



Trustees' Annual Report for the period

From: 01 SEPTEMBER 2023

To: 31 AUGUST 2024

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 £9165 towards the deposit for a horticultural garden on the school premises with the balance of circa £12,000 to be paid next accounting year.</p> <p>£4426 of new library books were bought. The charity also committed £807 for School Library maintenance. Some old books were sold raising £186</p> <p>The PTA also funded a Christmas Pantomime performance on school premises for all children costing £1295.</p> <p>£5,500 was committed for the usual regular items -Admin & Event Expenses, School Themed Weeks described below, and the traditional Year 6 Leavers Hoodies and leaving school activities</p> <p>Expenditure was within budget for Admin, Events and the Y6 Leavers activities but based on previous years, the treasurer recommends an amended budget of £2000 in following years due to inflationary pressure.</p> <p>At the School's request, an extra £5,423 was committed to entirely fund the school's Themed Activity Weeks which support the children's curriculum in an interesting, fun and interactive manner. These were Science Week, Design & Technology Week, Perform Workshop week, Olympic Week, International Week and Healthy Breakfast Week.</p> <p>Continuing on the success of last year's events, the PTA organised similar community events such as: Cake Sales, Christmas and Easter Discos, Christmas Bazaar and other festive activities, Pancake Day, another Colour Run and another School Summer Fete held in the school playground.</p> <p>All events ran at profit except the sports day catering, as not all of it was sold. However, the goods were non-perishable and were kept for sale at other events.</p> |

| | | |
|--|--|--|
| | | <p>Significant fundraising events raised profits as follows:</p> <ol style="list-style-type: none"> 1. Christmas Disco - £1390 2. Christmas Bazaar & Other Events - £3576 3. Easter Disco - £1590 4. Bake Sales - £2373 5. Summer Fete £3589. <p>As well as raising funds, these are highly enjoyable activities for children and parents and help foster the good community relationships we aim for.</p> <p>Local businesses were invited to sponsor events and £1100 total sponsorship was raised. Details can be seen in the category breakdown files.</p> <p>Christmas and Summer raffles were ran with prizes donated by local businesses. Total raffle profits were £2024</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 and Easyfundraising which pay the charity a share of items sold. Amazon Smile ceased to operate last year.</p> <p>Higher bank interest rates gave rise to higher interest payments on the reserve account this year (£142). As per the treasurer's recommendation last year, excess funds were transferred temporarily to the reserve account to take advantage of this.</p> <p>In total £3797 was raised through the above Donations categories.</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> |
|--|--|--|

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>Outstanding invoices from the last financial year totalling £1545 were paid. These were expenses for the Colour Run (£665), A Healthy Meals Themed Week (£180) and a visit to an opera performance for Year 4 (£700)</p> <p>This was offset with the collection of the Summer Raffle profits from last year of £979</p> <p>Expenditure was voted on as funds are raised with the main projects funded being the Horticultural Garden, Library Books & Maintenance, Extra Themed Weeks and Pantomime performance as described in the previous section.</p> |
| <p>Performance of fundraising activities against objectives set</p> | <p>Para 1.41</p> | <p>The charity aims to raise around £25,000 a year. Events can suffer from a lack of volunteers or bad weather however £26,867 profit was made from a total income of £30,116 from fundraising events and donations in the 2023-24 accounting year.</p> |
| <p>Investment performance against objectives</p> | <p>Para 1.41</p> | <p>N/A</p> |
| <p>Other</p> | | |

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. Expenses exceeded Income by £3,350 but total funds held at end of year were £22,168.</p> <p>From this, circa £12,000 is provisionally set aside for the balance of the Horticultural Garden. £5500 held for next year's regular items and £6000 reserve set aside for the 2024/2025 preliminary SPSA budget.</p> <p>This leaves a projected <i>deficit</i> of £1,332. Funds will need to be raised to fully fund the Garden and fund any planned projects for the next school year.</p> <p>The committee plan a similar events calendar to this year and is confident of success.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | A minimum of £6000 reserves are held in a separate account to cover a 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 | £13,015 held in the Reserve account – the extra is Current Account funds temporarily transferred here to accrue interest. |
| Reasons for holding zero reserves | Para 1.22 | Remaining funds for large projects have been transferred to our separate reserve account due to take advantage of high interest rates on this account. |
| 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 slow or cease operations unless volunteers come forward for committee and admin roles. Some volunteers have been found and there is a larger active committee than last year. The current treasurer stepped down after this year, but will remain as co-treasurer to support the new treasurer who has been found. The current Chair 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 | |

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 | Carolyn Ghosh | Chair | Whole Year | |
| 2 | Greig Montgomery | Treasurer | Whole Year | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
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| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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 | 22 Kings Mall, Hammersmith, LONDON W6 0PZ |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
|--|
| |
|--|

