

# HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION

England & Wales · Charity number 1029547

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1993-12-03

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

## Contact

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**Address** Hinchley Wood Primary School  
Claygate Lane  
Esher  
KT10 0AQ

**Phone** 02083981310

**Email** [hinchleywoodprimaryschoolpta@gmail.com](mailto:hinchleywoodprimaryschoolpta@gmail.com)

**Website** <https://www.hinchley-wood-primary.surrey.sch.uk/page/?title=HWPSA&pid=140>

## Activities

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

**Activities:** The principle activity of our Charity is to raise funds to buy equipment and services that directly benefit the children which would otherwise be beyond the reach of the school's budget. Funds raised also contribute to extending the range of facilities the school can offer the children and to provide support in any other way that it can.

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE HINCHLEY WOOD
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£60,797	£67,801	-	-
2024-07-31	£56,263	£26,097	-	-
2023-07-31	£52,075	£26,080	-	-
2022-07-31	£26,621	£15,182	-	-
2021-07-31	£17,887	£33,755	-	-
2020-07-31	£38,787	£67,305	-	-

## Trustees

Name	Role	Appointed
Aleksandra Zablocka		2022-09-22
Amy Cyprian Sinead Grace		2023-09-29
Carl Turner		2023-09-29
Katherine Freeman		2025-09-01
Lezelle Victor		2025-09-01
Marianne Weber		2025-09-01
Naoko Wakiwaka		2025-09-01
Paul Morgan		2023-09-29

**HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION**

England & Wales - Charity number 1029547

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# Accounts

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Registered Charity Number: 1029547

[hinchleywoodprimaryschoolpta@gmail.com](mailto:hinchleywoodprimaryschoolpta@gmail.com)

[www.hinchley-wood-primary.surrey.sch.uk](http://www.hinchley-wood-primary.surrey.sch.uk)



# Hinchley Wood Primary School Association (PTA)

# Annual Report 2024/25

## 1. Objectives of the PTA

The Hinchley Wood Primary School Association (“HWPSA” or also referred to as the “PTA”) aims to enhance the educational experience of all children at HWPS and to foster a strong sense of school community within the school and with our wider local community. Our main objectives are:

- To build strong and effective relationships between staff, parents/carers and others who are involved with the school;
- To run activities and events which bring the school community together and that also raise funds to support the school and enhance the educational experience of the children, for items/events that are not funded from the school’s core budget.

## 2. 2024/25 Challenges and opportunities

The PTA Committee has run with a full complement of volunteers for roles this year. We have retained the governance structure which has evolved since covid of a central committee to work all year on:

- Governing and running the charity
- Administering the finances
- Overseeing the adherence to and compliance in decision making
- Supporting organising committees tasked with the delivery of PTA events
- Friday cake sales

Groups of volunteers are convened to deliver specific events, usually with an organising committee in place to oversee larger events. Regular events organised by the PTA include but are not limited to:

- Cheese and Wine evening
- Fireworks evening
- Christmas Fair
- Quiz Night / Summer Ball\*
- Summer Fair

*\*alternating each year*

*As a registered charity, the PTA is potentially subject to audit by the Charities Commission of England and Wales. The trustees (mostly the PTA Committee) are responsible for ensuring that the PTA is carrying out its purposes in line with its charitable goals, including managing the PTA’s resources responsibly and acting with reasonable care and skill.*

The PTA has had a broadly successful year, combining a strong fundraising performance in line with recent years alongside making significant expenditures in support of various projects to benefit the children of HWPS. The key contribution in 2024/25 was almost £18,000 to support the development of the new outdoor library area; further details of expenditure during the year are set out in section 4 below.

As we maintain a healthy balance sheet, we continue to seek out opportunities to support further expenditure in line with the charity’s objectives, and we remain in regular dialogue with senior leadership of both HWPS and Hinchley Wood Learning Partnership (HWLP), the academy trust that oversees HWPS.

### 3. Financial Position

Our financial position remains extremely strong, following a year of successful events, and careful management.

Total **net fundraising** for the year 2024-25 was **£25,072** (2023/24: £32,861) thanks to the amazing efforts from all the volunteer parents and carers who organised several events throughout the year (see below).

Total **cash balance** as of 31<sup>st</sup> July 2025 amounted to **£53,625** which included the bank account balance of £53,595 (2023: £60,599) and cash on hand of £30 (2024: £30) (kept in the school).

### 4. Expenditure

The PTA has supported several significant projects and activities within the school comprising expenditure in 2024/25 of **£31,321**. This is a significant increase over the amount spent in 2023/24 where the PTA faced challenges in agreeing with the school suitable projects to fund, although we note that the 2024/25 figure includes some delayed expenditure on pantomime and story telling activities that took place in the 2023/24 period.

The level of expenditure in 2024/25 is more in line with the target spend level whereby the PTA aims to roughly match its expenditure to its fundraising, whilst maintaining a healthy balance sheet to absorb any year-to-year fundraising volatility.

The PTA contributed funds towards the following:

- Development of new outdoor library area	(£17,870)
- Wren Building Wall Art	(£3,650)
- Pantomime / Story Telling Workshop	(£2,759)
- Year 6 Leavers Books and Events	(£2,268)
- New Library Books	(£1,945)

#### Year 6 Leavers

For the last few years, the HWPSA has contributed to cover the cost of Year 6 'Leavers Books'. We feel that it is an important and symbolic use of funds to create a sense of unity among the students and a lasting memento. We also contributed towards the Year 6 Disco. Per the table above, in the year 2024/25, the HWPSA contributed £2,268, and we expect to contribute similarly ongoing.

Full details of the PTA expenditure in the current and prior two years is provided in the accounts appended to the end of this document.

## 5. Events (selected)

### The Fireworks - (November 2024)

The HWPS Fireworks is a popular yearly event every November. Big thanks to the Fireworks team for creating such a great atmosphere—it was packed as usual! We're already nearly done planning for 2025 and can't wait for another fun family night in November.

Net profits: £4,944 including £480 matched funding (2024 - £4,923)

### Christmas Fair (December 2024)

The Christmas fair was well attended, and widely reported as a success, despite uncertainty around resourcing the event leading to a late announcement of the date. Our fantastic organising committee and volunteers threw themselves into organising the day, and providing a large variety of activities for families that came. We have confirmed the date for the 2025 Christmas Fair and are very much looking forward to it already!

Net Profit: £2,780 (2024 - £5,710 (including £1,004 of matched funding))

### Christmas Cards (December 2024)

We undertook the Christmas cards initiative again this year: parents/carers order online greeting cards (and some other items) with their own child's artwork through an identified supplier. The PTA receives a fixed commission for every item purchased. This is popular with many families, especially younger year groups.

Net Profit: £1139 (2023 - £997)

### Summer Ball (May 2025)

The summer ball takes place every other year, and the 2025 event has truly set the standard for those to come.

With the theme of Electric Glamour, everyone attending dressed to impress, keeping the dance floor full from start to finish.

The main goal was to enjoy a fun-filled night and strengthen the community bond among HWPS parents; however, we also managed to raise £1,340 for the PTA

### Golf Day (June 2025)

The PTA Golf Day is now an established fixture of the school Calendar and an annual highlight for the "golfers" among us, experienced and beginner alike!

Net Profit: £1,455 (2024 - £1,559)

### Cake sales/ Ice-lolly Sales

Our weekly cake sales are a deliciously simple way to raise funds. Each class is assigned with a particular date on a Friday during the school term and the parents bring some home baked or bakery bought treats to sell just before the end of the school day.

Net Profit: £6,186 (2024 - £6,800)

## Y2 - Y5 Disco

Following on from the successful re-introduction of the school disco the year before, the 2025 year-group discos were a runaway hit, with all being almost fully attended. It was great to see so many happy children and that is thanks to everyone involved in organising the events and helping out on the night. While the purpose of these is to have a fun event to enrich the childrens' experience of school, we did also generate some funds.

Net Profit: £468 (2024 - £615)

## Wine & Cheese Evening

A great deal of effort went into the detail of the cheese and wine evening this year, and guests were rewarded with an absolutely fabulous evening. This event is run with a focus on creating a great opportunity for parents/carers to get to know each other, particularly for those new to the school with children who have recently joined reception. Well done to everyone involved.

Net Profit: £689 (2024 - £1,175)

## Second Hand Uniform Sales

This year has seen us continue to provide a fantastic service in facilitating the sale of second hand uniform, and this has required a great deal of effort by the volunteers involved. This scheme generates funds for the charity, but equally important drivers in this initiative are environmental sustainability, and ensuring that the least amount of brand new uniform need be bought by any family, saving household costs.

Net Profit: £913 (2024 - £804)

## 6. Governance & management

The HWPSA is an unincorporated charitable association and relies wholly on the voluntary effort and contributions of its members to carry out its objectives and activities. All parents or carers of children at Hinchley Wood Primary School automatically become members of the HWPSA. In order to allow us to be able to work more effectively we operate under the Parentkind Constitution, which has been approved by the Charities Commission and adopted by many PTAs across the country.

Any member of the HWPSA / PTA can attend the monthly committee meetings and vote at the AGM. If any HWPSA member would like to attend monthly committee meetings please get in touch with a member of the PTA committee. HWPSA officers are elected at the AGM for a renewable term of one year, and these officers are tasked with the overall governance and oversight of all aspects of HWPSA. All HWPSA expenditure is also scrutinised and approved at the monthly committee meetings.

### PTA Committee organisational changes

We would like to extend an extra special 'thank you' to **Katy Fernandes** and **Vicky Tuttle** who have stepped down from the PTA Committee roles of Treasurer and Communications Coordinator respectively. Katy and Vicky have contributed enormously to the success of the PTA over the years, not only through their roles on the PTA Committee, but also volunteering at events throughout the year.

**Lezelle Mellet** has kindly stepped forward to take on the role of Treasurer, and **Jane Wakiwaka** has volunteered for the role of Communications Coordinator. We are delighted to present Lezelle and Jane for election to the Committee for the 2025/26 term.

During 2024/25 we welcomed **Emma Roberts** as the Uniform Sales Coordinator, who stepped in to replace Kerry Leggeat. **Marianne Webber** joined us as the PTA SEND Coordinator, with the goal of making the PTA as inclusive as possible in all our activities. We extend our thanks to Kerry who made a substantial contribution to the PTA during her time on the Committee. We are pleased to present Emma and Marianne for election to the Committee for the 2025/26 term.

