



Trustees' Annual Report for the period

From: 01 SEPTEMBER 2021

To: 31 AUGUST 2022

Charity name: SOUTHFIELD PARENT STAFF ASSOCIATION (SPSA)

Charity registration number: 1015206

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of this object the association may: (a) foster more extended relationships between staff, parents and others associated with the school and (b) engage in activities which support the school and advance the education of the pupils attending it.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The public benefit lies in the support the charity provides to the pupils and staff of the school by financing activities and equipment both in the playground and in the classroom which the local education authority is unable to fund. As a result, the pupils go out into society better educated and happier.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of the guidance on public benefit and have taken this into account when making decisions.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Funds were raised to commit £9000 to Classroom and School Reception Redecoration and £5000 for new AV Equipment for the school halls. These projects were voted on by school parents. The payment for the AV Equipment was postponed until the next school year.</p> <p>The charity also committed £2000 for a planned Wildlife Garden in the school playground and £5,500 for regular items.</p> <p>Regular items were Admin & Event Expenses, the School's Themed Weeks (Health, Charity, Geography & Book Weeks), and the traditional Year 6 Leavers Hoodies and leaving school activities.</p> <p>The PTA organised a number of school community events such as: a start of year Welcome Event, Pupil Art Sales, Summer Treasure Trail around Chiswick, Chiswick Art Prints, School Sports Day Catering & and end-of-term "Class Bags" and a fun "Colour Run" event. Parents and children were encouraged to participate. All events were ran at profit.</p> <p>Significant fundraising events raised profits as follows:</p> <ol style="list-style-type: none"> 1. Halloween Disco £1457 2. Christmas Events - £3361 3. Easter Disco & Raffle - £2068 4. Bake Sales - £2610 5. Fitness Challenge £535. <p>As well as raising funds, these are highly enjoyable activities for the children and parents and help to foster the good community relationships we aim for.</p> <p>Local businesses were invited to sponsor events and £700 total sponsorship was raised.</p> <p>We continued to encourage direct donations through schemes such as Parentmail, PayPal, Company Fundmatching & Standing Order. The majority of the donations are made to the Sunflower Fund account.</p> <p>We also continued to raise awareness of our School Lottery, Easyfundraising and Amazon Smile which pay the charity a share of items sold.</p>

		<p>In total £6290 was raised through such Donations.</p> <p>The trustees and the school head believe the provision of the above projects significantly improve the school experience and education for the pupils and the fundraising and community events bring the school community together. The level of donations reflects the support the Charity receives from parents.</p> <p>A full breakdown of income and expenditure is available in section A3 of the accounts.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The library project from the previous year went significantly over budget. The committee had £7325 set aside from the previous year's budget but decided that the PTA would cover the extra £3995 of the project so as to entirely fund the cost of the project. The new split-level library is a fantastic addition to the school with brand-new books and welcomed by all – Total Capital Expenditure £11,320.
Performance of fundraising activities against objectives set	Para 1.41	The charity aimed to raise £25,000. Not all events took place due to a lack of volunteers however £20,682 profit was made from a total income of £31,537 from fundraising events and donations in the 2021-22 accounting year.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The charity is in reasonable financial position at the end of the year. Previous years left excess funds in our accounts, so agreed expenses exceeded Income by £9,095 but total funds held were £18,285.</p> <p>From this, £5,960 is set aside for outstanding payments, £5500 held for next year's regular items and £6000 reserve set aside for the 2023/2024 preliminary SPSA budget.</p> <p>This leaves £825 in uncommitted funds for future projects.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	£6000 reserves are held in a separate account to cover a future year's regular items. This would allow the charity to run and provide a small budget for school activities and the Year 6 Leavers Activities without raising any funds in that year. Unlike historical years, the budget for each year is now set by the fundraising target of the current year and updated as fundraising targets are reached.
Amount of reserves held	Para 1.22	£6004.50 held in the Reserve account – the extra being interest accrued on the account.
Reasons for holding zero reserves	Para 1.22	Remaining funds for larger projects are not transferred to our separate reserve account due to additional administration involved without online banking available.
Details of fund materially in deficit	Para 1.24	None.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Outside of regular expenses, next year the charity will need to raise funds before committing to any school projects. The chair and Co-Chair stood down at the end of this school year. A new chair was found, but the charity is now ran by just two trustees. Although the School Head and parents support the work the charity does there is a risk the charity may have to cease operating unless more volunteers come forward.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal source of funds is fundraising through events organised by the charity with the help of other parents of the school's pupils as described above.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	

