



Trustees' Annual Report for the period

Period start date

Period end date

From

1 Sept 2017

To

31 August 2018

Section A

Reference and administration details

Charity name St. James's Parents & Friends Association

Other names charity is known by n/a

Registered charity number (if any) 288358

Charity's principal address 260 Stanley Road

Twickenham

Postcode

TW2 5NP

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	Mrs Louise Yarnell			PFA
2	Mrs Joanne Orrock	Chair	From 1/1/18	PFA
3	Mrs Nicola Cameron	Treasury	From 1/1/18	PFA
4	Mrs Karen Tierney	Secretary	From 1/1/18	PFA
5	Mrs Edel Hindley	Chair	1/9/17-31/12/17	PFA
6	Ms Viktoria Slynjuk	Treasurer	1/9/17-31/12/17	PFA
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
Chartered Accountant	D E Glynne	85b High Street, Whitton, TW2 7LD

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 05.10.1983
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Proposed and elected by parents at PFA AGM

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.

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Section C Objectives and activities

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

To advance the education of the pupils of St. James's school by providing, or assisting with the provision of, facilities for education at the school.

We organise fundraising events throughout the school year to raise funds for the school while providing a range of social events for parents, friends, families and neighbours of the school. Invitation to many of these events is extended beyond the school community to the local area and are advertised in local Catholic Church newsletters.

Our fundraising activities in 17/18 particularly focussed on the development of our Donate for Digital programme which was set up to specifically fund the investment of digital technology in our school.

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)

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

Main fundraising events were:

- Christmas fair (£6.9k)
- Summer fair and brochure (£13.8k)
- Fireworks (£11.8k)
- Auction of promises (£9.5k)
- School disco (£1.7k)
- Film night for students (£1.5k)
- Donate for digital – including lottery (£4.9k)

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held for anticipated future expenditure. At the end of the school year, reserves were higher than usual as we had an outstanding order with the school of approximately £20,000. This included technology equipment and playground equipment. This was paid in October of the following year.

Details of any funds materially in deficit

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

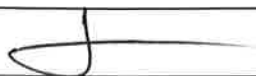
Section G

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)

Joanne Orrock

Position (eg Secretary, Chair, etc)

Chair

Date

20.12.2019.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name: St James's School Parents and
Friends Association

No (if any)
288358

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2017		31/08/2018

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					
Fund raising	52,755	-	-	52,755	45,410
Bank interest	-	-	-	-	-
Donations	1,568	-	-	1,568	2,527
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	54,323	-	-	54,323	47,936
A2 Asset and investment sales, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	54,323	-	-	54,323	47,936
A3 Payments					
School purchases	53,033	-	-	53,033	19,844
School pantomime	1,599	-	-	1,599	833
PFA expenses	224	-	-	224	1,998
Year 6 disco / yearbook	700	-	-	700	500
Staff gifts	320	-	-	320	655
Professional Fees	-	-	-	-	350
Bank charges	-	-	-	-	382
Other payments	-	-	-	-	-
	-	-	-	-	-
Sub total	55,876	-	-	55,876	24,561
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	55,876	-	-	55,876	24,561
Net of receipts/(payments)	- 1,553	-	-	- 1,553	23,375
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	45,724	-	-	45,724	22,349
Cash funds this year end	44,171	-	-	44,171	45,724

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	Cash at bank - current	39,317	-	-
	Cash at bank - digital donations	4,854	-	-
		-	-	-
	Total cash funds	44,171	-	-
	(agree balances with receipts and payments account(s))			

	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK 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



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St James's Parents & Friends Association

**On accounts for the year
ended**

31/08/2018

**Charity no
(if any)**

288358

Set out on pages

One

remember to include the page numbers of additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2018

**Responsibilities and
basis of 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

D. E. Glynn

Date:

3 - NOV - 2019

Name:

DAVID E. GLYNNE

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:

85b HIGH STREET, WHITTON, TW2 7LD