### Thank You

It remains challenging to attract volunteers both to lead and support in running events, and this has limited what we are able to do. Ours is a thriving, but busy community, and the ability of the PTA to do more, is only limited by the number of volunteer hours which are committed. We will continue to run fewer events really well, rather than spreading ourselves too thinly and risk events being cancelled.

As parents and carers, it is extremely rare that any of us have any 'spare' time to give, and many people have sacrificed their personal time to make the PTA both successful and effective this year. For that, on behalf of the PTA, we are extremely grateful to all volunteers and everyone who has supported the events, and who has made it possible to not only keep operating, but also to have some fun as families in the process. Many individuals and teams, too numerous to mention, have worked hard throughout the year to build and execute events, and we should congratulate them, and thank them for a job tremendously well done. This is your PTA, and the incredible role it plays in enriching the lives of the children attending HWPS is only possible through those who step forward to make it happen.

### 2025/26 Calendar

The below calendar is provisional and subject to change. Further details will be communicated through the school newsletter and class reps.

Events are held at the Primary School, unless otherwise stated.

### **Throughout 2025/26**

- Cake/Lolly Sales: most Fridays, Year Round; dates and schedules will be distributed via class reps
- Uniform Sales: Year Round; dates will be announced ahead of each event

### **2025**

- November: Coffee morning, date TBC
- Thursday 6 November: Fireworks Night
- December: Christmas Cards
- Saturday 6 December: Christmas Fair

### **2026**

- Friday 6 February: Cheese and Wine evening (principally for reception and early years, but open to all)
- February: Coffee morning, date TBC
- April: Social Evening (PTA meet-up, no agenda, most likely at a nearby pub)
- May: Coffee Morning, date TBC
- June: Golf Day (held at a local golf course)
- Quiz Night: (Details TBA)
- Saturday 6 June: Summer Fair

## **HWPSA Trustees, Officers & Committee Members 2024/25**

### **Trustees**

- Paul Morgan
- Aleksandra Zablocka
- Katy Fernandes
- Carl Turner
- Sarah Adamson

### **Officers**

- Chair: Paul Morgan
- Deputy Chair: Amy Grace
- Treasurer: Katy Fernandes
- Deputy Treasurer: Carl Turner
- Secretary: Aleksandra Zablocka
- Comms: Vicky Tuttle
- Uniform Sales: Kerry Leggeat / Emma Roberts
- Cakes: Mikey Allbone

## **Standing for Election to the Committee, and as Trustees for 2025/26**

- Chair: Paul Morgan
- Deputy Chair: Amy Grace
- Treasurer: Lezelle Mellet
- Deputy Treasurer: Carl Turner

- Secretary: Aleksandra Zablocka
- Communications: Jane Wakiwaka
- Uniform Sales: Emma Roberts
- SEND Coordinator: Marianne Webber
- Cake Sales: Mikey Allbone

A handwritten signature in black ink, appearing to read "Paul Morgan". The signature is written in a cursive style with a long horizontal flourish at the end.

Paul Morgan (Chair), on behalf of the PTA Committee, 17 September 2025

# Accounts

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)  
REGISTERED CHARITY NO: 1029547

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2025

## 1. Receipts & Payments

	2024 / 25			2023 / 24	2022 / 23
	Receipts £	Payments £	Net £	Net £	Net £
<b>Fundraising Activity</b>					
Summer Ball	21,266	(20,124)	1,142	-	4,586
Summer Ball - Match Giving	-	-	-	310	-
Summer Fair	-	(172)	(172)	4,360	-
Summer Fair - Match Giving	-	-	-	-	-
Wine & Cheese Night	2,612	(1,923)	689	1,175	-
Wine & Cheese - Match Giving	-	-	-	-	-
Fireworks	9,429	(4,964)	4,464	4,923	3,896
Fireworks - Match Giving	480	-	480	-	1,607
Christmas Fair	6,237	(3,457)	2,780	4,706	3,192
Christmas Fair - Match Giving	-	-	-	1,004	953
Christmas Cards	1,139	-	1,139	997	535
Christmas Raffle	-	-	-	-	342
Yr 2-5 Disco	1,417	(949)	468	615	-
Quiz	-	-	-	3,643	-
Golf Day	4,662	(3,207)	1,455	1,559	1,032
Cake & Ice-lolly Sales	6,292	(106)	6,186	6,800	4,108
Matched Giving - Other (primarily prior year events)	5,422	-	5,422	-	4,846
Easy Fundraising/Amazon	105.62	-	106	23	593
Uniform Sales	913	-	913	804	11
Tea Towel Sale	-	-	-	1,943	-
Other Events	-	-	-	-	293
<b>Total Fundraising Activity</b>	<b>59,974</b>	<b>(34,901)</b>	<b>25,072</b>	<b>32,861</b>	<b>25,995</b>

[Table continued on next page]

<b>Social &amp; Admin</b>					
Subscriptions	-	(162)	(162)	(153)	(140)
IT, Printing & Stationery	-	(314)	(314)	(435)	(330)
Gazebos & Urns	-	-	-	-	(452)
Storage & Clearance	-	-	-	-	(762)
Other	583	(1,103)	(520)	338	(152)
<b>Total Social &amp; Admin</b>	<b>583</b>	<b>(1,579)</b>	<b>(996)</b>	<b>(250)</b>	<b>(1,836)</b>
<b>Other Expenditure</b>					
HWPS Outdoor Learning Area	-	-	-	-	(26,500)
HWPS Traveling Library Equipment	-	-	-	-	(2,587)
HWPS EYFS Library & Construction Area Equipment	-	-	-	-	(1,987)
HWPS Wellbeing Garden	-	-	-	-	(499)
HWPS Outdoor Library	-	(17,870)	(17,870)	-	-
Library Books	-	(1,945)	(1,945)	-	-
Wren Building Wall Art	-	(3,650)	(3,650)	-	-
Year 6 Leavers Books/ Hoodies & Events incl Matched Funding	240	(2,508)	(2,268)	(1,980)	(2,209)
Panto / Storytelling Workshop 2025	-	(2,759)	(2,759)	-	(1,999)
Panto / Storytelling Workshop 2024	-	(2,589)	(2,589)	-	-
2021/22 End of Year trip contributions	-	-	-	-	(3,765)
Fridge for PTA Shed	-	-	-	(464)	-
<b>Total Other Expenditure</b>	<b>240</b>	<b>(31,321)</b>	<b>(31,081)</b>	<b>(2,444)</b>	<b>(39,545)</b>
<b>Lloyds Movement for the Year</b>	<b>60,797</b>	<b>(67,801)</b>	<b>(7,004)</b>	<b>30,166</b>	<b>(15,386)</b>

### 3. Statement of Assets & Liabilities (Cash Basis)

	<u>2024/5</u>	<u>2023/4</u>
<b>Monetary Assets</b>		
Lloyds General Purpose Account	3,687	59,825
Lloyds Instant Access Savings Account	49,909	774
Cash Float	30	30
	<u>53,625</u>	<u>60,629</u>
<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
<b>Current Liabilities</b>	0	0
<b>Net Current Assets</b>	<u><u>53,875</u></u>	<u><u>60,879</u></u>
<b>Represented by</b>		
Funds Account at the Beginning of Financial Year	60,879	30,713
Net outflow for Financial Year	(7,004)	30,166
Funds Account at the End of Financial Year	<u><u>53,875</u></u>	<u><u>60,879</u></u>

**HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION**

England & Wales - Charity number 1029547

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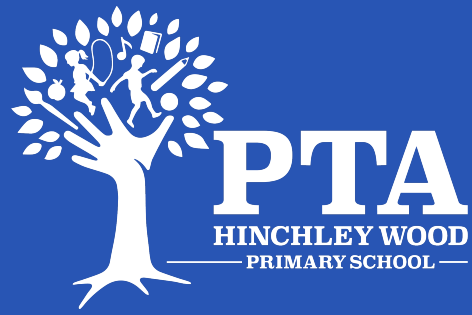
# Accounts

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Registered Charity Number: 1029547

[hinchleywoodprimaryschoolpta@gmail.com](mailto:hinchleywoodprimaryschoolpta@gmail.com)

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# Hinchley Wood Primary School Association (PTA)

# Annual Report 2023/24

## 1. Objectives of the PTA

The Hinchley Wood Primary School Association (“HWPSA” or also referred to as the “PTA”) aims to enhance the educational experience of all children at HWPS and to foster a strong sense of school community within the school and with our wider local community. Our main objectives are:

- ★ To build strong and effective relationships between staff, parents/carers and others who are involved with the school;
- ★ To run activities and events which bring the school community together and that also raise funds to support the school and enhance the educational experience of the children, for items/events that are not funded from the school’s core budget.

## 2. 2023/24 Challenges and opportunities

In contrast to previous years, the PTA committee has run with a full complement of volunteers for roles this year. We have retained the governance structure which has evolved since covid of a central committee to work all year on:

- Governing and running the charity
- Administering the finances
- Overseeing the adherence to and compliance in decision making
- Friday cakes

*NB: The PTA is potentially subject to audit by the Charities Commission of England and Wales. The trustees (mostly the Committee) are liable for decisions made.*

...and groups of volunteers to work on specific events, including but not limited to:

- Cheese and Wine
- Fireworks
- Christmas Fair
- Quiz Night / Summer Ball\*
- Summer Fair

*\*alternating each year*

As will be described further along in this document, the main challenge of 23/24 has been to develop opportunities to distribute funds. The school has indicated that PTA contributions to wall art in the corridor leading to the new library would be welcome, as would support for development of the garden outside the back of the library. However, we haven’t received requests for funds. Similarly, we have engaged the school throughout the year with a view to donating funds to cover costs of:

- All the start of term entertainers (magician, theatre shows, etc.)
- A contribution to the development of the land behind the new library (costs expected to be high, so the PTA could not fund entirely)
- Renovation of the PTA shed (in order that the 2nd hand uniform and electronic equipment can be stored safely in there)

However, the school have been unable to complete requests for funds for these at the time of writing. We are confident that through more regular meetings with the school leadership, we’ll move forward in finalising a plan alongside the school leadership team to distribute funds in the right ways to enrich our childrens’ and families’ school experience. This is the top priority for the Committee in 24/25.

### 3. Financial Position

Our financial position is extremely strong, following a year of successful events, and careful management. Total **net fundraising** for the year 2023-24 was **£32,861** (2023: £25,995) thanks to the amazing efforts from all the volunteer parents and carers who organised several events throughout the year (see below).

