ 3,359
Discos	£ 762	
Other Fundraising Events	£ 4,439	£ 2,627
Total Expenses	£ 15,937	£ 12,763
Donations to School		
Playground & Sports Equipment	£ 6,161	
Classroom Multi Media	£ 10,000	£ 10,000
School Trips/Workshops	£ 2,072	£ 2,000
School Counselling	£ 3,600	
Teachers Christmas gifts		£ 380
Curriculum Resources	£ 4,434	£ 5,000
Other Payments		
Outstanding Debts 2022	£ 811	
Correction to debt c/f/payments	-£ 396	
Sage/Audit/SchoolComms	£ 341	£ 262
Other Costs	£ 1,059	£ 1,290
Total Payments	£ 44,019	£ 31,695
Surplus Receipts over	£ 2,561	£ 4,814
Cash Brought Forward from Previous Years	£ 14,808	£ 9,994
Cash Balance Carried Forward to Next Year	£ 17,369	£ 14,808
Assets		
Debtors		
Cookbook Outstanding	-	£ 1,000
Cash Funds		
Treasurer's Account & Petty Cash	£ 16,762	£ 14,204
Business Bank Instant	£ 607	£ 604
Total Cash Funds	£ 17,369	£ 14,808
Liabilities		
Y6 YearBook		£ 508

**OAKLANDS FIRST SCHOOL ASSOCIATION
OPERATING AS OAKLANDS PRIMARY SCHOOL PSA**

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st AUGUST 2023**

These accounts were approved on 30th June 2024 and signed on behalf of the Board of Trustees
by:



Trustee

Mrs H Lakey

NOTES: 1) No amounts were paid to Trustees in the year other than bona fide reimbursements
2) The cost of equipment purchased is written off in the year of purchase
3) VAT is not reclaimable on expenditure made from this fund
4) Related Party. The fund exists to support the pupils of the school and may have transactions with both the School's Public Fund and unofficial (Rocket Club) Fund. The PSA generates most of its income from fundraising activities which take place on school premises. From time to time the school request that certain items be considered for funding by the PSA.