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 | 10/6/2024 | |



Receipts and payments accounts

| | | | |
|---------------------|-------------------|----|-----------------|
| For the period from | Period start date | To | Period end date |
| | 01/09/2023 | | 31/08/2024 |

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 | 3,937 | - | - | 3,937 | 6,131 |
| Donations Y6 Leavers Specific | 250 | - | - | 250 | 250 |
| Fundraising Events | 21,891 | - | - | 21,891 | 19,084 |
| Summer Raffle - Previous Year | 979 | - | - | 979 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 27,057 | - | - | 27,057 | 25,465 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 27,057 | - | - | 27,057 | 25,465 |
| A3 Payments | | | | | |
| Donation Expenses | 40 | - | - | 40 | 231 |
| Fundraising Expenses | 3,650 | - | - | 3,650 | 4,855 |
| Fundraising Expenses - Previous Year | 665 | - | - | 665 | 691 |
| Classroom Redecorating | - | - | - | - | - |
| Curriculum Enhancement | - | - | - | - | - |
| Curriculum Enhancement Previous Year | 700 | - | - | 700 | - |
| Garden Maintenance | - | - | - | - | - |
| Christmas Panto | 1,295 | - | - | 1,295 | - |
| Reading - Books | 4,426 | - | - | 4,426 | - |
| SPSA - Admin Expenses | 175 | - | - | 175 | 160 |
| SPSA - Event Catering | - | - | - | - | - |
| Staff Gifts | - | - | - | - | - |
| Themed Weeks | 8,423 | - | - | 8,423 | 3,644 |
| Themed Week - Previous Year | 180 | - | - | 180 | - |
| Wishlists | - | - | - | - | - |
| Year 6 Leavers | 1,729 | - | - | 1,729 | 1,963 |
| 2019-20 Y6 Leavers expense | - | - | - | - | - |
| Sub total | 21,284 | - | - | 21,284 | 11,544 |
| A4 Asset and investment purchases, (see table) | | | | | |
| YR & Y1 Carpet Replacement | - | - | - | - | 1,223 |
| AV Upgrade - Previous Year | - | - | - | - | 5,000 |
| Horticultural Garden | 9,165 | - | - | 9,165 | - |
| Library Maintenance | 807 | - | - | 807 | - |
| Sub total | 9,972 | - | - | 9,972 | 6,223 |
| Total payments | 31,256 | - | - | 31,256 | 17,767 |
| Net of receipts/(payments) | - 4,199 | - | - | - 4,199 | 7,698 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 25,983 | - | - | 25,983 | 18,285 |
| Cash funds this year end | 22,168 | - | - | 22,168 | 25,983 |

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 | 6,886 | - | - |
| | Sunflower Account | 577 | - | - |
| | Paypal Account | 1,689 | - | - |
| | Reserve Account | 13,015 | - | - |
| | Total cash funds | 22,168 | - | - |

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

OK

OK

OK

| | 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 |
|---|------------------|------------------|
|  | Greig Montgomery | 11/11/2024 |

Jeffrey S Jones

30 Kingscote Road
Chiswick
London W4 5LJ

mrjeffsjones@gmail.com

07740 422069

26 June 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 2023/24**

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 2024.

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

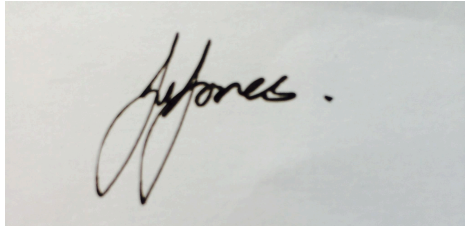
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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:

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

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

26 June 2025

Detailed Examiner Report & Records

I have followed the guidance CC23 Independent Examination of Charity Accounts Version 11 November 2024. I make the following statements:

As the income recorded is over £25,000 and below £250,000 the charity is required 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 1/9/23 is correct
Closing balance 31/8/24 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 1/9/23 is correct
Closing balance 31/8/24 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 1/9/23 is correct
Closing balance 31/8/24 is correct
Deposits received from multiple parents.

School Year 23/24 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 them
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

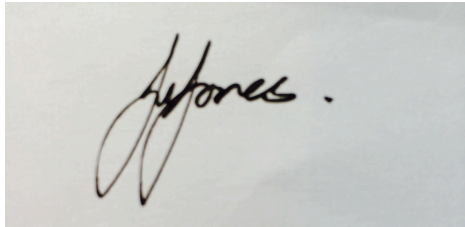
The trustees have made an assessment of the charity's position as a going concern when approving the accounts.

No further analysis or explanation is required.

For the year 2023/24 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

26 June 2025