Total **cash balance** as of 31<sup>st</sup> July 2024 amounted to **£60,629** which included the bank account balance of £60,599 (2023: £30,433) and cash on hand of £30 (2023: £30) (kept in the school).

### 4. Expenditure

This year has been unsatisfactory in terms of expenditure. The school has been unable to complete their requests for funds. The PTA contributed funds towards the following:

- Year 6 Leavers Books and Events (£1,980)
- New Fridge for the PTA shed (£464)

#### Year 6 Leavers

For the last few years, the HWPSA has contributed to cover the cost of Year 6 'Leavers Books'. We feel that it is an important and symbolic use of funds to create a sense of unity among the students and a lasting memento. We also contributed towards the Year 6 Disco and paid for an Ice Cream van. Per the table above, in the year 2023/24, the HWPSA contributed £1,980, and we expect to contribute similarly ongoing.

### 5. Events (selected)

#### The Fireworks - (November 2023)

The HWPS fireworks is a regular, and extremely popular event in November each year. It is often oversubscribed, and sometimes HWPS parents who would like to attend, are unable to get tickets. Thanks to the tireless efforts of Belinda and the Fireworks team, there was a fantastic atmosphere on the night, and unsurprisingly extremely well attended. 2024's event is already almost fully planned, and we're looking forward to another great family evening in November.

Net Profits: £4,923.

*2022 - £5,503 (including £1,607 of matched funding).*

#### Christmas Fair (December 2023)

The Christmas fair was extremely well attended, and widely reported as a success. Both Teachers and Volunteers threw themselves into organising the day, and providing a large variety of activities for families that came.

Net Profit: £5,710 (including £1,004 of matched funding).

*2022 - £4,146 (including £953 of matched funding)*

#### Christmas Cards (December 2023)

We undertook the Christmas cards initiative again this year: parents/carers order online greeting cards (and some other items) with their own child's artwork through an identified supplier. The PTA receives a fixed commission for every item purchased. This is popular with many families, especially younger year groups.

Net Profit: £997

2022 - £535

### Golf Day (June)

The PTA Golf Day is now an established fixture of the school Calendar and an annual highlight for the “golfers” among us. There was a particular focus on keeping hydrated on a warm day.



Net Profit: £1,559

2023 - £1,032

### Cake sales/ Ice-lolly Sales

Our weekly cake sales are a deliciously simple way to raise funds. Each class is assigned with a particular date on a Friday during the school term and the parents bring some home baked or bakery bought treats to sell just before the end of the school day.

Net Profit: £6,800

2022 - £4,108

### Quiz Night (March)

The Quiz Night happens every other year, and 2024 blew the doors off. Carl and the team of volunteers threw everything at what can only be described as a massive night out for everyone. All competing quiz teams got thoroughly stuck into the fancy dress theme of the evening, and some spectacular memories were made (and lost).

Net Profit: £3,643



## Y2 - Y5 Disco

The 2024 year-group discos were a runaway success, with all being almost fully attended. It took some strong resolve from Katy and the team of volunteers to get these events approved and planned, but now that these have happened once we will ensure that they will return annually. Well done to everyone involved. While the purpose of these was to have a fun event to enrich the childrens' experience of school, we did also generate some funds.

Net Profit: £615

## Summer Fair

Another enormously successful summer fair which was almost ruined by the wholly rubbish weather. The playground was mostly underwater only a couple of hours before families arrived, but in spite of this, a hugely successful event took place, with children, parents and teachers all coming together to have fun and take part in all the games, and enjoy the food and drink on offer. A huge thank you to all involved.

Net Profit: £7,969 (note: this includes £3,609 matched funding received in August which will be reflected in next year's accounts)

## Wine & Cheese Evening

A great deal of effort went into the detail of the cheese and wine evening this year, and guests were rewarded with an absolutely fabulous evening. Well done to everyone involved.

Net Profit: £1,175

## Tea Towels

Tea towels with the childrens' self portraits have proven extremely popular once again this year.

Net Profit: £1,943

## Second Hand Uniform Sales

This year has seen us really step up several gears in running 2nd hand uniform, and this has required a great deal of effort by the volunteers involved. This scheme generates funds for the charity, but equally important drivers in this initiative are environmental sustainability, and ensuring that the least amount of brand new uniform need be bought by any family, saving household costs.

Net Profit: £804

## Corporate sponsorship

This year we secured great corporate sponsorship from local business, for example:

- £500 donated by Ivy Gate Estate Agents towards the Christmas Fair and Quiz Night.
- £200 Russell-Cooke Solicitors towards the Summer Fair

## Donations via easy fundraising®, AmazonSmile and similar platforms

In 2023/24, the PTA received £23 (2023: £593) in total through easyfundraising and Charities Aid Foundation. The reduction is due to the closure of the AmazonSmile scheme.

# 6. Governance & management

The HWPSA is an unincorporated association and relies wholly on the voluntary effort and contributions of its members to carry out its objectives and activities. All parents or carers of children at Hinchley Wood Primary School automatically become members of the HWPSA. In order to allow us to be able to work more effectively we operate under the Parentkind Constitution, which has been approved by the Charities Commission and adopted by many PTAs across the country.

Any member of the HWPSA / PTA can attend the monthly committee meetings and vote at the AGM. HWPSA officers are elected at the AGM for a renewable term of one year, and these officers and members of the PTA organise all fundraising events, with oversight from the HWPSA committee. HWPSA expenditure is also scrutinised and agreed at the monthly committee meetings.

## Thank You

It remains hard to attract volunteers both to lead and support in running events, and this has limited what we are able to do. Ours is a thriving, but busy community, and the ability of the PTA to do more, is only limited by the number of volunteer hours which are committed. We will continue to run fewer events really well, rather than spreading ourselves too thinly and risk events being cancelled.

As parents and carers, it is extremely rare that any of us have any 'spare' time to give, and many people have sacrificed their personal time to make the PTA both successful and effective this year. For that, on behalf of the PTA, we are extremely grateful to all volunteers and everyone who has supported the events, and who has made it possible to not only keep operating, but also to have some fun as families in the process. Many individuals and teams, too numerous to mention, have worked hard throughout the year to build and execute events, and we should congratulate them, and thank them for a job tremendously well done.

## 2024 / 2025 Calendar

Events are held at the Primary School, unless otherwise stated.

- ★ Cake/Lolly Sales: most Fridays, Year Round
- ★ Uniform Sales: Year Round, dates TBC
- ★ November: Coffee morning, date TBC

- ★ November: Fireworks Night
- ★ October: Cheese and Wine evening (principally for reception and early years, but open to all)
- ★ December: Christmas Cards
- ★ December: Christmas Fair: (TBC - dependent on volunteers)

2025

- ★ February: Coffee morning, date TBC
- ★ April: Social Evening (PTA meet-up, no agenda, most likely at a nearby pub)
- ★ May: Coffee Morning, date TBC
- ★ June: Golf Day: not at the school
- ★ Summer Ball: (Details TBA, not at the school)
- ★ June: Summer Fair, (TBC - dependent on volunteers)

## HWPSA Trustees, Officers & Committee Members 2023/2024

### Trustees

- ❖ Dan Pring
- ❖ Aleksandra Zablocka
- ❖ Katy Fernandes
- ❖ Carl Turner
- ❖ Sarah Adamson

### Officers

- ❖ Chair: Dan Pring
- ❖ Deputy Chair: Paul Morgan
- ❖ Treasurer: Katy Fernandes
- ❖ Deputy Treasurer: Carl Turner
- ❖ Secretary: Aleks Zablocka
- ❖ Comms: Vicky Tuttle
- ❖ Uniform: Sarah Adamson
- ❖ Cakes: Mikey Allbone

## Standing for Election to the Committee, and as Trustees for 2024-25

- ❖ Paul Morgan - Chair
- ❖ Katy Fernandes - Treasurer
- ❖ Aleksandra Zablocka - Co-Secretary
- ❖ Kerry Leggeat- Uniform Sales
- ❖ Mikey Albone - Cakes
- ❖ Carl Turner - Deputy Treasurer

### This leaves vacancies for:

- ❖ Co-Secretary (to share the role with Aleks)
- ❖ Deputy Chair (to deputise for Paul and attend meetings with the Headteachers)
- ❖ Co-Communications / Newsletter Coordinator (to share the role with Vicky)
- ❖ Class reps Coordinator



Dan Pring, on behalf of the PTA Committee, 20th September, 2024

# Accounts

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)

REGISTERED CHARITY NO: 1029547

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024

## 1. Receipts & Payments - Lloyds

	2023 / 24			2022 / 23	2021 / 22
	Receipts	Payments	Net	Net	Net
	£	£	£	£	£
<b>Fundraising Activity</b>					
Summer Ball		-	-	4,586	-
Summer Ball - Match Giving	310		310	-	-
Summer Fair	6,875	(2,516)	4,360	-	-
Summer Fair - Match Giving			-	-	-
Wine & Cheese Night	2,687	(1,512)	1,175	-	366
Wine & Cheese - Match Giving			-	-	1,000
Fireworks	10,732	(5,810)	4,923	3,896	(875)
Fireworks - Match Giving			-	1,607	-
Christmas Fair	7,521	(2,815)	4,706	3,192	-
Christmas Fair - Match Giving	1,004		1,004	953	-
Christmas Trail			-	-	1,578
Christmas Trail - Match Giving			-	-	-
Christmas Cards	997	-	997	535	654
Christmas Raffle			-	342	2,522
Yr 2-5 Disco	1,413	(798)	615	-	-
Easter Trail			-	-	906
Quiz	8,957	(5,314)	3,643	-	837
Golf Day	4,180	(2,620)	1,559	1,032	2,378
Cake & Ice-lolly Sales	6,848	(48)	6,800	4,108	2,522
Matched Giving - Other (primarily 2021/22 funding)			-	4,846	800
Easy Fundraising/Amazon	23		23	593	1,028
Uniform Sales	1,067	(263)	804	11	118
Tea Towel Sales	3,273	(1,330)	1,943	-	-
Mufti Day			-	-	1,254
Other Events			-	293	492
<b>Total Fundraising Activity</b>	<b>55,887</b>	<b>(23,026)</b>	<b>32,861</b>	<b>25,995</b>	<b>15,580</b>

[Table continued on next page]

