

# HATFIELD HEATH PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

England & Wales · Charity number 1027277

## Details

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Other names	HATFIELD HEATH PRIMARY SCHOOL PARENT TEACHER ASSOCIATION, THE ASSOCIATION OF FRIENDS OF HATFIELD HEATH PRIMARY SCHOOL
Status	Registered
Legal form	Other
Registered	1993-10-20
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address Hatfield Heath Cp School  
The Heath  
Hatfield Heath  
Bishop's Stortford  
CM22 7EA

Phone 01279730382

Email [duvallrobbie@hotmail.com](mailto:duvallrobbie@hotmail.com)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL

**Activities:** Fund Raising events which include: Christmas Bazaar, Mothers Day Presents and Summer Fete

## Classification

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- **How:** Makes Grants To Organisations, Provides Human Resources
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** IN PRACTICE THE CATCHMENT AREA OF THE SCHOOL
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£29,383	£17,365	-	-
2024-07-31	£21,284	£36,392	-	-
2023-07-31	£30,744	£20,087	-	-
2022-07-31	£26,747	£23,916	-	-
2021-07-31	£5,077	£1,737	-	-

## Trustees

Name	Role	Appointed
Allan Wilton		2023-10-10
Lucy Standen		2023-10-10
Robert Duvall		2022-10-13

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# Accounts

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# TREASURER'S UPDATE | FULL YEAR 24-25

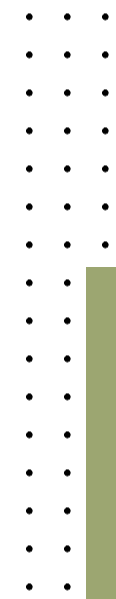
1<sup>ST</sup> AUGUST 2024 - 31<sup>ST</sup> JULY 2025

- Our gross fundraising total (before costs) was **£28,639** (+35% v last year) and our net fundraising (after costs and before donations to school) was **£18,218** (+39% v last year, see page 2 and 3 for details). After donations to the school, the PFA generated a net surplus of **£12,019**.
- Our biggest fundraiser was the Colour Run & Family Fun Day which generated a net **£2,253**, followed by our 2 discos which raised **£1,624**. The lottery continues to be a good source of passive income allowing parents the chance to win up to £20,000 and generating **£1,811** in income for the PFA. Other entries into the "£1000 club" include the film night and wreath making which were both new events and raised **above £1000**. The bingo event raised £842 which again was a brand new event.
- We made the difficult decision to charge for the Y5/6 school play which allowed us to make a £343 profit through the sale of tickets and refreshments. This compares to last year where we made a £631 loss due to the editing and equipment hire costs not being covered by the sale of recordings.
- The PFA received £740 in Gift Aid which is the first time we have made a claim. It was a significant amount of effort to set-up but we expect to be able to make a small claim each year.
- The PFA donated **£6,200** to the school this year.
  - £4,200 funded the creative curriculum which allows the school to reduce the cost of school trips for parents as well as providing additional creative experiences for the children.
  - A one-off £1,703 was given to support the pool running costs which was raised through last year's swimathon.
  - There were several other small donations made totalling £296.
- The closing reserves total is **£23,096** (see page 4 for details). I expect to donate approximately £4,200 for next year's creative curriculum (subject to committee approval). The remaining reserve will contribute towards the PFA's next big capital project - the new wooden play trail.

# NET FUNDRAISING - £18,218 (+39% YOY)

(EXCLUDING DONATIONS TO SCHOOL)

