



Trustees' Annual Report for the period

From 01/09/2023 Period start date To 31/08/2024 Period end date

Charity name: Keep Hatch Schools Parents Association

Charity registration number: 1021929

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the Association is to advance the education of the pupils in the school.
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 charity engages in activities which support the school and advance the education of the pupils attending it. It provides and assists in the provision of facilities or items for education at the school which are not normally provided from statutory funds.
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 and it has been taken into account when making decisions about the charity's activities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The senior leadership team of the school make requests for grants and the members of the committee vote anonymously on these requests.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>Every year the charity grants each individual class a fixed sum to spend of items for that particular class.</p> <p>The charity grants funds to pay for year 6 leavers books.</p> <p>The charity is guided by the school's senior leadership and will raise funds for specific items. For example, the charity has granted funds for interactive whiteboards, maintenance of the pool, new play equipment etc</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity had £17,309.24 in assets with all bar £20 of this being stored in its bank account
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in case the school has an unexpected request for the purchase of a specific item at short notice. They are also held as we are saving to have a play fort installed for the children
Amount of reserves held	Para 1.22	No set figure, but we typically have over £7000 in reserves
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns at present

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	Fund-raising events such as summer and winter fairs often yield large amounts of funds as some of the people who help claim funds-matching from their employer
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Committee members leave when their child completes their time at the school and there is always a small risk of the baton not being passed on to the next generation
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	unincorporated 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	There is currently no formal selection method, however the treasurer submits the charity commission returns and the chairperson(s) are added as trustees for the duration of their time as chair.

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	Keep Hatch Schools Parents Association
Other name the charity uses	KHSPA, Keep Hatch School PA
Registered charity number	1021929
Charity's principal address	Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 5UY

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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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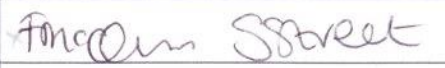

Other optional information

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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)	Fiona McQuay Sophie Street	Richard Howells
Position (eg Secretary, Chair, etc)	Co-chairs	Committee Member
Date	13/6/25	

Keep Hatch Primary School Parents Association (KHSPA)

Income & Expenditure Report

Year Ending 31/08/2024

	Income £	Expenditure £	Profit / (Loss) £
Fundraising Events			
Cake Sale	202.00	5.00	197.00
Summer Fair	5,440.13	514.34	4,925.79
Halloween Lights	112.44		112.44
House T-shirts	412.78	395.08	17.70
After school sale	148.22		148.22
Krispy Kreme Sale	367.19	165.00	202.19
			0.00
Christmas Fair	5,506.94	919.27	4,587.67
Tea Towels	1,058.94	651.04	407.90
Autumn Disco	836.90	250.99	585.91
Summer Disco	899.31	267.98	631.33
			0.00
Wreath making	685.74	630.00	55.74
Other Activities			0.00
Golden Wall	180.00	147.60	32.40
Pizza Night	277.33	234.10	43.23
ebay	3,500.54	777.69	2,722.85
School Lottery	1,006.27		1,006.27
Sports Day Refreshments	100.00		100.00
Christmas Cards	181.84		181.84
Terracycle	110.00		110.00
Secret Xmas	759.15	457.34	301.81
Christmas Lights	37.43		37.43
Easy fundraising	16.00		16.00
Mothers day	810.73	345.95	464.78
Fathers Day	711.73	476.13	235.60
Induction Day		39.86	-39.86
Swimming Pool	435.80	170.04	265.76
			0.00
Happy Bags	779.20		779.20
			0.00
OTHERS			
Fees, Memberships	20.00	213.00	-193.00
Interest	249.56		249.56
Donations to PA	1,541.01		1,541.01
Stationery		48.95	-48.95
PA Misc		43.60	-43.60
Others			0.00
SCHOOL DONATIONS			
school donations		27,292.49	-27,292.49
TOTAL	26,387.18	34,045.45	

-7,658.27 Surplus in year

Notes:

	INCOME:		EXPENDITURE:	
OTHERS:				
Fees, Memberships, Interest	269.56	Interest on Acct 03483213	213.00	PTA Membership & Insurance
Donations to PA	1,541.01		0.00	
Stationery			48.95	
Misc (gifts)			43.60	
	1,810.57		305.55	
TOTAL (NET)	1,505.02			

SCHOOL DONATIONS School year 2023/2024

Classroom grants	3,200.00
Eggs and Leavers books 2023, whiteboard,	3,555.10
Duckling Eggs 2024, Science Scheme, Kind	949.39
EY play equipment	19,000.00
Swimming Pool Pump	588.00
	27,292.49

Opening bal	last Fiscal	Income	Expenditure	End balance	Bank balance	Difference
	sept					
	oct					
	nov					
	dec					
	jan					
	feb					
	marc					
	apr					
	may					
	june					
	july					
	aug					

	interest					
0.00	0.00	0.00	0.00	0.00	17,309.24	17,309.24
				after committed	actual	

Difference 17,309.24

Bank Balance reconciled to:		31-Aug-2024
Opening balance per KH books		24,967.51
Income to	31-Aug-2024	26,387.18
Expenditure to	31-Aug-2024	(34,045.45)
		<hr/>
Expected balance		17,309.24
Add back - Unpresented cheques		0.00
NB These will be included in next years accounts		
		<hr/>
		0.00
		<hr/>
Expected bank balance	31-Aug-2024	17,309.24
Actual bank balance	31-Aug-2024	17,309.24
		<hr/>
Difference (Should be zero)		0.00
		<hr/> <hr/>

uncashed cheques/debits

Keep Hatch Primary School Parents Association (KHSPA)

Balance Sheet

Year Ending 31/08/2024

	Year Ending 31/08/2024	Year Ending 31/08/2023
	£	£
<u>Current Assets</u>		
Current Account	2263.2	13,461.03
Savings Account	15026.04	11,486.48
Petty Cash	20	20.00
Total Current Assets	<u>17,309.24</u>	<u>24,967.51</u>

Current Liabilities

None	-	-
Total Current Liabilities	<u>-</u>	<u>-</u>

Current assets less Current Liabilities **17,309.24** **24,967.51**

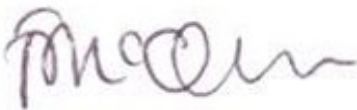
Financed By

Retained Surplus	24,967.51	24,100.56
Profit (Loss)	(7,658.27)	866.95
	<u>17,309.24</u>	<u>24,967.51</u>

Chair Person Sign Off

Accounts approved by chairperson Fiona McQuay

Signed _____ Date 25/06/25



Examination Sign Off

I have made a thorough review of the accounts, bank balances and transactions and records of incomes and expenditure and am satisfied that these represent a true and fair view of the accounts of Keep Hatch School Parents Association for the period 2023 to 2024

Signed _____ Date

25/06/25



A handwritten signature in black ink, consisting of a stylized 'R' followed by a large, rounded 'O'.

Richard King