<b>Social &amp; Admin</b>					
Meeting Expense			-	-	(100)
Subscriptions	(153)	(153)	(140)	(129)	
IT, Printing & Stationery	(435)	(435)	(330)	(406)	
Licence Costs			-	-	-
Gazebos & Urns			(452)	(490)	
Thank You Gifts			-	-	(611)
Storage & Clearance			(762)		-
Other	376	(38)	338	(152)	-
<b>Total Social &amp; Admin</b>	<b>376</b>	<b>(626)</b>	<b>(250)</b>	<b>(1,836)</b>	<b>(1,736)</b>
<b>Other Expenditure</b>					
HWPS Outdoor Learning Area			(26,500)		-
HWPS Traveling Library Equipment			(2,587)		-
HWPS EYFS Library & Construction Area Equipment			(1,987)		-
HWPS Wellbeing Garden			(499)		-
Year 6 Leavers Books & Events	(1,980)	(1,980)	(2,209)	(1,603)	
Jack & The Beanstalk Panto			(1,999)		-
2021/22 End of Year trip contributions			(3,765)		-
Teachers Incidentals			-	-	(345)
Traveling Library			-	-	(457)
New Fridge for PTA Shed	(464)	(464)	-	-	-
<b>Total Other Expenditure</b>	<b>-</b>	<b>(2,444)</b>	<b>(2,444)</b>	<b>(39,545)</b>	<b>(2,405)</b>
<b>Lloyds Movement for the Year</b>	<b>56,263</b>	<b>(26,097)</b>	<b>30,166</b>	<b>(15,386)</b>	<b>11,439</b>

## 2. Statement of cash flows

	2024	2023
	£	£
<b>Opening Balances</b>		
Lloyds Bank a/c	30,433	45,789
Lloyds Savings a/c		
Cash in hand	30	60
	<b>30,463</b>	<b>45,849</b>
Fundraising activity (net)	32,861	25,995
Social & Admin expenditure	(250)	(1,836)
Other expenditure	(2,444)	(39,545)
<b>Total Cash Movement</b>	<b>30,166</b>	<b>(15,386)</b>
<b>Operating Cash Balance at the End of Financial Year</b>	<b>60,629</b>	<b>30,463</b>
<b>Bank Account &amp; Petty Cash</b>		
Lloyds Bank a/c	59,825	30,433
Lloyds Savings a/c	774	-
Cash in hand	30	30
<b>Operating Cash Balance</b>	<b>60,629</b>	<b>30,463</b>

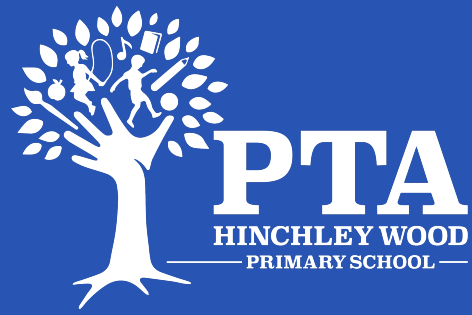
### 3. Statement of Assets & Liabilities (Cash Basis)

	2024	2023
	£	£
<b>Monetary Assets</b>		
Lloyds General Purpose Account	59,825	30,433
Lloyds Instant Access Savings Account	774	
Cash Float	30	30
	<u>60,629</u>	<u>30,463</u>
<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
<b>Current Liabilities</b>	-	-
<b>Net Current Assets</b>	<u><u>60,879</u></u>	<u><u>30,713</u></u>
<b>Represented by</b>		
Funds Account at the Beginning of Financial Year	30,713	46,099
Net outflow for Financial Year	30,166	(15,386)
Funds Account at the End of Financial Year	<u><u>60,879</u></u>	<u><u>30,713</u></u>

Registered Charity Number: 1029547

[hinchleywoodprimaryschoolpta@gmail.com](mailto:hinchleywoodprimaryschoolpta@gmail.com)

[www.hinchley-wood-primary.surrey.sch.uk](http://www.hinchley-wood-primary.surrey.sch.uk)



# Hinchley Wood Primary School Association (PTA)

# Annual Report 2023/24

## 1. Objectives of the PTA

The Hinchley Wood Primary School Association (“HWPSA” or also referred to as the “PTA”) aims to enhance the educational experience of all children at HWPS and to foster a strong sense of school community within the school and with our wider local community. Our main objectives are:

- ★ To build strong and effective relationships between staff, parents/carers and others who are involved with the school;
- ★ To run activities and events which bring the school community together and that also raise funds to support the school and enhance the educational experience of the children, for items/events that are not funded from the school’s core budget.

## 2. 2023/24 Challenges and opportunities

In contrast to previous years, the PTA committee has run with a full complement of volunteers for roles this year. We have retained the governance structure which has evolved since covid of a central committee to work all year on:

- Governing and running the charity
- Administering the finances
- Overseeing the adherence to and compliance in decision making
- Friday cakes

*NB: The PTA is potentially subject to audit by the Charities Commission of England and Wales. The trustees (mostly the Committee) are liable for decisions made.*

...and groups of volunteers to work on specific events, including but not limited to:

- Cheese and Wine
- Fireworks
- Christmas Fair
- Quiz Night / Summer Ball\*
- Summer Fair

*\*alternating each year*

As will be described further along in this document, the main challenge of 23/24 has been to develop opportunities to distribute funds. The school has indicated that PTA contributions to wall art in the corridor leading to the new library would be welcome, as would support for development of the garden outside the back of the library. However, we haven’t received requests for funds. Similarly, we have engaged the school throughout the year with a view to donating funds to cover costs of:

- All the start of term entertainers (magician, theatre shows, etc.)
- A contribution to the development of the land behind the new library (costs expected to be high, so the PTA could not fund entirely)
- Renovation of the PTA shed (in order that the 2nd hand uniform and electronic equipment can be stored safely in there)

However, the school have been unable to complete requests for funds for these at the time of writing. We are confident that through more regular meetings with the school leadership, we’ll move forward in finalising a plan alongside the school leadership team to distribute funds in the right ways to enrich our childrens’ and families’ school experience. This is the top priority for the Committee in 24/25.

### 3. Financial Position

Our financial position is extremely strong, following a year of successful events, and careful management. Total **net fundraising** for the year 2023-24 was **£32,861** (2023: £25,995) thanks to the amazing efforts from all the volunteer parents and carers who organised several events throughout the year (see below).

Total **cash balance** as of 31<sup>st</sup> July 2024 amounted to **£60,629** which included the bank account balance of £60,599 (2023: £30,433) and cash on hand of £30 (2023: £30) (kept in the school).

### 4. Expenditure

This year has been unsatisfactory in terms of expenditure. The school has been unable to complete their requests for funds. The PTA contributed funds towards the following:

- Year 6 Leavers Books and Events (£1,980)
- New Fridge for the PTA shed (£464)

#### Year 6 Leavers

For the last few years, the HWPSA has contributed to cover the cost of Year 6 'Leavers Books'. We feel that it is an important and symbolic use of funds to create a sense of unity among the students and a lasting memento. We also contributed towards the Year 6 Disco and paid for an Ice Cream van. Per the table above, in the year 2023/24, the HWPSA contributed £1,980, and we expect to contribute similarly ongoing.

### 5. Events (selected)

#### The Fireworks - (November 2023)

The HWPS fireworks is a regular, and extremely popular event in November each year. It is often oversubscribed, and sometimes HWPS parents who would like to attend, are unable to get tickets. Thanks to the tireless efforts of Belinda and the Fireworks team, there was a fantastic atmosphere on the night, and unsurprisingly extremely well attended. 2024's event is already almost fully planned, and we're looking forward to another great family evening in November.

Net Profits: £4,923.

*2022 - £5,503 (including £1,607 of matched funding).*

#### Christmas Fair (December 2023)

The Christmas fair was extremely well attended, and widely reported as a success. Both Teachers and Volunteers threw themselves into organising the day, and providing a large variety of activities for families that came.

Net Profit: £5,710 (including £1,004 of matched funding).

*2022 - £4,146 (including £953 of matched funding)*

#### Christmas Cards (December 2023)

We undertook the Christmas cards initiative again this year: parents/carers order online greeting cards (and some other items) with their own child's artwork through an identified supplier. The PTA receives a fixed commission for every item purchased. This is popular with many families, especially younger year groups.

Net Profit: £997

2022 - £535

### Golf Day (June)

The PTA Golf Day is now an established fixture of the school Calendar and an annual highlight for the “golfers” among us. There was a particular focus on keeping hydrated on a warm day.



Net Profit: £1,559

2023 - £1,032

### Cake sales/ Ice-lolly Sales

Our weekly cake sales are a deliciously simple way to raise funds. Each class is assigned with a particular date on a Friday during the school term and the parents bring some home baked or bakery bought treats to sell just before the end of the school day.

Net Profit: £6,800

2022 - £4,108

### Quiz Night (March)

The Quiz Night happens every other year, and 2024 blew the doors off. Carl and the team of volunteers threw everything at what can only be described as a massive night out for everyone. All competing quiz teams got thoroughly stuck into the fancy dress theme of the evening, and some spectacular memories were made (and lost).

Net Profit: £3,643



## Y2 - Y5 Disco

The 2024 year-group discos were a runaway success, with all being almost fully attended. It took some strong resolve from Katy and the team of volunteers to get these events approved and planned, but now that these have happened once we will ensure that they will return annually. Well done to everyone involved. While the purpose of these was to have a fun event to enrich the childrens' experience of school, we did also generate some funds.

Net Profit: £615

## Summer Fair

Another enormously successful summer fair which was almost ruined by the wholly rubbish weather. The playground was mostly underwater only a couple of hours before families arrived, but in spite of this, a hugely successful event took place, with children, parents and teachers all coming together to have fun and take part in all the games, and enjoy the food and drink on offer. A huge thank you to all involved.

Net Profit: £7,969 (note: this includes £3,609 matched funding received in August which will be reflected in next year's accounts)

## Wine & Cheese Evening

A great deal of effort went into the detail of the cheese and wine evening this year, and guests were rewarded with an absolutely fabulous evening. Well done to everyone involved.

Net Profit: £1,175

## Tea Towels

Tea towels with the childrens' self portraits have proven extremely popular once again this year.

Net Profit: £1,943

## Second Hand Uniform Sales

This year has seen us really step up several gears in running 2nd hand uniform, and this has required a great deal of effort by the volunteers involved. This scheme generates funds for the charity, but equally important drivers in this initiative are environmental sustainability, and ensuring that the least amount of brand new uniform need be bought by any family, saving household costs.

