



Trustees' Annual Report for the period

From *1st January 2024* **Period start date**

To *31st December 2024* **Period end date**

Charity name: Headcorn School Parents' Teacher' and Friends' Association

Charity registration number: 1029467

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The PTFA work in partnership with Sarah Symonds (Head Teacher) and Jack Keeler (Chair of Governors) to decide how funds will be spent to benefit the children of Headcorn 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	<p>This last year we have held the following fund-raising events and sales:</p> <ul style="list-style-type: none"> • Village Mayfair • Fireworks • Bingo Evening • Village Calendar • Non-Uniform Days • Second Hand Uniform Sales • Halloween Trail • Christmas Card Sales • Cake Raffle • Cake & Doughnut Sales <p>Non-event fund raising:</p> <ul style="list-style-type: none"> • School Lottery • Easy fundraising (% online purchases) • Local Council Grants
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have reviewed guidance issued by the Charity Commission regarding public benefit. Headcorn PTFA is a member of Parent Kind which provides charity guidance and advice. Any queries are submitted to Parent Kind.

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		

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>PTFA donations have been used to purchase the following for Headcorn Primary School:</p> <ul style="list-style-type: none"> • Outdoor classroom / library • School sports kits • £200 gift for each class • Early Years Resources • Play items • Christmas Trees and YR baubles • Y6 leavers gifts • Pool maintenance • Children's birthday cards • Disco amp • School Discos • Christmas tree in the churchyard • Christmas Elf • Chicken upkeep

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	Current Account: £13,745.43 Savings Account: £7,533.23 Cash: £300 Total: £21,578.66
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The PTFA advise Headcorn Primary School at the end of each year on the charity's financial position. The PTFA then work in partnership with Sarah Symonds (Head Teacher) and Jack Keeler (Chair of Governors) to decide how funds will be spent.
Amount of reserves held	Para 1.22	Savings Account: £7,533.23
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	Parent Kind Model Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Parent Kind Model Constitution
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 process – including the committee but open to all parents, teachers and friend of Headcorn Primary School to attend

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	Headcorn School Parents' Teacher' and Friends' Association
Other name the charity uses	Headcorn School PTFA
Registered charity number	1029467
Charity's principal address	Headcorn Primary School, Kings Road, Headcorn, Kent TN27 9QT

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Only financial assets are held
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	The PTFA work in partnership with Sarah Symonds (Head Teacher) and Jack Keeler (Chair of Governors) to decide how funds will be spent to benefit the children of Headcorn Primary School.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	The PTFA do not have access to Headcorn Primary School assets.

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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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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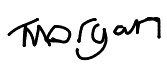

Other optional information

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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)	Toni Morgan	Johanna Maher
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	12/06/2025	12/06/2025



Receipts and payments accounts

For the period from	1 st January '23	To	31 st December '24
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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					
May Fair	12,284	-	-	12,284	10,099
Fireworks	7,875	-	-	7,875	5,423
Bingo Night	1,042	-	-	1,042	-
Calendars	1,087	-	-	1,087	1,462
School Lottery	1,853	-	-	1,853	1,861
Halloween Trail	734	-	-	734	-
Kent County Council Grant	1,000	-	-	1,000	-
Swimming Pool Grant	1,691	-	-	1,691	-
Non-Uniform Days	837	-	-	837	-
2 nd Hand Uniforms	631	-	-	631	-
Fundraising	1,221	-	-	1,221	3,674
Year 6 Leavers Disco	444	-	-	444	-
School Invoices	12,453	-	-	12,453	-
Interest	108	-	-	108	89
Sub total (Gross income for AR)	43,260	-	-	43,260	22,608
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,260	-	-	43,260	22,608
A3 Payments					
May Fair	3,627	-	-	3,627	140
Fireworks	5,220	-	-	5,220	-
Swimming Pool Grant	1,691	-	-	1,691	-
Bingo Night	485	-	-	485	-
Insurance	153	-	-	153	-
Website/Social Media	415	-	-	415	425
General Expenses	631	-	-	631	436
School Expenses	40,583	-	-	40,583	14,120
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	52,805	-	-	52,805	15,121
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	52,805	-	-	52,805	15,121
Net of receipts/(payments)	- 9,545	-	-	- 9,545	7,487
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 9,545	-	-	- 9,545	7,487

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	Float	300	-	-
		-	-	-
		-	-	-
	Total cash funds	300	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Current Account	13,745	-	-
	Savings Account	7,533	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	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
	Johanna Maher	12/06/2025



**Report to the trustees/
members of**

Headcorn School PTFA

**On accounts for the year
ended**

31st December 2024

**Charity no
(if any)**

1029467

Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 10/04/2025

Name:

Kenneth Maytum

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

AAT

Address:

2 Place Farm Cottages, Barley Lane, Hastings, East Sussex, TN35 5DT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

