

HEADCORN SCHOOL PARENTS' TEACHERS' AND FRIENDS' ASSOCIATION

England & Wales · Charity number 1029467

Details

Status Registered

Legal form Other

Registered 1993-11-30

Register [View on the Charity Commission register](#)

Contact

Address Headcorn Primary School
Kings Road
Headcorn
Ashford
Kent
TN27 9QT

Phone 07715280697

Email Ptfa@headcornschoolptfa.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL BY:DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL,ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF PUPILS.

Activities: Fund raising for Headcorn Primary School

Classification

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

Geography

- Kent

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-12-31 | £30,301 | £23,210 | - | - |
| 2024-12-31 | £43,259 | £52,805 | - | - |
| 2023-12-31 | £32,349 | £24,868 | - | - |
| 2022-12-31 | £35,240 | £32,965 | - | - |
| 2021-12-31 | £20,790 | £17,429 | - | - |
| 2020-12-31 | £7,151 | £7,547 | - | - |

Trustees

| Name | Role | Appointed |
|---------------------|------|------------|
| Danielle Fitzgerald | | 2025-03-11 |
| Della Gash | | 2025-03-11 |
| Hannah Brunt | | 2025-01-14 |
| Hannah Rock | | 2025-03-11 |
| Johanna Maher | | 2020-01-21 |
| Kathleen Jackson | | 2025-03-11 |
| Laura Watts | | 2024-01-24 |
| Sarah Hollywood | | 2025-03-11 |
| Sarah Richards | | 2024-01-24 |

Accounts



Trustees' Annual Report for the period

From 1st January 2025

To 31st December 2025

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 school 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• Non-Uniform Days• Car Boot Sale• Halloween Non-Uniform & Cake Sale• Christmas Raffle• Children's Art Merchandise Sale• Village Calendar with Advertising• Second Hand Uniform Sales• Christmas Jumper Sale• VE Day Stall• Back to School Bounce• Christmas Raffle ('24 event – banked in '25)• Doughnut Sale ('24 event – banked in '25) <p>Non-event fund raising:</p> <ul style="list-style-type: none">• School Lottery• School Governor Donation• Asda Cashpot• Easy fundraising (% online purchases)• Pick Plates – Sales Partnership• Just Giving |
| 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 | N/A |
| Policy on social investment including program related investment | Para 1.38 | N/A |
| Contribution made by volunteers | Para 1.38 | N/A |
| Other | | N/A |

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"> • Swimming pool maintenance • Year 6 leavers gifts & events • £200 gift for each class • Pupil first aid courses • Educational workshops • Calm space room • Sports team kits • Dojo point prizes (points awarded by teaching staff) • Pupil birthday cards • Educational material • Sports equipment • School clubs • School discos • School Christmas trees • School Christmas tree in the village • New starters parents pack |

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: £19,938.48 Savings Account: £8,429.19 Cash: £278 PayPal: £930.23 Total: £29,575.90 |
| 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 the school governors to decide how funds will be spent. |
| Amount of reserves held | Para 1.22 | Savings Account: £8,429.19 |
| 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 friends 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 the school 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 |
|-----------------|------|---------|
|-----------------|------|---------|

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|


Other optional information

| |
|--|
| |
|--|

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) | Hannah Brunt | |
| Position (eg Secretary, Chair, etc) | Treasurer | |
| Date | 23/01/2026 | |

Accounts



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 | | |

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|---|-----------|--|
| 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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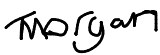

Other optional information

| |
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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 |
|---------------------|-----------------------------|----|-------------------------------|

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 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| 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 |
| | Johanna Maher | 12/06/2025 |



Section A Independent Examiner's Report

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: [Signature] 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.