Net Profit: £804

## Corporate sponsorship

This year we secured great corporate sponsorship from local business, for example:

- £500 donated by Ivy Gate Estate Agents towards the Christmas Fair and Quiz Night.
- £200 Russell-Cooke Solicitors towards the Summer Fair

## Donations via easy fundraising®, AmazonSmile and similar platforms

In 2023/24, the PTA received £23 (2023: £593) in total through easyfundraising and Charities Aid Foundation. The reduction is due to the closure of the AmazonSmile scheme.

# 6. Governance & management

The HWPSA is an unincorporated association and relies wholly on the voluntary effort and contributions of its members to carry out its objectives and activities. All parents or carers of children at Hinchley Wood Primary School automatically become members of the HWPSA. In order to allow us to be able to work more effectively we operate under the Parentkind Constitution, which has been approved by the Charities Commission and adopted by many PTAs across the country.

Any member of the HWPSA / PTA can attend the monthly committee meetings and vote at the AGM. HWPSA officers are elected at the AGM for a renewable term of one year, and these officers and members of the PTA organise all fundraising events, with oversight from the HWPSA committee. HWPSA expenditure is also scrutinised and agreed at the monthly committee meetings.

## Thank You

It remains hard to attract volunteers both to lead and support in running events, and this has limited what we are able to do. Ours is a thriving, but busy community, and the ability of the PTA to do more, is only limited by the number of volunteer hours which are committed. We will continue to run fewer events really well, rather than spreading ourselves too thinly and risk events being cancelled.

As parents and carers, it is extremely rare that any of us have any 'spare' time to give, and many people have sacrificed their personal time to make the PTA both successful and effective this year. For that, on behalf of the PTA, we are extremely grateful to all volunteers and everyone who has supported the events, and who has made it possible to not only keep operating, but also to have some fun as families in the process. Many individuals and teams, too numerous to mention, have worked hard throughout the year to build and execute events, and we should congratulate them, and thank them for a job tremendously well done.

## 2024 / 2025 Calendar

Events are held at the Primary School, unless otherwise stated.

- ★ Cake/Lolly Sales: most Fridays, Year Round
- ★ Uniform Sales: Year Round, dates TBC
- ★ November: Coffee morning, date TBC

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2025

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## HWPSA Trustees, Officers & Committee Members 2023/2024

### Trustees

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- ❖ Aleksandra Zablocka
- ❖ Katy Fernandes
- ❖ Carl Turner
- ❖ Sarah Adamson

### Officers

- ❖ Chair: Dan Pring
- ❖ Deputy Chair: Paul Morgan
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- ❖ Comms: Vicky Tuttle
- ❖ Uniform: Sarah Adamson
- ❖ Cakes: Mikey Allbone

## Standing for Election to the Committee, and as Trustees for 2024-25

- ❖ Paul Morgan - Chair
- ❖ Katy Fernandes - Treasurer
- ❖ Aleksandra Zablocka - Co-Secretary
- ❖ Kerry Leggeat- Uniform Sales
- ❖ Mikey Albone - Cakes
- ❖ Carl Turner - Deputy Treasurer

### This leaves vacancies for:

- ❖ Co-Secretary (to share the role with Aleks)
- ❖ Deputy Chair (to deputise for Paul and attend meetings with the Headteachers)
- ❖ Co-Communications / Newsletter Coordinator (to share the role with Vicky)
- ❖ Class reps Coordinator



Dan Pring, on behalf of the PTA Committee, 20th September, 2024

# Accounts

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)

REGISTERED CHARITY NO: 1029547

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024

## 1. Receipts & Payments - Lloyds

	2023 / 24			2022 / 23	2021 / 22
	Receipts	Payments	Net	Net	Net
	£	£	£	£	£
<b>Fundraising Activity</b>					
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Summer Ball - Match Giving	310		310	-	-
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[Table continued on next page]

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Gazebos & Urns			(452)	(490)	
Thank You Gifts			-	-	(611)
Storage & Clearance			(762)	-	
Other	376	(38)	338	(152)	-
<b>Total Social &amp; Admin</b>	<b>376</b>	<b>(626)</b>	<b>(250)</b>	<b>(1,836)</b>	<b>(1,736)</b>
<b>Other Expenditure</b>					
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HWPS Traveling Library Equipment			(2,587)	-	
HWPS EYFS Library & Construction Area Equipment			(1,987)	-	
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Jack & The Beanstalk Panto			(1,999)	-	
2021/22 End of Year trip contributions			(3,765)	-	
Teachers Incidentals			-	-	(345)
Traveling Library			-	-	(457)
New Fridge for PTA Shed	(464)	(464)	-	-	
<b>Total Other Expenditure</b>	<b>-</b>	<b>(2,444)</b>	<b>(2,444)</b>	<b>(39,545)</b>	<b>(2,405)</b>
<b>Lloyds Movement for the Year</b>	<b>56,263</b>	<b>(26,097)</b>	<b>30,166</b>	<b>(15,386)</b>	<b>11,439</b>

## 2. Statement of cash flows

	2024	2023
	£	£
<b>Opening Balances</b>		
Lloyds Bank a/c	30,433	45,789
Lloyds Savings a/c		
Cash in hand	30	60
	<b>30,463</b>	<b>45,849</b>
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Lloyds Savings a/c	774	-
Cash in hand	30	30
<b>Operating Cash Balance</b>	<b>60,629</b>	<b>30,463</b>

### 3. Statement of Assets & Liabilities (Cash Basis)

	2024	2023
	£	£
<b>Monetary Assets</b>		
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<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
<b>Current Liabilities</b>	-	-
<b>Net Current Assets</b>	<u>60,879</u>	<u>30,713</u>
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Funds Account at the Beginning of Financial Year	30,713	46,099
Net outflow for Financial Year	30,166	(15,386)
Funds Account at the End of Financial Year	<u>60,879</u>	<u>30,713</u>

**Report of the Independent examiner to the Trustees of Hinchley Wood Primary School Association (PTA) Charity Number 1029547.**

I report to the trustees on my examination of the accounts of the above Charity for the year to 31<sup>st</sup> July 2024 that are set out on the pages attached.

**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 that gives me cause to believe that in any material respect:

- a) the accounting records were not kept in accordance with section 130 of the Charities Act or
- b) the accounts did not comply with the accounting records or
- c) the accounts did not comply with the applicable requirements concerning the form and content of the 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 the 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.



29 | 11 | 24

Barry Hitchens- Australian Society of Accountants

24 Effingham Road, Long Ditton, Surrey. KT6 5JY

**HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION**

England & Wales - Charity number 1029547

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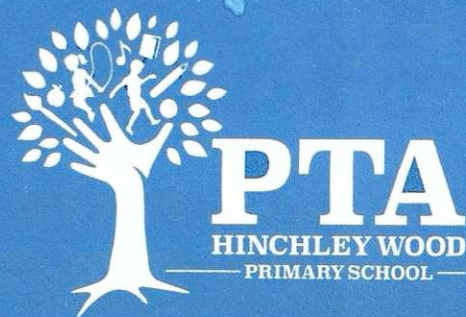
# Accounts

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Registered Charity Number: 1029547

[hinchleywoodprimaryschoolpta@gmail.com](mailto:hinchleywoodprimaryschoolpta@gmail.com)

[www.hinchley-wood-primary.surrey.sch.uk](http://www.hinchley-wood-primary.surrey.sch.uk)



# Hinchley Wood Primary School Association (PTA)

# Annual Report 2022/23

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During the Spring and Summer terms we were able to start delivering more of our normal events, however, volunteer engagement was understandably reduced following lockdown and the cancellation of events. The committee decided that we did not have the volunteers we needed to run the popular Summer Fair or Summer Ball. We did introduce half termly coffee mornings which proved popular.

The PTA were able to support the school Sports Day, which had a good level of volunteer support, refreshments were sold (as a service more than for fundraising) and we funded refreshments for all the children across HWPS.

We did not have the opportunity to meet and introduce the PTA to the new Reception parents, as would be normal practice, so we did some meet and greet at the school gates and handed out flyers to parents about the PTA and how to get involved.

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Total **net fundraising** for the year 2022-23 was **£25,995** (2022: £15,580) thanks to the amazing efforts from all the volunteer parents and carers who organised several events throughout the year (see below).

Total **cash balance** as of 31<sup>st</sup> July 2023 amounted to **£30,463** which included the bank account balance of £30,433 (2022: £45,789) and cash on hand of £30 (2022: £60) (kept in the school).

## 5. Expenditure

This year we have continued working actively to agree expenditure with the school following a governance process which would, if required, stand up to the scrutiny of an audit, but balancing this against not keeping large cash reserves that could be spent on current pupils.

The PTA contributed funds towards school projects:

- Outdoor Learning Area	(£26,500)
- Travelling Library Equipment	(£2,587)
- Year 6 Leavers Books / Hoodies and Events	(£2,209)
- EYFS Library and Construction Area Equipment	(£1,987)
- Jack and The Beanstalk Panto	(£1,999)
- 2021/22 End of Year trip contributions paid for this year	(£3,765)
- Maintenance of the Well-Being Garden	(£499)

(Expenditure on the Well-Being Garden was to support our previous investment in building it.)

### Year 6 Leavers

For the last few years, the HWPSA has contributed to cover the cost of Year 6 'Leavers Books' and Hoodies. We feel that it is an important and symbolic use of funds to create a sense of unity among the students and a lasting memento. We also contributed towards the Year 6 Disco and paid for an Ice Cream van. Per the table above, in the year 2022/23, the HWPSA contributed £2,209, and we expect to contribute similarly ongoing.

## 6. Fund-Raising and Events (selected)

### The Fireworks - November 2022

The HWPS fireworks is a regular, and extremely popular event in November each year. It is often oversubscribed, and sometimes HWPS parents who would like to attend, are unable to get tickets.

## Summer Ball

The Summer Ball at Raven's Ait was sold out, and those who attended reported having an excellent time. There were some issues with the public address system at the venue, which was unfortunate, but provides a valuable lesson for the future when working with a venue.

Net Profit: £4,586

## Corporate sponsorship

This year we secured great corporate sponsorship from local business, for example:

- £1,475 donated by Newton Huxley Ltd towards various events. In addition to the cash donation they also provided prizes towards some of our events such as £500 for the Summer Ball.
- £500 fuel4 Ltd towards the Golf Day
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In 2022/23, the PTA received £593 (2022: £1,028) in total through easyfundraising, AmazonSmile and Charities Aid Foundation.

## 7. 2023 / 2024 and Beyond

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Any member of the HWPSA / PTA can attend the monthly committee meetings and vote at the AGM.

