



The Queen's School Parent Staff Association

The Queen's Church of England Primary School
Cumberland Road, Kew
Richmond Surrey TW9 3HJ

Chair: Aine Butler-Breen & Vice Chair Ana Kozuh

Accounts for the 12 months end 30th June 2015

**Report of the Independent Examiner to the Officers as trustees of
The Queen's School PSA**

I report on the accounts of the Association for the 12 months ended 30 June 2015, which are set out on pages 6 to 7.

Respective responsibilities of members and examiner.

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you, as members, concerning 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 view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
14 September 2016

David Popely
for DP Associates
Avalon
The Shambles
Shepton Beauchamp
Somerset
TA19 0LN

Report of the Officers for the 12 months to 30th June 2015

The PSA has had a very successful year raising funds for the enhancement of the school environment and community, as part of the 'Create a Brighter Future' campaign ('CBF'), making a significant contribution towards to high level goals communicated at the CBF launch in June 2014 (prior to the reporting period for these accounts).

This was an exceptionally busy year for the PSA, and our deepest thanks are extended to all the staff, governors, parents and children who have contributed time, effort, and resources to help the school.

The PSA's primary objective in 2014-15 was to raise funds towards the CBF campaign, which was launched in conjunction with programme to rebuild the school. The funds raised in this period are expected to be spent on the development of new playground facilities, but the exact nature of the facility and financial contribution was not determined during this reporting period.

(The PSA has since voted to approve that the accumulated reserves should be put towards building a new astro-turf pitch in the school playground.)

As noted, given the ambitious goals set as part of the CBF, the PSA continued to run historically successful fund raising events in the period ending June 30th 2015, along with launching several new ones.

In addition to the Christmas and Summer fares, which typically provide the majority of the PSA's annual income (in aggregate raising £20k in this period) the PSA generated income through various events throughout the school year.

Autumn 2014:

- A circus in the school grounds in September
- Hoedown in October
- November Dinner Parties
- Parents and Staff Christmas party in December

Spring 2015

- Quiz Night

Summer 2015

- Governors Ball

Other traditional events continued such as the Year 6 Show, the autumn and summer term cake sales and the end of term summer picnic.

Several generous donations to the PSA have been made this year, including the community concert at the Barn Church, organized by Mary Noyes, which raised £607. The PSA would like to thank all the grandparents, parents and pupils who did numerous spontaneous individual little events of fundraising, which raised the sum of £123.

Special mention must be made of Anna Kozhu, who has revived the 2nd Hand Uniform sales held at the school. These Uniform sales have raised £336.50.

The ongoing support of “soft” fundraising for the PSA must not be overlooked and should be promoted to a greater effect. Northbrook Christmas Card orders raised £223 and commissions from Yellow Moon and Easy fundraising raised £442.

The PSA continued to fund ongoing commitments it has made to the school such as supporting the Thames Young Mariner trips, ad hoc classroom expenditure funded through cake sales, along with the provision of sporting equipment and a commitment to the Special Educational Needs 'SEN' funds.

Notwithstanding this expenditure, the over-arching commitment was towards the CBF campaign, so the vast majority of the funds will be carried forward.

As the 2015 summer fair took place after the 2014/15 financial year end, the income from this will be reported in the 2015/16 accounts, whilst some of the expenditure is recorded in this period.

Similarly, the summer fair 2014 took place subsequent to the finalising of the 2013/14 reporting period. This timing mismatch is unavoidable given that the PSA elects to manage its accounts on an as reported basis, without the use of accruals/prepayments.

During the year 2014/15, including the summer fair 2014, PSA fund raising efforts led to cumulatively increase in its reserves of £47k . This reflects the net of all fund raising efforts and expenditure in the period.

The current PSA balance is £77k, of which approximately £4k is committed, and a further £3k reserve for prudence, leaving approximately £70k for the CBF fund raising in the period 2015/16.

This Report:

The Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 imposed certain requirements on the PSA as a charity with annual income in the band £10,000 - £100,000. These requirements included this written report from the officers as trustees, and the 'independent examiner's report' on page 2, from David Popely.

Officers:

The role of Chair taken over by Aine-Butler Breen in July 2014, and Ana Kozuh was elected Vice Chair. Katie Kilpatrick retained the role of Secretary, and Keith Human remained as Treasurer. Zoe Strong performed the role of Class Rep co-ordinator, taking over from Jann Reinke-Duffy.