Other		
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees are appointed by existing trustees to replace trustees departing when their children leave the school. A vote is required to confirm with a quorum of 14.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Southfield Parent Staff Association	
Other name the charity uses	SPSA	
Registered charity number	1015206	
Charity's principal address	Southfield Primary School, Southfield Road, London W4 1BD	

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	Alexandra Charles	Chair	Whole Year	
2	Greig Montgomery	Treasurer	Whole Year	
3	Marianna Herold	Co Chair	Whole Year	
4	Amy Marshall	Media Manager	31 Aug 2020-Jan 2021	
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
BANK	NATWEST	314 CHISWICK HIGH ROAD, LONDON W4 5TA

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Greig John Ernest Montgomery	Alexandra Charles
Position (eg Secretary, Chair, etc)	Treasurer	
Date	29/6/2023	



Receipts and payments accounts

For the period from	Period start date 01/09/2021	To	Period end date 31/08/2022
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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					
Donations	6,290	-	-	6,290	3,795
Fundraising Events	24,001	-	-	24,001	17,564
Fundraising Events - Previous Year	327	-	-	327	
Garden Maintenance Refund	329	-	-	329	
SPSA Event Catering Sales	272	-	-	272	-
Themed Week Book Sales	318	-	-	318	-
Sub total (Gross income for AR)	31,537	-	-	31,537	21,359
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,537	-	-	31,537	21,359
A3 Payments					
Donation Expenses	51	-	-	51	11
Fundraising Expenses	9,557	-	-	9,557	2,856
Fundraising Expenses - Previous Year	1,158	-	-	1,158	-
Classroom Redecorating	9,000	-	-	9,000	-
Curriculum Enhancement	-	-	-	-	-
Garden Maintenance	1,995	-	-	1,995	-
Garden Maintenance Previous Year	441	-	-	441	-
Forest School	-	-	-	-	1,000
Language - Spanish Lessons	-	-	-	-	-
Laptops/Tablets/ICT/Computing	-	-	-	-	8,050
Miscellaneous School Expenses	-	-	-	-	-
Lockdown Survival Kits	-	-	-	-	163
Music - Curriculum	-	-	-	-	-
Reading - Books	-	-	-	-	6,000
SPSA - Admin Expenses	427	-	-	427	192
SPSA - Event Catering	717	-	-	717	-
Staff Gifts	50	-	-	50	-
Themed Weeks	3,618	-	-	3,618	1,995
Themed Week - Previous Year	531	-	-	531	-
Wishlists	-	-	-	-	-
Year 6 Leavers	1,767	-	-	1,767	1,632
2019-20 Y6 Leavers expense	-	-	-	-	106
Sub total	29,312	-	-	29,312	22,005
A4 Asset and investment purchases, (see table)					
Library Refurbishment	-	-	-	-	2,675
Library Refurbishment - Previous Year	11,320	-	-	11,320	-
Sub total	11,320	-	-	11,320	2,675
Total payments	40,632	-	-	40,632	24,680
Net of receipts/(payments)	- 9,095	-	-	- 9,095	- 3,321
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,380	-	-	27,380	30,701
Cash funds this year end	18,285	-	-	18,285	27,380

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Current Account	9,940	-	-
	Sunflower Account	1,381	-	-
	Paypal Account	959	-	-
	Reserve Account	6,005	-	-
	Total cash funds	18,285	-	-

(agree balances with receipts and payments account(s))

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

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
				-
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	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

Jeffrey S Jones

30 Kingscote Road
Chiswick
London W4 5LJ

mrjeffsjones@gmail.com
07740 422069

29 June 2023

Trustees Of Southfields Parent Staff Association SPSA (Charity 1015206)

Greig Montgomery (Treasurer)
Caroline Ghosh (Chair)
Southfield Primary School
Southfield Road
London W4 1BD

treasurer@southfieldpta.org.uk
chair@southfieldpta.org.uk

**Re Independent Examiner of Southfields Parent Staff Association SPSA
(Charity 1015206) Accounts for the Year of 2021/22**

Dear Trustees,

I report to the trustees on my examination of the accounts of the SPSA trust (the Trust) for the year ended 31 August 2022.