HWPSA officers are elected at the AGM for a renewable term of one year, and these officers and members of the PTA organise all fundraising events, with oversight from the HWPSA committee. HWPSA expenditure is also scrutinised and agreed at the monthly committee meetings.

### Thank You

We have found it hard to attract volunteers, both to lead and support in running events, and this has limited what we are able to do. Ours is a thriving, but busy community, and the ability of the PTA to do more, is only limited by the number of volunteer hours which are committed. We will continue to run fewer events really well, rather than spreading ourselves too thinly and risk events being cancelled.

As parents and carers, it is extremely rare that any of us have any 'spare' time to give, and many people have sacrificed their personal time to make the PTA both successful and effective this year. For that, on behalf of the PTA, we are extremely grateful to all volunteers and everyone who has supported the events, and who has made it possible to not only keep operating, but raise significant sums of money to enrich our childrens' school lives, and have some fun as families in the process.

Many individuals and teams, too numerous to mention, have worked hard throughout the year to build and execute events, and we should congratulate them, and thank them for a job tremendously well done.

## 2023 / 2024 Calendar

Events are held at the Primary School, unless otherwise stated.

- ★ Cake/Lolly Sales: most Fridays, Year Round
- ★ Uniform Sales: Year Round, (TBC, but likely to be September, February, June, plus reception settling sessions)
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- ★ 28th June: Golf Day
- ★ June: Summer Fair, date TBC

## The Committee

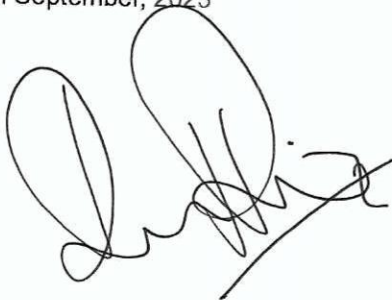
It is the nature of a PTA committee that members rotate in and out as our children grow up and move through the school. The 'covid years', during which many events (and committee meetings) could not easily take place, have meant a quick transition from the previous 'core' of the PTA committee into the current one. Special thanks should be given to the Committee members which spanned this period, and are only now stepping down, Belinda and Jacqui. Their commitment has led to crucial knowledge and context being passed on, and allowed for a far more productive 2023 (and beyond) than we otherwise might have.

Thanks also to Laura, who steps down from the Committee after two years as Deputy Chair, to Christina who steps down from her role as Sponsorship Coordinator, and to Frankie, also steps down from a role as Sponsorship Coordinator.

Mikey and Sarah have taken on the responsibility for Cake Sales, and Uniform Manager, respectively, and are standing for election to the committee this evening.

*Dan Pring, Honorary Chair HWPSA, and the PTA Committee*

Date: 29th September, 2023



## HWPSA Trustees, Officers & Committee Members 2022/2023

### Trustees

- ❖ Christina Kamali
- ❖ Francesca Starling
- ❖ Laura Pring
- ❖ Belinda Lawrie
- ❖ Aleksandra Zablocka
- ❖ Katy Fernandes
- ❖ Jacqueline Signor

### Officers

- ❖ Honorary Chair: Dan Pring
- ❖ Deputy Chair: Laura Pring
- ❖ Treasurer: Katy Fernandes
- ❖ Deputy Treasurer: Belinda Lawrie
- ❖ Secretary: VACANT

### Committee Members

- ❖ Dan Pring
- ❖ Laura Pring
- ❖ Belinda Lawrie
- ❖ Katy Fernandes
- ❖ Jacqueline Signor (Class Rep Coordinator)
- ❖ Aleksandra Zablocka (Class Rep Coordinator)
- ❖ Francesca Starling (Sponsorship Coordinator)
- ❖ Christina Kamali (Sponsorship Coordinator)

## Standing for Election to the Committee, and as Trustees for 2023-24

- ❖ Dan Pring - Chair
- ❖ Katy Fernandes - Treasurer
- ❖ Aleksandra Zablocka - Co-Secretary
- ❖ Sarah Adamson - Uniform Sales
- ❖ Mikey Albone - Cake Sales
- ❖ Carl Turner - Deputy Treasurer

### This leaves vacancies for:

- ❖ Co-Secretary (to share the role with Aleks)
- ❖ Deputy Chair (to deputise for DP and attend meetings with the Headteachers)
- ❖ Communications / Newsletter Coordinator
- ❖ Class reps Coordinator

HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)  
REGISTERED CHARITY NO: 1029547

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

1. Receipts & Payments - General Purpose Account (Lloyds)

	2022 / 23		2021 / 22	2020 / 21
	Receipts	Payments	Net	Net
	£	£	£	£
<b>Fundraising Activity</b>				
Summer Ball	19,784	(15,198)	4,586	-
Summer Ball - Match Giving	-	-	-	-
Wine & Cheese Night	-	-	-	366
Wine & Cheese - Match Giving	-	-	-	1,000
Fireworks	9,308	(5,412)	3,896	(875)
Fireworks - Match Giving	1,607	-	1,607	-
Christmas Fair	6,828	(3,636)	3,192	-
Christmas Fair - Match Giving	953	-	953	-
Christmas Trail	-	-	-	1,578
Christmas Trail - Match Giving	-	-	-	-
Christmas Cards	535	-	535	654
Christmas Raffle	342	-	342	2,522
Easter Trail	-	-	-	906
Quiz	-	-	-	837
Golf Day	2,426	(1,393)	1,032	2,378
Cake & Ice-lolly Sales	4,299	(192)	4,108	2,522
Matched Giving - Other (primarily 2021/22 funding)	4,846	-	4,846	800
Easy Fundraising/Amazon	593	-	593	1,028
Uniform Sales	53	(42)	11	118
Mufti Day	-	-	-	1,254
Other Events	500	(207)	293	492
<b>Total Fundraising Activity</b>	<b>52,075</b>	<b>(26,080)</b>	<b>25,995</b>	<b>13,430</b>

[Table continued on next page]

<b>Social &amp; Admin</b>				
Meeting Expense	-	-	(100)	(97)
Subscriptions	-	(140)	(140)	(123)
IT, Printing & Stationery	-	(330)	(330)	(351)
Licence Costs	-	-	-	(40)
Gazebos & Urns	-	(452)	(452)	(490)
Thank You Gifts	-	-	(611)	(75)
Storage & Clearance	-	(762)	(762)	(84)
Other	-	(152)	(152)	-
<b>Total Social &amp; Admin</b>	-	<b>(1,836)</b>	<b>(1,836)</b>	<b>(1,736)</b>
<b>Other Expenditure</b>				
HWPS Outdoor Learning Area	-	(26,500)	(26,500)	-
HWPS Traveling Library Equipment	-	(2,587)	(2,587)	-
HWPS EYFS Library & Construction Area Equipment	-	(1,987)	(1,987)	-
HWPS Outdoor Equipment	-	-	-	(2,000)
HWPS Wall Art	-	-	-	(3,000)
HWPS Wellbeing Garden	-	(499)	(499)	(20,000)
Year 6 Leavers Books/ Hoodies & Events	-	(2,209)	(2,209)	(1,603)
Jack & The Beanstalk Panto	-	(1,999)	(1,999)	-
2021/22 End of Year trip contributions	-	(3,765)	(3,765)	-
Teachers Incidentals	-	-	-	(345)
Traveling Library	-	-	-	(457)
Skip Hire	-	-	-	(312)
Festive Decorations for School	-	-	-	(326)
Christmas Gifts for Classes	-	-	-	(420)
<b>Total Other Expenditure</b>	-	<b>(39,545)</b>	<b>(39,545)</b>	<b>(2,405)</b>
<b>Lloyds Movement for the Year</b>	<b>52,075</b>	<b>(67,461)</b>	<b>(15,386)</b>	<b>11,439</b>
				<b>(15,868)</b>

## 2. Statement of cash flows

	2023	2022
	£	£
<b>Opening Balances</b>		
Lloyds Bank a/c	45,789	33,380
Cash in hand	60	1,030
	<b>45,849</b>	<b>34,410</b>
Fundraising activity (net)	25,995	15,580
Social & Admin expenditure	(1,836)	(1,736)
Other expenditure	(39,545)	(2,405)
<b>Total Cash Movement</b>	<b>(15,386)</b>	<b>11,439</b>
<b>Operating Cash Balance at the End of Financial Year</b>	<b>30,463</b>	<b>45,849</b>
<b>Bank Account &amp; Petty Cash</b>		
Lloyds Bank a/c	30,433	45,789
Cash in hand	30	60
<b>Operating Cash Balance</b>	<b>30,463</b>	<b>45,849</b>

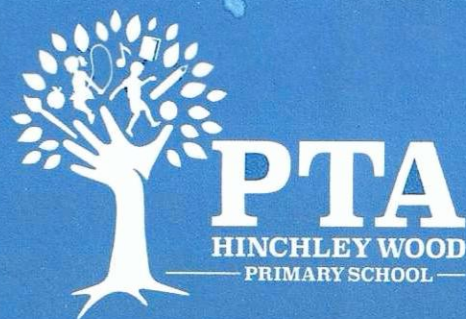
### 3. Statement of Assets & Liabilities (Cash Basis)

	2023	2022
	£	£
<b>Monetary Assets</b>		
Lloyds General Purpose Account	30,433	45,789
Cash Float	30	60
	<u>30,463</u>	<u>45,849</u>
<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
	-	-
<b>Current Liabilities</b>		
	-	-
<b>Net Current Assets</b>	<u><b>30,713</b></u>	<u><b>46,099</b></u>
<b>Represented by</b>		
Funds Account at the Beginning of Financial Year	46,099	34,660
Net outflow for Financial Year	(15,386)	11,439
Funds Account at the End of Financial Year	<u><b>30,713</b></u>	<u><b>46,099</b></u>

Registered Charity Number: 1029547

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# Annual Report 2022/23

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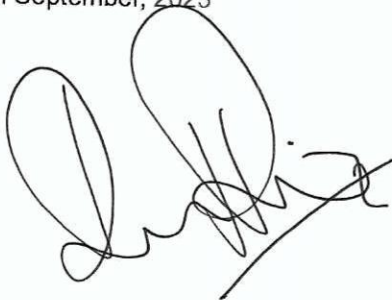
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Date: 29th September, 2023



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HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)  
REGISTERED CHARITY NO: 1029547