Balance Sheet 2014 - 2015

	2015	2014
Current Asset:		
Cash – bank account	£76,775	£29,352
Debtors / Prepayments	£0	£0
Total Assets	£76,775	£29,352
Current Liabilities:		
(Note 1)		
Creditors and Accrued Expenses	-£78	-£138
Net Assets:	£76,697	£29,214
Represented by:		
General Reserve – opening balance	£29,352	£48,606
(deficit)/ surplus	£47,345	-£19,254
(Note 2)		
General Reserve – closing balance	£76,697	£29,352

Aine Butler-Breen, Treasurer

Keith Human, Treasurer

6th September 2016

Income and Expenditure 2014 - 2015

Christmas Fair	£10,175
Summer Fair	£11,045
Quiz Night	£3,658
Year 6 Production	£1,139
End of Year Picnic	£594
Annual Events (3)	£26,611
CBF Launch Party (late payments/ income)	£656
Happy Circus	£8,445
Hoedown	£3,207
November Dinner Party's	£3,055
Parents and Staff Christmas Party	£1,736
Governors Ball	£6,357
Create a Brighter Future (4)	£23,456
Miscellaneous Funding	£4,765
SEN (Cook Book Sales)	£691
Cake Sales	£3,174
Bank Interest	£30
Income Other (5)	£8,659
Total Income	£58,727
Expenditure	
PSA Agreed Funding (note 6)	£5,096
Website redesign	£2,000
Ebola Donation	£571
Pre Paid Summer Fair '15 costs	£1,504
PSA donation to Staff Xmas Party	£300
Wine stock for future events	£304
Other miscellaneous costs (note 7)	£1,607
Total Expenditure	£11,381
Net income	£47,345

Basis of Preparation

The officers of The Queen’s School PSA have elected, as in previous years and as permitted for a charity of its size under section 42(3) of the Charities Act 1993, to present its financial statements on a receipts and payments basis. Provision is however made for expenses incurred or defrayed in respect of the year but not paid by the year-end. Specific reserves may be set up for major projects where fund-raising takes more than one year, however, there are currently no such specific reserves.

Notes to the Balance Sheet:

1. Current Liabilities, this relates to money received into the PSA account as contributions by individuals, who signed up to the 100 Club. The 100 Club was closed in 2011, but the return of the money is ongoing.
2. The “free funds” available to the PSA are £70k of which £4k of projects have been approved by PTA up to financial year ending 2015, plus £3k reserve held for event expenditure:

SEN (voted 2014, ongoing)	£2,000
SEN (Cookbook Sales)	£691
Sports Kit additional costs	£295

Notes to the Income Statement:

3. Main Annual Events are the recurring events the PSA run to raise funds for the school, and whilst not under the CBF banner, the proceeds of these events will be contributed to CBF.
4. CBF represents additional fundraising events in 2014 – 2015 which were arranged by the PSA to contribute towards the funds. The main events have been mentioned in pages 3 and 4 of this document.
5. Other Income covers all the funding received by the PSA, which is not from Main Annual Events or CBF. Examples of these include: Ice Lolly sale; World Book Day; Year group Discos, 2nd Hand Uniform sales, commissions from Yellow Moon and Easy Fundraising, parent, pupils and outside donations.

In addition, funds were raised for the SEN department in this financial year, by producing and selling a Cook Book, a contribution of £691 towards future SEN equipment made. The SEN Fund is kept and accounted for by the PSA and “ring fenced” for use, as and when the SEN Department requests funding (see balance sheet notes).

The SEN Fund enjoys an annual contribution by PSA for future department needs as noted in the balance sheet. Cake Sales raised £3,419.74, of which £245.71 were claimed as expenses by teachers of the year groups for costs incurred to enhance the classrooms or teaching of a certain topic.

6. **PSA Agreed Funding:** the entries under this heading are for payments towards items voted in either historically by the PSA as committed funding or committed funding voted in within the 2013/2014 financial year. The Web design was also a committed funding cost. The Ebola Appeal sum of £571 was donated by the PSA, based on the takings from the raffle at the Christmas Fair 2014. The pre-paid expenses for the Summer Fair 2015, included deposits and payments for outside attractions which were arranged for the Summer 2015 Fair, but had to be accounted for in the 2014 – 2015 financial year.

<i>Library, (voted 13 July 2013, ongoing)</i>	<i>£1,200</i>
<i>Sports Kit (voted 26 Sept 2013)</i>	<i>£600</i>
<i>Netball & Sports Jackets (voted, 6 Feb 2014)</i>	<i>£316</i>
<i>Marquee (voted 6 Feb 2014)</i>	<i>£364</i>
<i>Year 2 Seaside (voted, 6 Feb 2014, ongoing)</i>	<i>£225</i>
<i>Young Mariners (voted, 6 Feb 2014, ongoing)</i>	<i>£756</i>
<i>Inclusive Week Workshop (voted, 22 July 2014)</i>	<i>£500</i>
<i>Anti-bullying workshop (voted, 22 Feb 2015)</i>	<i>£880</i>
<i>PSHE (voted, 22 July 2014)</i>	<i>£250</i>
<i>PSA Agreed Funding</i>	<i>£5,096</i>

7. **Miscellaneous Costs;** entries which contributed to this total, did not form part of an event or committed funding vote. The examples of these are PSA gifts for leaving committee members, storage needed for the store room clean out, PTA annual membership and the little bits of low level costs, which came into this financial year, compared to 2013 -2014.
8. **Prior Period Comparatives:** please note that 2013-14 income statement comparatives have not been shown as total income in that period was below the £25k threshold.