£		Fiscal		YoY	
Fundraising Category	Category	23/24	24/25		
[-] Fundraising	[+] Fairs	4,353	5,199	846	19.4%
	[+] Disco	2,402	1,976	(426)	(17.7)%
	[+] Lottery	889	1,811	921	103.6%
	[+] Swimathon	1,703	765	(938)	(55.1)%
	[+] Easter	927	856	(71)	(7.7)%
	[+] Charity Dinner	1,037	653	(384)	(37.1)%
	[+] Cake Sale	955	650	(305)	(31.9)%
	[+] Ice Cream Sale	537	676	139	25.9%
	[+] Film Night		1,038	1,038	0.0%
	[+] Wreath Making		1,009	1,009	0.0%
	[+] Mother's Day	422	444	22	5.3%
	[+] Bingo		842	842	0.0%
	[+] Father's Day	365	411	47	12.8%
	[+] Raffle		684	684	0.0%
	[+] Sports Day	233	171	(62)	(26.5)%
	[+] Xmas Cards	151	251	100	66.4%
	[+] Uniform	101		(101)	(100.0)%
	[+] Quiz	(21)		21	(100.0)%
	[+] School Play	(631)	455	1,086	(172.1)%
[-] Other	[+] Gift Aid		740	740	0.0%
	[+] Fees and Licenses	(153)	(356)	(203)	132.6%
	[+] Other	(1,428)	(661)	767	(53.7)%
[-] Donation	[+] Donation	1,267	605	(662)	(52.3)%
<b>Total</b>		<b>13,108</b>	<b>18,218</b>	<b>5,110</b>	<b>39.0%</b>



# NET FUNDRAISING - £18,218

(EXCLUDING DONATIONS TO SCHOOL)

Fundraising Category	Category	8	9	10	11	12	1	2	3	4	5	6	7	
Fundraising	Fairs				2,544	169	1	(55)		(128)	2,202	502	(36)	5,199
	Disco		(381)	1,133	5								1,219	1,976
	Lottery	177	185	170	122	119	160	126	118	162	151	140	180	1,811
	Film Night								1,038					1,038
	Wreath Making			240	1,068	(298)								1,009
	Easter							(129)	491	493				856
	Bingo							1,091	(230)	(19)				842
	Swimathon												765	765
	Raffle							210			(34)	9	499	684
	Ice Cream Sale									145	53	260	218	676
	Charity Dinner			35	(35)							653		653
	Cake Sale			354	(76)		145	253	16	(42)				650
	School Play		15				54	44					343	455
	Mother's Day							(469)	909	5				444
	Father's Day										(419)	831		411
	Xmas Cards							251						251
Sports Day												171	171	
Other	Gift Aid			740										740
	Fees and Licenses			(20)			(162)		(174)					(356)
	Other				(114)	(217)			(18)	(130)	(169)	(15)	(661)	
Donation	10	10	10	84	48	135		77		1	180	50	605	
<b>Total</b>		<b>187</b>	<b>(170)</b>	<b>2,662</b>	<b>3,598</b>	<b>(125)</b>	<b>783</b>	<b>817</b>	<b>2,226</b>	<b>615</b>	<b>1,824</b>	<b>2,406</b>	<b>3,394</b>	<b>18,218</b>

# RESERVES | £23,096

Cash Movement	Cash at Bank	Cash in Hand	Total
01/08/2024	£10,619	£457	£11,077
<u>Fundraising:</u>			
Various	£16,821	£52	£16,874
<u>Donations in:</u>			
Corporate	£564	£0	£564
Personal	£41	£0	£41
Swimathon	£740	£0	£740
<u>Donations out:</u>			
Swimathon '24	-£1,703	£0	-£1,703
Other	-£4,496	£0	-£4,496
31/07/2025	£22,586	£510	£23,096
Movement	£11,966	£52	£12,019

- Our £23,096 reserves are mostly held in a non-interest bearing account with the Co Op.
- We maintain a small cash balance of £510 which is used for event floats.

Independent Examiner's Report – Pro-Forma

Charity name: Hatfield Heath Primary School Parents & Friends Association

Charity number: 1027277

Financial year end: 31 July 2025

Independent examiner: Niamh Dobson ACMA/CGMA

Relevant qualification/experience: Qualified with CIMA 2008 with 30+years accounting experience

**Report of the Independent Examiner**

I report on the accounts of the charity for the year ended 31 July 2025.

**Responsibilities and basis of report**

The charity's trustees are responsible for the preparation of the accounts.

I have carried out an independent examination as required under section 145 of the Charities Act 2011 and in accordance with the Charity Commission's guidance CC31.