Accounts



Trustees' Annual Report for the period

From *1st January 2023* **Period start date**

To *31st December 2023* **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">• Coronation Teddy Bear sales• Halloween Trail• Fireworks event• Quiz and Fizz Event• Christmas cards & mugs• Village Calendar• Donut Sales• Non uniform day donations• 2nd hand uniform sales• Village May Fair <p>Non-event fund raising:</p> <ul style="list-style-type: none">• Easy fundraising• Your School Lottery |
| 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 | |

| | | |
|--|-----------|--|
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| | SORP reference | |
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| 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 groundworks • School cricket kits • £200 gift for each class teacher • Early Years Resources • Play items • Christmas Trees and YR baubles • Y6 leavers gifts • Pool maintenance • Children's birthday cards • Disco amp • School Discos • Shaun the Sheep Trail • Christmas tree in the churchyard • Christmas Elf • Chicken upkeep |

Additional information (optional)

You may choose to include further statements where relevant about:

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|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
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| 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: £23,398.54 Savings Account: £7,425.50 Cash: £300 Total: £31,124.04 |
| 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: £7,425.50 |
| 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 | |
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| | | |
|---|-----------|--|
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| 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 | |
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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 |

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 | Vikki Nesbitt | Co-Chair | | Headcorn School PTFA |
| 2 | Jen Davey | Co-Chair | | Headcorn School PTFA |
| 3 | Toni Morgan | Co-Secretary | | Headcorn School PTFA |
| 4 | Susan Gravells | Co-Secretary | | Headcorn School PTFA |
| 5 | Jo Maher | Treasurer | | Headcorn School PTFA |

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

| Director name | | |
|----------------------|--|--|
| N/A | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
| N/A | | |
| | | |
| | | |
| | | |
| | | |

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 |
|-----------------|------|---------|
|-----------------|------|---------|

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|



Other optional information

| |
|--|
| |
|--|

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) | Co-Secretary | Treasurer |
| Date | 02/04/2025 | |



Receipts and payments accounts

| | | | |
|---------------------|-----------------------------|----|-------------------------------|
| For the period from | 1 st January '23 | To | 31 st December '23 |
|---------------------|-----------------------------|----|-------------------------------|

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 | 10,099 | - | - | 10,099 | 11,013 |
| Fireworks | 5,423 | - | - | 5,423 | 4,230 |
| Quiz & Fizz | 636 | - | - | 636 | 1,252 |
| Calendars | 1,462 | - | - | 1,462 | 698 |
| School Lottery | 1,861 | - | - | 1,861 | 1,872 |
| Coronation Bears | 1,001 | - | - | 1,001 | - |
| Fundraising | 2,037 | - | - | 2,037 | 2,971 |
| Interest | 89 | - | - | 89 | - |
| Sub total (Gross income for AR) | 22,608 | - | - | 22,608 | 22,036 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 22,608 | - | - | 22,608 | 22,036 |
| A3 Payments | | | | | |
| Insurance | 140 | - | - | 140 | 116 |
| Website/Social Media | 425 | - | - | 425 | 420 |
| General Expenses | 436 | - | - | 436 | 602 |
| School Expenses | 14,120 | - | - | 14,120 | 16,598 |
| Class Gifts | - | - | - | - | 1,970 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 15,121 | - | - | 15,121 | 19,706 |
| A4 Asset and investment purchases. (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 15,121 | - | - | 15,121 | 19,706 |
| Net of receipts/(payments) | 7,487 | - | - | 7,487 | 2,330 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 7,487 | - | - | 7,487 | 2,330 |

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 | 23,398 | - | - |
| | Savings Account | 7,425 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| 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 |
|  | Hannah Brunt | 02/04/2025 |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Headcorn School PTFA

**On accounts for the year
ended**

31st December 2023

**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:

01/04/2025

Name:

Kenneth Maytum

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

AAT

Address:

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

Accounts

Balance at 31/12/21

| | |
|-----------------|------------|
| Current account | £13,671.19 |
| Savings | £7,576.50 |
| Float | £200.00 |
| | £21,447.69 |

