



Trustees' Annual Report for the period

From: 01 SEPTEMBER 2022

To: 31 AUGUST 2023

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 £5000 towards growing Ivy around the decaying iron school fences – significantly improving the appearance of the school from outside and providing a “protected playground” for all children. This project was later entirely funded by the school and the funds remain for future school projects</p> <p>The charity also committed £1223 for replacement carpets for the Reception and Year1 classrooms.</p> <p>£5,500 for regular items and an extra £772 was committed to entirely fund the school's Themed Weeks. £108 of this was paid in the following school year.</p> <p>Regular items were the usual Admin & Event Expenses, the School's Themed Weeks (Health, Charity, Geography & Book Weeks), and the traditional Year 6 Leavers Hoodies and leaving school activities. Inflation was evident in the costs for the Y6 leavers activities and the expenditure was significantly higher than previous years. This extra cost (£250) was met by direct parent donations and the treasurer recommends an amended budget for next year of £2000.</p> <p>Continuing on the success of last year's events, the PTA organised a number of school community events such as: Halloween and Easter Discos, Christmas Bazaar and other festive activities, another Colour Run and – most significantly – the return of the School Summer Fete held in the school playground.</p> <p>All events were ran at profit, and Significant fundraising events raised profits as follows:</p> <ol style="list-style-type: none"> 1. Halloween Disco £1754 2. Christmas Events - £2406 3. Easter Disco - £1538 4. Bake Sales - £2278 5. Summer Fete £3882. <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 £600 total sponsorship was raised. A summer raffle was ran with prizes donated by local businesses. The proceeds are made to the accounts in the 2023-24 accounting year.</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. The Amazon Smile ceased to operate this year so this revenue stream will be lost in future years.</p> <p>Higher bank interest rates gave rise to higher interest payments on the reserve account this year (£54). The treasurer recommends holding more funds in the reserve account instead of the current accounts to take advantage of this.</p> <p>In total £5900 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:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>The outstanding £5000 committed last year for the AV upgrades in the school halls was paid. Many plays and performances take place in the halls with parents as audience and the quality of the experience is clearly a big improvement.</p> <p>Funds were successfully raised to cover the commitment to the ivy project however this was cancelled and no further projects were put forward by the Parents or the school. All profits are held for new projects in the following year</p>
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Performance of fundraising activities against objectives set	Para 1.41	The charity aims to raise around £25,000 a year. Events can suffer from a lack of volunteers or bad weather however £20,129 profit was made from a total income of £25,465 from fundraising events and donations in the 2022-23 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 good financial position at the end of the year. Income greatly exceeded expenses by £13,389 and total funds held were £25,983.92.</p> <p>From this, £1,545 is set aside for outstanding payments, £979 income is expected from the Summer Raffle, £5500 held for next year's regular items and £6000 reserve set aside for the 2024/2025 preliminary SPSA budget.</p> <p>This leaves £13,918 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. 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	£6058.74 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	The charity is run 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 volunteers come forward for committee and admin roles. Some volunteers have been found. The current Treasurer intends to step down after next year and a replacement needs to be found.

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		

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	

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	Carolin Ghosh
Position (eg Secretary, Chair, etc)	Treasurer	
Date	21/6/2024	



Receipts and payments accounts

For the period from	Period start date 01/09/2022	To	Period end date 31/08/2023
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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	6,131	-	-	6,131	6,290
Donations Y6 Leavers Specific	250	-	-	250	-
Fundraising Events	19,084	-	-	19,084	24,001
Fundraising Events - Previous Year	-	-	-	-	327
Garden Maintenance Refund	-	-	-	-	329
SPSA Event Catering Sales	-	-	-	-	272
Themed Week Book Sales	-	-	-	-	318
Sub total (Gross income for AR)	25,465	-	-	25,465	31,537
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,465	-	-	25,465	31,537
A3 Payments					
Donation Expenses	231	-	-	231	51
Fundraising Expenses	4,855	-	-	4,855	9,557
Fundraising Expenses - Previous Year	691	-	-	691	1,158
Classroom Redecorating	-	-	-	-	9,000
Curriculum Enhancement	-	-	-	-	-
Garden Maintenance	-	-	-	-	1,995
Garden Maintenance Previous Year	-	-	-	-	441
Forest School	-	-	-	-	-
Reading - Books	-	-	-	-	-
SPSA - Admin Expenses	160	-	-	160	427
SPSA - Event Catering	-	-	-	-	717
Staff Gifts	-	-	-	-	50
Themed Weeks	3,644	-	-	3,644	3,618
Themed Week - Previous Year	-	-	-	-	531
Wishlists	-	-	-	-	-
Year 6 Leavers	1,963	-	-	1,963	1,767
2019-20 Y6 Leavers expense	-	-	-	-	-
Sub total	11,544	-	-	11,544	29,312
A4 Asset and investment purchases, (see table)					
YR & Y1 Carpet Replacement	1,223	-	-	1,223	-
AV Upgrade - Previous Year	5,000	-	-	5,000	-
Library Refurbishment - Previous Year	-	-	-	-	11,320
Sub total	6,223	-	-	6,223	11,320
Total payments	17,767	-	-	17,767	40,632
Net of receipts/(payments)	7,698	-	-	7,698	- 9,095
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,285	-	-	18,285	27,380
Cash funds this year end	25,983	-	-	25,983	18,285

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	14,431	-	-
	Sunflower Account	4,670	-	-
	Paypal Account	824	-	-
	Reserve Account	6,058	-	-
	Total cash funds	25,983	-	-

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

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

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

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

	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

18 July 2024

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 2022/23**

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 2023.

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. 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

18 July 2024

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 required 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 1/9/22 to 31/8/23:

- 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 1/9/22 is correct
Closing balance 31/8/23 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 1/9/22 is correct
Closing balance 31/8/23 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 1/9/22 is correct
Closing balance 31/8/23 is correct
Deposits received from multiple parents.

School Year 22/23 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

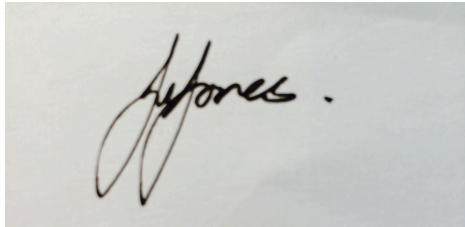
The trustees have made an assessment of the charity's position as a going concern when approving the accounts.

No further analysis or explanation is required.

For the year 2022/23 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,

A photograph of a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "J. Jones".

Jeffrey Stewart Jones

18 July 2024