**My examination consisted of:**

Reviewing the accounting records kept by the charity- I found the record keeping to be thorough and complete.

Comparing the accounts with those records- I made multiple cross checks within the data and found everything agreed. I sampled several receipts and transactions and those samples matched the accounts presented.

Making enquiries as necessary to obtain explanations- there was no need to make enquiries as the underlying evidence was sufficient to check the accounts.

Considering whether the accounts comply with the appropriate requirements- I found the transactions sampled agreed to the records and were treated correctly for accounting purposes.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act 2011, and prepare accounts which accord with the accounting records have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts.

Signed:  \_\_\_\_\_

Name: NIAMH DOBSON

Date: 8/3/26

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# Accounts

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## Hatfield Heath PFA | Treasurer's Review | 1/Aug/2022-31/Jul/2023

Last year the PFA raised **£16,741**, donated **£3,499** to support extra-curricular activities, and had other expenditures of **£2,635**. Total Income less Expenditure was **£10,657**.

**Thank you to all Parents and Families who supported the PFA last year!**

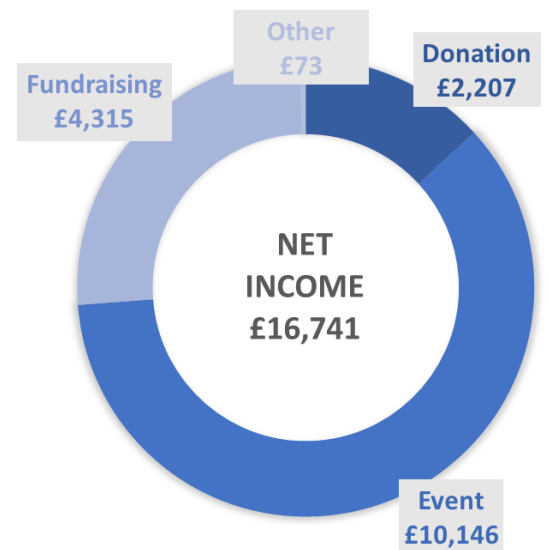
### Net Fundraising £16,741

Events raised a total of £10,146, most notable events were the Spring Ball £4,517, Xmas Fayre £2,194, Summer Fayre £1,991 and the Autumn Quiz £1,138.

Fundraising £4,315 includes £2,853 for the Swimathon, £1,462 for Xmas cards, Coronation towels, cake sales and the Mother's Day room.

Donations £2,207 include corporate donations and regular donations.

Other Income of £73 is for second hand uniform sales which we are hoping to continue in 2023-24 to raise more money, save parents money and reduce our impact on the environment.

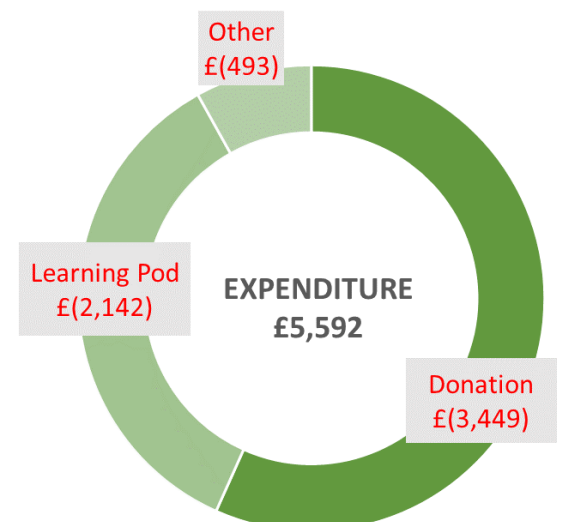


### Expenditure

The PFA donated £3,449 to the school which is divided equally across the 7 year groups. The funds are used for the following: school trip subsidies including coach hire; class parties; and extra curricular activities such as Little City (Reception).

The PFA spent £2,142 on planning fees for a new learning pod which we are hopeful of purchasing and installing in the next school year, subject to planning consent. See below for more detail.

Other expenditure £493 includes subscriptions, and sundry expenses.



