



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	09	2021	To	31	08	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	R Watson	Chair	Sept 2019 – Feb 2022	
2	N Nilsen	Vice Chair/Treasurer	Sept 2019 – Feb 2022	
3	J Handley	Chair	Feb 2022 – Sept 2022	
4	L Seaton	Treasurer	Feb 2022 – June 2022	
5	C Davison	Secretary	Sept 2022 - Present	
6	L Wilkinson	Treasurer	Sept 2022 - Present	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

All parents and teachers of St Agatha's school are automatically members of the organisation. Trustees are elected from the membership.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

CHARITABLE PURPOSE ('OBJECTS')

The object of the association (the objects) is to advance the education of pupils in the school in particular by:

- 2.1 Developing effective relationships between the staff, parents and others associated with the school
- 2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main activities undertaken are fundraising events. These include events such as Summer and Christmas fairs, the School Disco, a Fireworks night, a school Quiz night and other one off fundraising events such as doughnut sales and tea towel and Christmas mementos.

The trustees declare that they have throughout their activities, had regard to the guidance issued by the charity commission on public benefit.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Charity has helped St Agatha's school by contributing funding towards / fully funding a number of projects, including the 'Digital Upgrade' of ICT related equipment for the school, the purchasing of a new storage shed and the installation of a new playground structure for the Early Years play area.

Additionally, allocated amounts have been spent on the annual / bi-annual maintenance of the KS1 and KS2 adventure playground, as well as various children's events such as the Christmas pantomimes and theatre trips.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity has an emergency reserves account with a balance of £5.6k. The Treasurer looks to maintain enough money in the current bank account to fund all forthcoming expenses for events and donations to the school.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

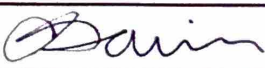

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Chloe Davison	Tina Wilkinson
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	01/06/2023	

**ST AGATHA'S PARENT STAFF ASSOCIATION
YEAR ENDED 31 AUGUST 2022
STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	2022 £	2021 £
INCOMING RESOURCES			
Fundraising events	2	39,159	14,123
Bank interest received		2	6
Total income		<u><u>39,161</u></u>	<u><u>14,128</u></u>
RESOURCES EXPENDED			
Direct charitable expenditure			
Childrens' events	5	1,885	434
School purchases	3	23,862	9,991
		<u>25,747</u>	<u>10,425</u>
Other expenditure			
Fundraising	2	13,291	824
Management expenditure	4	854	143
		<u>14,145</u>	<u>967</u>
Total expenditure		<u><u>39,892</u></u>	<u><u>11,392</u></u>
NET INCOME/(EXPENDITURE) FOR THE YEAR		<u><u>(731)</u></u>	<u><u>2,737</u></u>
OPENING NET ASSETS		<u><u>33,395</u></u>	<u><u>30,688</u></u>
CLOSING NET ASSETS		<u><u>32,664</u></u>	<u><u>33,425</u></u>

**ST AGATHA'S PARENT STAFF ASSOCIATION
YEAR ENDED 31 AUGUST 2022
STATEMENT OF ASSETS AND LIABILITIES**

	Notes	2022 £	2021 £
MONETARY ASSETS			
Debtors & Prepayments	6	1,126	0
Bank and Cash Balances			
Bank account		31,524	33,343
Cash on hand		76	139
		31,600	33,482
Other Creditors & Deferred Income	7	(61)	(58)
		32,665	33,425

Charity law requires the trustees to prepare accounts for each financial year. In preparing these accounts, the trustees are required to select suitable accounting policies and then apply them consistently. The trustees are responsible for keeping proper accounting records and for safeguarding the assets of the Charity.

Chair
VERITY MATTHEWS

Verity Matthews

Jun-23
On behalf of the Committee

Treasurer
LINDA WILKINSON

Linda Wilkinson

ST AGATHA'S PARENT STAFF ASSOCIATION
YEAR ENDED 31 AUGUST 2022
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

1 BASIS OF PREPARATION

1.1 Accounting policies

The financial statements have been prepared under the historical cost convention in accordance with applicable accounting standards, Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005) and with the Charities Act.

