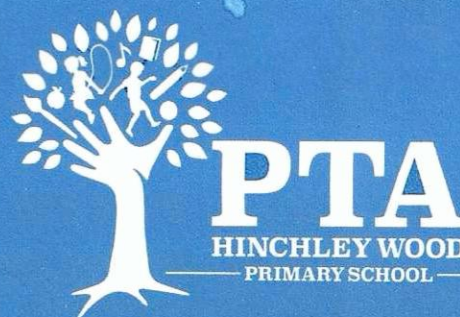


Registered Charity Number: 1029547

[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.*

## 4. Financial Position

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

### 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.

Previously, the HWPSA had been operating with a constitution that has not been updated in well over 20 years, this has meant that some of our practices were some way 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 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

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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- ★ May: Coffee Morning, date TBC
- ★ 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)

	Receipts	2022 / 23 Payments	Net	2021 / 22 Net	2020 / 21 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	1,569
Christmas Trail - Match Giving	-	-	-	-	5,606
Christmas Cards	535	-	535	654	-
Christmas Raffle	342	-	342	2,522	2,203
Easter Trail	-	-	-	906	1,603
Quiz	-	-	-	837	-
Golf Day	2,426	(1,393)	1,032	2,378	1,526
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	352
Uniform Sales	53	(42)	11	118	-
Mufti Day	-	-	-	1,254	571
Other Events	500	(207)	293	492	-
<b>Total Fundraising Activity</b>	<b>52,075</b>	<b>(26,080)</b>	<b>25,995</b>	<b>15,580</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	-	-	-	-
Festive Decorations for School	-	-	-	(312)
Christmas Gifts for Classes	-	-	-	(326)
<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)

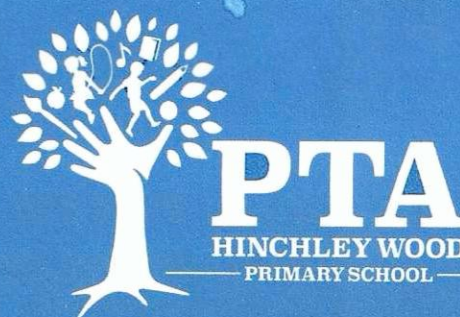
	2023	2022
	£	£
<b>Monetary Assets</b>		
Lloyds General Purpose Account	30,433	45,789
Cash Float	30	60
	30,463	45,849
<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
	-	-
<b>Current Liabilities</b>		
	-	-
<b>Net Current Assets</b>	<b>30,713</b>	<b>46,099</b>
<b>Represented by</b>		
Funds 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	<b>30,713</b>	<b>46,099</b>



Registered Charity Number: 1029547

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## Annual Report 2022/23

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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

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- ❖ Laura Pring
- ❖ Belinda Lawrie
- ❖ Aleksandra Zablocka
- ❖ Katy Fernandes
- ❖ Jacqueline Signor

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

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

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

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[Table continued on next page]



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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)
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Festive Decorations for School	-	-	-	(312)
Christmas Gifts for Classes	-	-	-	(326)
<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
	30,463	45,849
<b>Current Assets</b>		
Prepaid expense (cancelled event)	250	250
	-	-
<b>Current Liabilities</b>		
	-	-
<b>Net Current Assets</b>	<b>30,713</b>	<b>46,099</b>
<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	<b>30,713</b>	<b>46,099</b>

**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