## Cash and Bank

Total funds at the end of the year were **£26,161**, although £3,559 is owed to the school for the swimathon and Sports Day fundraising events which it was agreed to donate to the school to fund the swimming pool shortfall. Effective reserves are therefore **£22,602** which will be spent next year supporting extra-curricular activities (as in previous years) and on the learning pod (subject to planning consent).

	Opening	Prior Year Cash Banked	Prior Year Cheques Cashed	P&L	Closing
<b>Barclays</b>	14,041	765	(330)	4,298	18,774
<b>Barclays Saver</b>	565			2	567
<b>Co Op</b>	0		0	6,352	6,352
<b>Total Bank</b>	14,606	765	(330)	10,652	25,693
<b>Cash in Hand</b>	1,213	(765)		20	468
<b>Total Funds</b>	15,819	0	(330)	10,672	26,161
Swimming Pool donation not paid					3,559
<b>Reserves</b>					22,602

## The Learning Pod Update

The PFA have been working towards purchasing and installing a building to house two rooms that would be used for small intervention learning groups.

The school struggles for space to hold these sessions, that run throughout the day and cover all year groups. Therefore this unit will significantly improve the ability to support all pupils.

The style of unit is similar to the wooden clad unit shown. These buildings are fully insulated, double glazed etc and are fitted with heaters and lighting. They simply require an electrical connection. The unit would be situated to the side of the quiet area in the playground. No ground work is required to install it.



We have spent many months having to work through planning applications, environmental studies, building control, and currently an in discussions with Essex Council to get their and DFE approval. A very tedious, costly, and frustrating process, which might be viewed as excessive for this small project. Hopefully once Essex and DFE are satisfied we can order the unit, get it installed and start to reap the benefits to the children.

The PFA will send further updates on this very exciting project when we have more news to share!