2022**Balances as at 31/12/2022**

| | |
|-----------------|------------|
| Current account | £16,001.22 |
| Savings account | £7,336.81 |
| Float | £200.00 |
| Total | £23,538.03 |

| Events | Income | Cost |
|--------------------------------------|-------------------|--------------------|
| May Fair | £13,534.86 | -£2,521.92 |
| School Lottery | £1,872.10 | |
| Amazon Smile | £396.72 | |
| Easy Fundraising | £451.97 | |
| Halloween Trail | £606.92 | -£125.30 |
| Fireworks | 7779.03 | -£3,549.22 |
| Quiz & Fizz | £2,460.34 | -£1,208.64 |
| Uniform Sale | £487.01 | |
| Colour Run | £2,134.15 | -£1,308.35 |
| Headcorn Calendar | £928.00 | -£230.18 |
| Payment from Calendar 2021 | £95.00 | |
| Tea Towels | £1,188.18 | -£831.54 |
| Book Sale | £36.00 | -£100.00 |
| Mother's/Fathers Day Gifts | £265.08 | -£483.58 |
| Doughnuts | £439.62 | -£280.50 |
| PTFA Events Total | £32,674.98 | -£10,639.23 |
| Money paid to the school | | -£16,598.08 |
| Class Gifts | | -£1,970.00 |
| PTFA Sundries | | -£1,263.61 |
| Parent Kind Subscription - Insurance | | -£116.00 |
| Jubilee Picnic Decorations | | -£14.95 |
| Comissions Cashback | £7.19 | |
| Elf on the Shelf Xmas Comp | | -£22.99 |
| Xmas Cards/Mugs - banking from 2021 | £694.65 | -£173.85 |
| Xmas Fete - banking from 2021 | £877.85 | |
| Year R welcome biscuits | | -£6.39 |
| End of year gifts | | -£135.18 |
| Website/Social Media | | -£420.00 |
| Leavers Disco | £579.20 | -£469.56 |
| Graduoke & Yearbooks | | -£930.00 |
| Money Transferred from Pool fund | £256.00 | |
| School Purchases | £2,414.89 | -£22,120.61 |
| Total | £35,089.87 | -£32,759.84 |

Savings interest = £16.25

Profit/Loss

| |
|-------------------|
| £11,012.94 |
| £1,872.10 |
| £396.72 |
| £451.97 |
| £481.62 |
| £4,229.81 |
| £1,251.70 |
| £487.01 |
| £825.80 |
| £697.82 |
| £95.00 |
| £356.64 |
| -£64.00 |
| -£218.50 |
| £159.12 |
| £22,035.75 |

285 cash bank 2023

460- paypal fees 439.62

| |
|--------------------|
| -£16,598.08 |
| -£1,970.00 |
| -£1,263.61 |
| -£116.00 |
| -£14.95 |
| £7.19 |
| -£22.99 |
| £520.80 |
| £877.85 |
| -£6.39 |
| -£135.18 |
| -£420.00 |
| £109.64 |
| -£930.00 |
| £256.00 |
| -£19,705.72 |

Maintenance on Pool fund paid to the school from main account

| |
|------------------|
| £2,330.03 |
|------------------|

: so money transferred out of savings account

Balance at 31/12/21

| | |
|-----------------|------------|
| Current account | £13,671.19 |
| Savings | £7,576.50 |
| Float | £200.00 |
| | £21,447.69 |

2022**Balances as at 31/12/2022**

| | |
|-----------------|------------|
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| Savings account | £7,336.81 |
| Float | £200.00 |
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| |
|-------------------|
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| £1,872.10 |
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| £451.97 |
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| -£64.00 |
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| £159.12 |
| £22,035.75 |

285 cash bank 2023

460- paypal fees 439.62

| |
|--------------------|
| -£16,598.08 |
| -£1,970.00 |
| -£1,263.61 |
| -£116.00 |
| -£14.95 |
| £7.19 |
| -£22.99 |
| £520.80 |
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| -£135.18 |
| -£420.00 |
| £109.64 |
| -£930.00 |
| £256.00 |
| -£19,705.72 |

Maintenance on Pool fund paid to the school from main account

| |
|------------------|
| £2,330.03 |
|------------------|

: so money transferred out of savings account



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Headcorn School Parents' Teachers' and Friends' Association

**On accounts for the year
ended**

31st December 2022

**Charity no
(if any)**

1029467

Set out on pages

1

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examiner's statement**

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- 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:

J Reeves

Date:

31/10/2023

Name:

Joanne Reeves

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

CGMA Dip MA, FICB, MAAT, PM Dip

Address:

14 Malhamdale Road

Congleton

CW12 2DA