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Other	-	(152)	(152)	-
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<b>Other Expenditure</b>				
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HWPS Traveling Library Equipment	-	(2,587)	(2,587)	-
HWPS EYFS Library & Construction Area Equipment	-	(1,987)	(1,987)	-
HWPS Outdoor Equipment	-	-	-	(2,000)
HWPS Wall Art	-	-	-	(3,000)
HWPS Wellbeing Garden	-	(499)	(499)	(20,000)
Year 6 Leavers Books/ Hoodies & Events	-	(2,209)	(2,209)	(1,603)
Jack & The Beanstalk Panto	-	(1,999)	(1,999)	-
2021/22 End of Year trip contributions	-	(3,765)	(3,765)	-
Teachers Incidentals	-	-	-	(345)
Traveling Library	-	-	-	(457)
Skip Hire	-	-	-	(312)
Festive Decorations for School	-	-	-	(326)
Christmas Gifts for Classes	-	-	-	(420)
<b>Total Other Expenditure</b>	-	<b>(39,545)</b>	<b>(39,545)</b>	<b>(2,405)</b>
<b>Lloyds Movement for the Year</b>	<b>52,075</b>	<b>(67,461)</b>	<b>(15,386)</b>	<b>11,439</b>

## 2. Statement of cash flows

	2023	2022
	£	£
<b>Opening Balances</b>		
Lloyds Bank a/c	45,789	33,380
Cash in hand	60	1,030
	<b>45,849</b>	<b>34,410</b>
Fundraising activity (net)	25,995	15,580
Social & Admin expenditure	(1,836)	(1,736)
Other expenditure	(39,545)	(2,405)
<b>Total Cash Movement</b>	<b>(15,386)</b>	<b>11,439</b>
<b>Operating Cash Balance at the End of Financial Year</b>	<b>30,463</b>	<b>45,849</b>
<b>Bank Account &amp; Petty Cash</b>		
Lloyds Bank a/c	30,433	45,789
Cash in hand	30	60
<b>Operating Cash Balance</b>	<b>30,463</b>	<b>45,849</b>

### 3. Statement of Assets & Liabilities (Cash Basis)

	2023	2022
	£	£
<b>Monetary Assets</b>		
Lloyds General Purpose Account	30,433	45,789
Cash Float	30	60
	<u>30,463</u>	<u>45,849</u>
<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
	-	-
<b>Current Liabilities</b>		
	-	-
<b>Net Current Assets</b>	<u><b>30,713</b></u>	<u><b>46,099</b></u>
<b>Represented by</b>		
Funds Account at the Beginning of Financial Year	46,099	34,660
Net outflow for Financial Year	(15,386)	11,439
Funds Account at the End of Financial Year	<u><b>30,713</b></u>	<u><b>46,099</b></u>

**Report of the Independent examiner to the Trustees of Hinchley Wood Primary School Association (PTA) Charity Number 1029547.**

I report to the trustees on my examination of the accounts of the above Charity for the year to 31<sup>st</sup> July 2023 that are set out on the pages attached.

**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 that gives me cause to believe that in any material respect:

- a) the accounting records were not kept in accordance with section 130 of the Charities Act or
- b) the accounts did not comply with the accounting records or
- c) the accounts did not comply with the applicable requirements concerning the form and content of the 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 the 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.



Barry Hitchens- Australian Society of Accountants

24 Effingham Road, Long Ditton, Surrey. KT6 5JY

13/1/2024

**HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION**

England & Wales - Charity number 1029547

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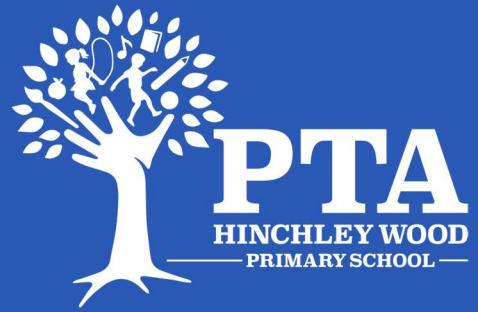
# Accounts

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Registered Charity Number: 1029547

[hinchleywoodprimaryschoolpta@gmail.com](mailto:hinchleywoodprimaryschoolpta@gmail.com)

[www.hinchley-wood-primary.surrey.sch.uk](http://www.hinchley-wood-primary.surrey.sch.uk)



# Hinchley Wood Primary School Association (PTA)

# Annual Report 2021/22

## **1. Objectives and activities**

The Hinchley Wood Primary School Association (“HWPSA” or also referred to as the “PTA”) aims to enhance the educational experience of all children at HWPS and to foster a strong sense of school community within the school and with our wider local community.

Our main objectives are:

- To build strong and effective relationships between staff, parents/carers and others who are involved with the school;
- To run activities and events which bring the school community together and that also raise funds to support the school and enhance the educational experience of the children, for items/events that are not funded from the school’s core budget.

### **2021/22 Challenges and opportunities**

The Academic year 2021/22 was the first year back after COVID pandemic lockdowns and whilst the re-opening of the school brought with it many great opportunities to bring the school community back together, it also brought several challenges.

As activities had not been running in the previous academic year, pre-planning of 2021 events could not take place and at the start of the year we were unsure which events would be allowed to go ahead.

We did not have the opportunity to meet and introduce the PTA to the new Reception parents, as would be normal practice, so we did some meet and greet at the school gates and handed out flyers to parents about the PTA and how to get involved.

The Woody’s Fire meant the sad loss of a vital part of the school, but also led to the understandable cancellation of the planned Fireworks. The cake sales could now re-start and we had to work out how to deliver events with social distancing and restricted school access. With the rise of the COVID-Omicron variant towards the end of Autumn Term we were asked to cancel the Christmas Fair. We were, however, following the Woody’s fire, invited to join the Scouts, Girl Guides, Church Groups, Residents Associations and neighbouring PTAs at the ‘Long Ditton Lights Up!’ event, in December, where we held a successful stall for the first time. This event allowed our PTA to build relationships with our local community and raised modest funds.

The committee successfully pulled together to deliver as many off-site and remote events and fundraising opportunities as possible, this included the online Christmas PTA online raffle (utilising prizes donated for the fair), the Christmas and Easter Quests, cauliflower cards and Christmas decoration competition. We asked the school how we could help support them following the loss of Woody’s, as we wanted to find something positive for the school community to rally behind. The Travelling Library fundraising appeal was launched.

In the Spring Term the committee undertook a parent/carer survey to better understand what the school community wanted from the PTA, and as a further engagement exercise. The school adapted the Travelling Library plans and requested a new focus on Book Corners for the PTA to fundraise for, along with the Forest School/outdoor learning/allotment revamp. Book corners and outdoor learning are expenditure items that were agreed this year but will carry over into 2022/23.

During the Spring and Summer terms we were able to start delivering more of our normal events, however, volunteer engagement was understandably reduced following lockdown and the cancellation

of events. The committee decided that we did not have the volunteers we needed to run the popular Summer Fair or Summer Ball. We did introduce half termly coffee mornings which proved popular.

The PTA were able to support the school Sports Day, which had a good level of volunteer support, refreshments were sold (as a service more than for fundraising) and we funded refreshments for all the children across HWPS.

## 2. Achievements and performance

Total **net fundraising** for the year 2021-22 finished at **£15,580** (2021: £13,430) thanks to the enthusiastic efforts from the parents to organise several events throughout the year (see below).

Total **cash balance** as of 31<sup>st</sup> July 2022 amounted to **£45,849** which included the bank account balance of £45,789 (2021: £33,380) and cash on hand of £60 (2021: £1,030) (kept in the school).

### Expenditure

The PTA contributed funds towards school projects:

- Traveling library (£457),
- Year-group activities (£3,765)
- Maintenance of the well-being garden (£499) to support our prior year's £20K build investment.

This year we have been working actively to agree expenditure with the school, conscious of not keeping large cash reserves that could be spent on current pupils. We are delighted to report that two major items of expenditure were agreed with the school this year that will offer enrichment for all year groups and into the future. Payment will be reflected in 2022/23 accounts. These are:

- o £25K expenditure for building outdoor learning areas and a school allotment. We are awaiting paperwork from the school before we can transfer funds.
- o Between £15K and £21K for creating beautiful book corners (with some much-needed new stock) for every classroom – this will be completed in summer term 2022/23.

### HWPSA fund raising highlights included:

#### Fireworks Night

A regular event on Guy Fawkes Night in November each year with ticket sales organised in collaboration with The Friends of Long Ditton St Mary's School. There was no Fireworks Night in 2021 due to COVID-19 related restrictions.

#### Christmas Events

Holding a Christmas Fair was not again possible in December 2021. For the second year, the Christmas Trail/Quest was a success raised a net inflow of £1,578 (2021: £1,569). The lucky winner, whose name was drawn from the participants, received a Nintendo Switch™ as a main prize. The prize was purchased by a local estate agent who sponsored the trail. The Christmas raffle, organised via an online platform, was also a great success bringing £2,522 (2021: £2,203) for the PTA. Multi-day raised £1,254. **These 3 Winter/Christmas fundraising events raised a collective £5,354 (2021: £4,343).** In addition, we undertook:

- **Christmas cards:** Parents/carers order online greeting cards (and some other items) with their own child's artwork through an identified supplier. The PTA receives a fixed commission (between 50p and £2.00) for every item purchased. This is popular with many families, especially younger year groups. It raised £654 this year.

- **Long Ditton Lights Up!** As mentioned above, we participated for the first time in a Long Ditton Community event. This was a profit-sharing arrangement with all stallholders and raised a modest £239 for us (£114 of which did not reach accounts in time for this year's Annual Report, so will be reflected in the 2022/23 accounts).

#### Cake sales/ Ice-lolly Sales

Our weekly cake sales are a deliciously simple way to raise funds. Each class is assigned with a particular date on a Friday during the school term and the parents bring some home baked or bakery bought treats to sell just before the end of the school day. Cake sales made their comeback in spring 2022 after being paused due to COVID-19 related restrictions in the autumn term of 2020. Net takings from the cake sales, followed by ice-lolly sales during the last weeks of the summer term, raised a net of £2,522. This year we introduced ice-lolly sales for several weeks before the end of term, which proved extremely popular.

#### Quiz Night

This highly popular and fun night was run at Hinchley Wood Secondary School's premises this year, thanks to their kind offer of space. Parents and carers costumes were amazing, with lots of classes represented, raising the bar for next year. Profits netted £4,646, including £3,800 matched funding which will reflect in 2022/23 accounts.

#### Corporate sponsorship

This year we secured great corporate sponsorship from local business, for example:

- £1,633 donated by Newton Huxley Ltd towards various events.
- £100 donated by Doorstep Coffee towards Christmas event

#### Donations via easy fundraising®, AmazonSmile and similar platforms

In 2021/22, the PTA received £1,028 (2021: £352) in total through easyfundraising, AmazonSmile and Charities Aid Foundation.