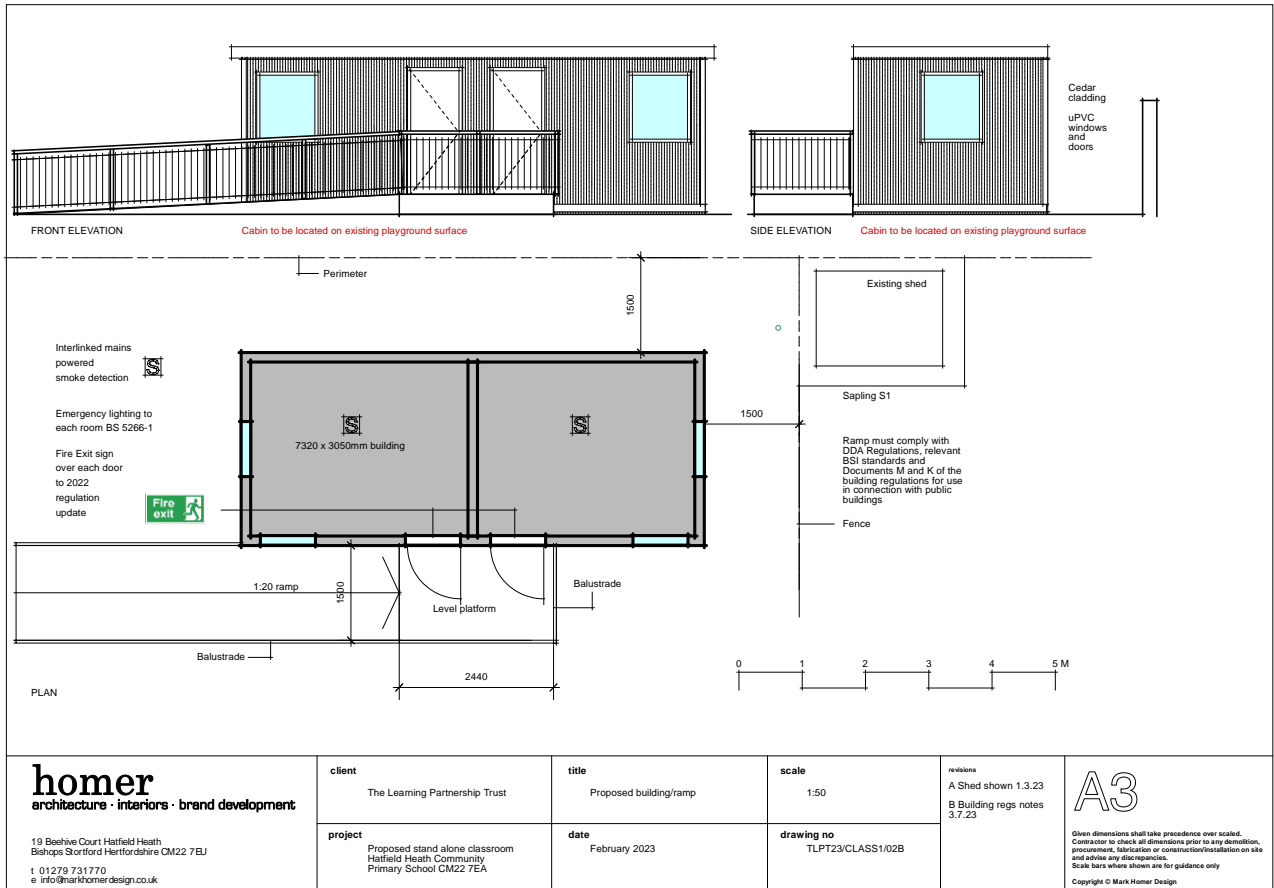
## Appendix 1

### Income less expenditure

Summary Cate	Category	Event	Income	Expense	Total
☐ Donation	☐ Donation	Corporate	2,075		2,075
		Personal	132		132
		School Donation		(3,449)	(3,449)
☐ Event	☐ Ball	Spring Ball	12,368	(7,851)	4,517
		Summer Fayre	1,984	(552)	1,433
	☐ Fairs	Summer Fayre Raffle	737	(178)	559
		Xmas Advent Raffle	516	(148)	368
		Xmas Fair	1,586	(641)	944
		Xmas Fair Grand Draw	965	(83)	882
	☐ School Play	School Play	300	(700)	(400)
	☐ Quiz	Quiz	1,661	(523)	1,138
☐ Sports Day	Sports Day	788	(82)	707	
☐ Fundraising	☐ Cake Sale	Cake Sale1	213	(37)	176
		Cake Sale2	259	(113)	147
		Jubilee		(52)	(52)
		Valentines	209	(62)	147
	☐ Coronation towels	Coronation towels	1,855	(1,437)	417
	☐ Mother's Day	Mothers Day Room	958	(573)	384
	☐ Swimathon	Swimathon '23	2,793		2,793
		Swmiathon '22	60		60
☐ Xmas Cards	Xmas Cards	1,213	(971)	242	
☐ Learning Pod	☐ Learning Pod	Learning Pod		(2,142)	(2,142)
☐ Other	☐ Membership	Parentkind		(140)	(140)
	☐ Other	N/A		(353)	(353)
	☐ Uniform	Uniform	73		73
<b>Total</b>			<b>30,744</b>	<b>(20,087)</b>	<b>10,657</b>

## Appendix 2

### Proposed layout of the learning pod unit



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# Accounts

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## 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	<b>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.</b>
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	<b>Our main fundraising activity this year was a black tie dinner dance, a summer fete and a number of cakes sales and raffles.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>We confirm the Trustees have regard to the guidance issued by the Charity commission on public benefit.</b>

## 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	<b>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.</b>

### 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	<b>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.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>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.</b>
Amount of reserves held	Para 1.22	<b>15,437</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### 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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Association</b>
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	<b>Election at the AGM</b>

### 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**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Michelle Pyle	Chairperson		
2	Nicola Lines			
3	Niamh Dobson	Treasurer		
4	Robert Duvall			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

### **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)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
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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

<b>Signature(s)</b>	Niamh Dobson	
<b>Full name(s)</b>	Niamh Dobson	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	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
<b>Total Income</b>	<b>26,747.29</b>	<b>Total Expenditure</b>	<b>23,915.84</b>	<b>2,831.45</b>



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report on the  
accounts**

**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: K. Boulton 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