Responsibilities and basis of the 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 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:

Jeffery Stewart Jones
MBA London Business School
30 Kingscote Road
London W4 5LJ

29 June 2023

Detailed Examiner Report & Records

I have followed the guidance CC23 Independent Examination of Charity Accounts Version June 2021. I make the following statements:

As the income recorded is over £25,000 and below £250,000 the charity is eligible for an independent examination.

As an examiner, I have no conflict of interest in carrying out this examination.

I confirm I have the ability, experience, and qualifications to conduct the examination. I have an MBA. have worked in investment banking and venture capital, and am a director and or chairman of multiple UK businesses.

Independent Examination Record & Report

As per the guidance, I am required to examine three areas:

- 1. Accounting Records Kept**
- 2. Account Agreement With Records**
- 3. The Format Of The Accounts Kept**

Overall the account records are clear. The accounts agree with the records. The format of the accounts are clear and correct. I am satisfied that all matters are correct and operated in very good order.

There are no matters of material significance that give rise to my reporting the trustees to the Commission.

I would like to thank you for the hard work and time you have given to the SPSA in maintaining the accounts and the tremendous value to the school children of your work.

Detailed examination record and report is given below.

1 Accounting Records Kept

Two bank accounts are maintained at Natwest Chiswick Branch under the SPSA for historical reasons. Merging the bank accounts would risk losing regular donors and so this system of banking makes sense and should continue.

The SPSA also operates a PayPal Account to better facilitate some donations that are then swept into the Natwests bank account. I note that the PayPal account is charging commercial fees as despite the best efforts of the treasurer PayPal have yet to accept the account is a charity and lower their fees.

The accounts details are:

- SPSA Account 600530 22561765
- Sunflower Fund 600530 28761537
- Paypal SPSA Merchant ID 5AKBSE89WPEN6

I received the following items for the period 1/9/21 to 31/8/22:

- A complete set of paper bank statements for the two Natwest accounts.
- The checkbooks for the two Natwest accounts with stubs were completed in good detail.
- A paper printout of the Paypal Account
- Printout of management accounts
- SPSA P&L and Balance Sheet
- Trustee Annual Report

I believe that this is a complete set of accounting records that are well-maintained, correct and in good order.

2 Account Agreement With Records

SPSA Account 600530 22561765

Opening Balance 1/9/21 is correct
Closing balance 31/8/22 is correct
Deposits agree with the records

3 cheque stubs reconciled with bank transaction values
The purpose of the transactions were legitimate and of benefit to the charities objectives.

Sunflower Fund 600530 28761537

Opening Balance 1/9/21 is correct
Closing balance 31/8/22 is correct
Deposits agree with the records

3 cheque stubs reconciled with bank transaction values
The purpose of the payments were legitimate and of benefit to the charities objectives.

Paypal SPSA Merchant ID 5AKBSE89WPEN6

Opening Balance 1/9/21 is correct
Closing balance 31/8/22 is correct
Deposits received from multiple parents.
Two payments were made

A website payment for £890 was made to Lucy Simpson
6/12/21.

A transfer to SPSA Natwest for £138.91 on 3/10/2021. This is recorded deposited in the Natwest Bank account on 4/10/21.

The purpose of the web payment was legitimate and of benefit to the charities objectives.

School Year 21/22 Year Fundraising P&L Report

I validated six deposits recorded in P&L accounts and reconciled them with bank account deposits.

I validated six payments recorded in the P&L accounts and reconciled with bank withdrawals.

All payments I checked were in line with the purpose and objectives of the SPSA benefiting the students of the school.

Trustees Annual Report

The report is a true, fair, and complete reflection of the accounts and activities of the SPSA.

I believe that the accounts agree with the records.

3 The Format Of The Accounts Kept

The accounting format is clear and correct.

Conclusion

The trustees have made an assessment of the charity's position as a going concern when approving the accounts.

No further analysis or explanation is required.

For the year 2021/22 as an independent examiner of the accounts and records of the Southfield Parent Staff Association Charity No 1015206, I am satisfied that the trustees have met and exceeded all the duties and obligations of the 2008 requirements as laid out in the CC23 Independent Examination of Charity Accounts Version June 2021.

This is the conclusion of my record and report.

Sincerely,

Jeffrey Stewart Jones

29 June 2023