



Trustees' Annual Report for the period

From Hatfield Heath CP School PFA Period start date 01.08.21 To
Period end date 31.07.22

Charity name: Hatfield Heath Primary School Parents and Friends

Charity registration number: 1027277

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our aim is to advance the education of the pupils in the school by engaging in activities which support the school by the provision of such facilities or items for education at 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	Our main fundraising activity this year was a black tie dinner dance, a summer fete and a number of cakes sales and raffles.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the Trustees have regard to the guidance issued by the Charity commission on public benefit.

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		
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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	We hosted 2 large events to improve our fundraising which required a lot of time from the volunteers involved in those events for we which we are very fortunate that they are willing to assist. Those events were well supported by the community for which we are immensely grateful. As a result of these events we have been able to make grants available to the school to purchase items for which statutory funds were not available.

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's financial position remains healthy with improved fundraising income enabling the provision of larger grants to the school and the consideration to start planning for larger projects to help the school.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity likes to keep a minimum of £1,500 in their account to ensure it can meet its ongoing commitments for items such as subscriptions and insurance cover etc. It also may hold larger reserves when the charity has agreed with the school to do so when larger projects are in the pipeline.
Amount of reserves held	Para 1.22	15,437
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

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	
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	
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	Election at the AGM

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	
Other name the charity uses	
Registered charity number	
Charity's principal address	

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	Michelle Pyle	Chairperson		
2	Nicola Lines			
3	Niamh Dobson	Treasurer		
4	Robert Duvall			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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)	Niamh Dobson	
Full name(s)	Niamh Dobson	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	15/05/2023	

Hatfield Heath C.P. School PFA

Registered Charity No. 1027277

Income and Expenditure Account for the year ended 31.07.22

(in £ Sterling)

<u>Income</u>	<u>2021/2022</u>	<u>Expenditure</u>	<u>1</u>	<u>Profit/Loss</u>
	26,747.29		23,915.84	2,831.45
Cake sales (incl Float)	420.10	Cake sales (incl Float)	89.88	330.22
Xmas Card Collection	1,510.30	Xmas Card Collection	1,192.34	317.96
Advent Calendar raffle	605.00	Advent Calendar raffle	142.00	463.00
Donations	380.00			380.00
Mothers day room	682.00	Mothers day room	340.74	341.26
Spring Ball	17,376.20	Spring Ball	8,417.17	8,959.03
Xmas raffle	880.00	Xmas raffle	320.89	559.11
Summer Fete	4,655.62	Summer Fete	1,835.70	2,819.92
Interest	0.07	School Donation	10,764.17	-10,764.10
		EYS Garden Work	329.97	-329.97
		Parentkind DD	116.00	-116.00
		Xmas Play Lights	293.00	-293.00
		Agm	22.00	-22.00
		Sports Day	51.98	-51.98
Swimathon	238.00			238.00
Total Income	26,747.29	Total Expenditure	23,915.84	2,831.45



Section A Independent Examiner's Report

Report to the trustees	Hatfield Heath Primary School Parents and Friends		
On accounts for the year ended	31.07.22	Charity no (if any)	1027277
	Set out on pages 1-7		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 07/2022.

Responsibilities and basis of report

As the charity's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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: [Signature] Date: 15/05/23

Name: KELLY ANN BOULTON

Relevant professional qualification(s) or body (if any): CHARTERED GLOBAL MANAGEMENT ACCOUNTANT (CGMA)

Address: 63 LAWN LANE, CHELMSFORD ESSEX, CM1 6PS