#### Other

The Cheese and Wine Evening proved to be a success and a great social event for new parents. In 2021/22, it raised, together with the matched funding, a total £1,366.

We are looking forward to holding our other regular funding events such as Summer Ball and annual fairs in the nearest future.

#### **Recurring HWPSA funding activities include:**

##### Teacher Incidental Payments

HWPSA provides an annual budget to each class for 'incidentals' – non-essential items, not covered by the school budget that enhance learning experience (e.g. some craft materials). This is £150 for full time teachers and £75 for part time. During the year 2021/22, the HWPSA covered £345 (2020: £771) of teachers' expenses.

##### Year 6 Leavers Books & Hoodies

For the last few years, the HWPSA contributes £400-450 per class to cover the cost of Year 6 Leavers Books or Hoodies. We feel that it is an important and symbolic use of funds to create a sense of unity among the students and a lasting memento. In the year 2021/22, the HWPSA paid £1,233 for leavers books (2021: £1,349 for leavers hoodies).

### Future projects

For 2022/23, we plan to encourage parents/carer/teacher collaboration in each year group, to agree funding priorities for enrichment across all three classes. We hope this will encourage fundraising as parents/carers see the results of their hard work and have specific goals to aim for. We also think that this increased collaboration between parents and teachers will continue to strengthen relationships between parents and teachers. This work will happen alongside major cross-cutting projects, which will impact the wider school.

### **3. Structure, governance & management**

The HWPSA is an unincorporated association and relies wholly on the voluntary effort and contributions of its members to carry out its objectives and activities. All parents or carers of children at Hinchley Wood Primary School automatically become members of the HWPSA.

The HWPSA has been operating with a constitution that has not been undated in well over 20 years, this has meant that some of our practices are a bit out of date. In order to allow us to be able to work more effectively the committee proposed the introduction of the Parentkind Constitution, which has been approved by the Charity Commission and adopted by many PTAs across the country.

Any member of the HWPSA / PTA can attend the monthly committee meetings and vote at the AGM.

HWPSA officers are elected at the AGM for a renewable term of one year, and these officers and members of the PTA organise all fundraising events, with oversight from the HWPSA committee. HWPSA expenditure is also scrutinised and agreed at the monthly committee meetings.

### **4. Thank you**

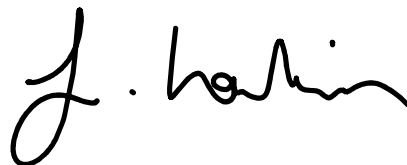
This has been a tough year to ask people to volunteer, as we have all adjusted back to more normal patterns of working and socialising. Especially for new parents to the school who have missed almost three years of normal PTA events.

We are so grateful to all our fellow parents and carers who made it possible to keep our PTA going this year and allowed us to start rebuilding the foundations of a strong and active PTA. Every hour you gave was a huge help, every opinion given in a meeting or in our survey, helped us to keep us to improve the PTA for the benefit of our whole school community.

We hope that 2022/23 will see the PTA truly flying again, as new parents and old bring fresh ideas and energy back.



*Juliette Culora, Honorary Co-Chair HWPSA*



*Jody Ann Larkin, Honorary Co-Chair HWPSA*

Date: 22 September 2022

## 5. HWPSA Trustees, Officers & Committee Members

### HWPSA Trustees 2021-22

Juliette Culora

Jody Ann Larkin

Belinda Lawrie

Joanne Aguilar

Ramute Bagdonaite-Marciukoniene

### HWPSA Trustees 2020-21

Aimee Gatcliffe

Clare Bell

Vanessa Anita Corby

Gareth Raymond

Mark Duncan

Ramute Bagdonaite-Marciukoniene

## 6. HWPSA Officers

### HWPSA Officers 2021-22

Co-Chair:

Juliette Culora

Co-Chair:

Jody Ann Larkin

Deputy Chair:

Maha Shaikh

Co-Deputy Chair:

Laura Pring

Treasurer:

Ramute Bagdonaite-Marciukoniene

Deputy Treasurer:

Belinda Lawrie

Shadow Treasurer:

Iram Hussain-Kennesion

Secretary:

Joanne Aguilar

### HWPSA Officers 2020-21

Aimee Gatcliffe

Clare Bell

Michelle Muggleton

-

Vanessa Corby

Ramute Bagdonaite-  
Marciukoniene

Gareth Raymond

Joanne Aguilar

## 7. Committee Members 2021-22

Juliette Culora

Jody Ann Larkin

Jo Aguilar

Ramute Bagdonaite-Marciukoniene

Belinda Lawrie

Maha Shaikh

Laura Pring

Jacqueline Signor (Class Rep Coordinator)

Jon Usher (PTA Design Coordinator)

Rebecca Lister (Sponsorship Coordinator)

**HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION (HWPSA)**  
**REGISTERED CHARITY NO: 1029547**

**ACCOUNTS FOR THE YEAR ENDED 31 JULY 2022**

**1. Receipts & Payments - General Purpose Account (Lloyds)**

	2021 / 22			2020 / 21	2019 / 20
	Receipts £	Payments £	Net £	Net £	Net £
<b>Fundraising Activity</b>					
Wine & Cheese Night	2,105	(1,739)	366	-	623
Wine & Cheese - Match Giving	1,000	-	1,000	-	-
Fireworks	-	(875)	(875)	-	2,967
Fireworks - Match Giving	-	-	-	-	3,500
Christmas Fair	-	-	-	-	4,212
Christmas Fair - Match Giving	-	-	-	-	6,129
Christmas Trail	2,075	(497)	1,578	1,569	-
Christmas Trail - Match Giving	-	-	-	5,606	-
Christmas Cards	654	-	654	-	814
Christmas Raffle	2,813	(291)	2,522	2,203	-
Easter Trail	1,533	(627)	906	1,603	-
Quiz	3,809	(2,972)	837	-	-
Golf Day	5,150	(2,772)	2,378	1,526	-
Cake & Ice-cream Sales	3,052	(529)	2,522	-	2,064
Matched Giving - Other	800	-	800	-	4,803
Easy Fundraising	1,028	-	1,028	352	882
Other Events	1,230	(738)	492	-	(75)
Uniform Sales	118	-	118	-	-
Mufti Day	1,254	-	1,254	571	-
<b>Total Fundraising Activity</b>	<b>26,621</b>	<b>(11,041)</b>	<b>15,580</b>	<b>13,430</b>	<b>25,919</b>
<b>Social &amp; Admin</b>					
Meeting Expense	-	(100)	(100)	(97)	(120)
Subscriptions	-	(129)	(129)	(123)	(122)
IT, Printing & Stationery	-	(406)	(406)	(351)	(178)
Licence Costs	-	-	-	(40)	-
Outdoor Horn Speaker	-	-	-	-	(310)
BBQ Grill & Utensils	-	-	-	-	(481)
Gazebos	-	(490)	(490)	-	(160)
Thank You Gifts	-	(611)	(611)	(75)	(140)
Storage & Clearance	-	-	-	(84)	-
Other	-	-	-	-	(247)
<b>Total Social &amp; Admin</b>	<b>-</b>	<b>(1,736)</b>	<b>(1,736)</b>	<b>(770)</b>	<b>(1,758)</b>

[Table continued on next page]

<b>Other Expenditure</b>					
HWPS Playground	-	-	-	-	(50,000)
HWPS Outdoor Equipment	-	-	-	(2,000)	-
HWPS Wall Art	-	-	-	(3,000)	-
HWPS Wellbeing Garden	-	-	-	(20,000)	-
Year 6 Leavers Books/ Hoodies	-	(1,233)	(1,233)	(1,349)	(1,350)
Year 6 Other Leavers Events	-	(370)	(370)	(350)	-
Teachers Incidentals	-	(345)	(345)	(771)	(1,329)
Traveling Library	-	(457)	(457)	-	-
Skip Hire	-	-	-	(312)	-
Festive Decorations for School	-	-	-	(326)	-
Christmas Gifts for Classes	-	-	-	(420)	-
<b>Total Other Expenditure</b>	-	<b>(2,405)</b>	<b>(2,405)</b>	<b>(28,528)</b>	<b>(52,679)</b>
<b>Lloyds Movement for the Year</b>	<b>26,621</b>	<b>(15,182)</b>	<b>11,439</b>	<b>(15,868)</b>	<b>(28,518)</b>

## 2. Statement of cash flows

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Opening Balances</b>		
Lloyds Bank a/c	33,380	49,248
Cash in hand	1,030	1,030
	<b>34,410</b>	<b>50,278</b>
Fundraising activity (net)	15,580	13,430
Social & Admin expenditure	(1,736)	(770)
Other expenditure	(2,405)	(28,528)
<b>Total Cash Movement</b>	<b>11,439</b>	<b>(15,868)</b>
<b>Operating Cash Balance at the End of Financial Year</b>	<b>45,849</b>	<b>34,410</b>
<b>Bank Account &amp; Petty Cash</b>		
Lloyds Bank a/c	45,789	33,380
Cash in hand	60	1,030
<b>Operating Cash Balance</b>	<b>45,849</b>	<b>34,410</b>

### 3. Statement of Assets & Liabilities (Cash Basis)

	<b>2022</b>	<b>2021</b>
<b>Monetary Assets</b>	<b>£</b>	<b>£</b>
Lloyds General Purpose Account	45,789	33,380
Cash Float	60	1,030
	<hr/> 45,849	<hr/> 34,410
<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
<b>Current Liabilities</b>	-	-
<b>Net Current Assets</b>	<hr/> <b>46,099</b>	<hr/> <b>34,660</b>
<b>Represented by</b>		
Funds Account at the Beginning of Financial Year	34,660	50,528
Net outflow for Financial Year	11,439	(15,868)
Funds Account at the End of Financial Year	<hr/> <b>46,099</b>	<hr/> <b>34,660</b>



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
HINCHLEY WOOD PRIMARY SCHOOL ASSOCIATION

**On accounts for the year  
ended**

31 JULY 2022	<b>Charity no (if any)</b>	1029547
--------------	--------------------------------	---------

**Set out on pages**

1 to 7  
1 to 8(remember to include the page numbers of additional sheets)

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

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 Act; or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

19.10.2022

**Name:**

G A Cust

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

FCCA

**Address:**

B2 Kenya Court, Horley Row, Horley, Surrey, RH6 8BQ