1.2 There have been no changes to the accounting policies since last year.

1.3 No changes have been made to the accounts for previous years.

1.4 ACCOUNTING POLICIES

Recognition of incoming resources

These are included in the Statement of Financial Activities when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the Statement of Financial Accounts.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the Statement of Financial Accounts at the same time as the gift to which they relate.

Volunteer help

The value of any voluntary help received is not included in the accounts.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

ST AGATHA'S PARENT STAFF ASSOCIATION
YEAR ENDED 31 AUGUST 2022
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

2 FUNDRAISING EVENTS

	INCOME	EXPENSES	2022	2021
	£	£	NET	NET
			£	£
Christmas fair	13,577	4,826	8,750	2,031
Fireworks night	4,929	3,387	1,542	0
Tea towels	0	0	0	0
Donations	629	0	629	2,843
Uniform sales	2,514	0	2,514	1,892
Quiz night	355	0	355	0
Summer fair	12,143	3,577	8,566	0
BBQ for parents	0	0	0	0
Anniversary Ball	0	0	0	5,243
School Lotto	2,805	735	2,070	502
Once-off fundraising events	0	0	0	788
Disco	1,945	766	1,179	0
	<u>38,896</u>	<u>13,291</u>	<u>25,605</u>	<u>13,299</u>

3 SCHOOL PURCHASES

	2022	2021
	£	£
Digital upgrade	12,979	9,991
Playground & garden	10,883	0
Equipment	0	0
	<u>23,862</u>	<u>9,991</u>

ST AGATHA'S PARENT STAFF ASSOCIATION
YEAR ENDED 31 AUGUST 2022
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES

4 MANAGEMENT EXPENDITURE	2022	2021
	£	£
AGM expenses, stationery, accountancy, bank charges	726	20
NCPTA subscription	128	123
	<u>854</u>	<u>143</u>

5 CHILDREN'S EVENTS	2022	2021
	£	£
KS1 pantomime and KS2 theatre	1,515	0
Christmas lunch	0	0
Year 6 leavers party	370	434
Happy lunchtime	0	0
	<u>1,885</u>	<u>434</u>

6 DEBTORS & PREPAYMENTS	2022	2021
	£	£
Summer fair income received after year end	1,126	0
	<u>1,126</u>	<u>0</u>

The Anniversary Ball has been cancelled due to ongoing uncertainty with COVID-19 restrictions. Prepaid room hire fees will be refunded in full in 2021.

7 CREDITORS & DEFERRED INCOME	2022	2021
	£	£
Audit and accounting fees	0	0
Anniversary ball ticket sales	0	0
August School lottery prize	61	58
	<u>61</u>	<u>0</u>

8 COMMITMENTS	2022	2021
	£	£
Digital upgrade	12,979	10,009
Nursery Playground Replacement	8,923	
	<u>21,902</u>	<u>10,009</u>

The PSA agreed to fund digital upgrade to the sum of £30,000 over three years. In 2020/2021, the school had invoiced £7,434.73, which was paid. It was then requested and approved in the Jan 2022 PSA meeting that the PSA top this balance up to £10,000 (an additional £2,565.70). In addition, the school has also asked that the PSA helps fund the 4th year optional lease payment, which totals £2,969.33 (inclusive of the end of 4th year continued-use charge of £199). Total additional sum requested by school £5,534.60.

A Total of £17,846.92 has been committed for the replacement of the Nursery Playground Equipment. A payment schedule was agreed with the school to pay this in 4 installments of £4461.73. Two installments were paid in the 2021-2022 FY and the final 2 installments are to be paid in the 2022-2023 FY.

**ST AGATHA'S PARENT STAFF ASSOCIATION
YEAR ENDED 31 AUGUST 2022**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST AGATHA'S PARENT STAFF ASSOCIATION**

I report on the accounts of the St Agatha's Parent Staff Association for the year ended 31 August 2022, which are set out on pages 5 to 9.

Respective responsibilities of the trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 43 of the Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the Act, as amended); and
- to state whether particular matters have come to my attention.

My examination was carried out with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention;

- (1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - i. Proper accounting records are kept (in accordance with section 41 of the Act); and
 - ii. Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.