

HAWTHORNS PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Annual Report for Hawthorns PTA Year ending 31st July 2023

The Managing Committee presents their report for the year ended 31st July 2023. Members during the year were :

| | | |
|------------------------|---------------|------------------------------|
| Clare Gunby | Chair | Parents and Charity Trustees |
| Kirsty Cabot | Co Vice Chair | Parents and Charity Trustees |
| Amanda Abraham | Co Vice Chair | Parents and Charity Trustees |
| Maxine Featherbe-Knott | Secretary | Parents and Charity Trustees |
| Tabitha Rigden | Treasurer | Parents and Charity Trustees |
| Raha Razeghi | | Headteacher |

The Managing Committee members are elected and appointed on an annual basis, with the officers being elected from the membership of the Managing Committee.

The Charity is registered with the Charity Commission, No 1044929 and the charity's address is Northway, Wokingham Berkshire, RG41 3PQ. The Charity is governed according to its Constitution.

Objects, Organisation and Activities

The object of the Association is to advance the education of the pupils in Hawthorns Primary school. To achieve this aim the charity seeks to extend relationships between governors, staff, parents and others associated with the school. It engages in activities that support the school and by organising fund raising events it is able to provide additional facilities and donate items for education approved by the Committee.

The membership consists of all teachers and parents and /or guardians of pupils at the school. Each year the Association tries to organise social events for adults and pupils eg. Discos, quiz nights and normally runs larger fund raising events at Christmas and Summer.

The Managing Committee in consultation with the Head teacher and staff will determine the projects that are financed by donations for the Association to the Hawthorns Primary School. These vary year to year but typically cover IT support, recreational and teaching equipment, library books and facility improvement.

Review of progress and achievements

In 2023 total income was £29,495 with £24,938 coming from fundraising activities. Total costs were £11,639 leaving a net surplus of £17,856. Donations to the school amounted to £18,502. Details of the fundraising activities and donations can be found in the notes to the accounts.

Our main fundraising activities this year were school discos. Cinema event, Winter Fair, pre loved uniform sales, match funding and frozen Fridays.

Income from interest in the deposit account is £152.96

The Association is valuably supported by volunteer parents who help at events. With continued support the Association should do as well in the future. We thank everyone for their support.

Finances

The attached financial statements show the current state of the finances, which the managing committee considers to be sound. The Association banks with CAF bank Ltd of West Malling, Kent. This is an online banking service provided by CAF Bank Ltd, a subsidiary of CAF (Charities aid Foundation). It is authorised and regulated by the FSA.

For and on behalf of the Managing Committee



Clare Gunby
Chair

HAWTHORNS PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Profit & Loss account for Hawthorns PTA Year ending 31st July 2023

| | Notes | 2023 £ | 2023 £ | 2023 £ | 2022 £ | 2022 £ | 2022 £ |
|---|-------|-----------|-----------|-----------|-----------|-----------|-----------|
| <u>Income</u> | | | | | | | |
| Fundraising Income | 2 | 28,272 | | | 15,526 | | |
| Sponsorship & Advertising | 3 | 775 | | | 1,955 | | |
| Gift Aid | | 425 | | | 1,022 | | |
| Other income | | - | | | - | | |
| Bank interest | | 23 | | | 9 | | |
| TOTAL INCOME | | | | 29,495 | | | 18,512 |
| <u>Expenditure</u> | | | | | | | |
| Direct charitable donations to Hawthorns School | 2a | | 18,502 | | | 15,171 | |
| Other expenses | | | | | | | |
| Fundraising costs | 2 | 11,083 | | | 1,074 | | |
| NCPTA membership | | 140 | | | 202 | | |
| Other Misc costs | | 356 | | | 282 | | |
| Bank charges | | 60 | | | 81 | | |
| | | | 11,639 | | | 1,639 | |
| TOTAL EXPENDITURE | | | | 30,141 | | | 16,810 |
| Net Incoming/ Outgoing Resources | | | | (646) | | | 1,702 |
| Funds Brought Forward | | | | 26,802 | | | 25,100 |
| Funds Carried Forward | | | | 26,156 | | | 26,802 |
| NOTE : Net Funds Raised before Donations to the school | | | | 17,857 | | | 16,873 |

HAWTHORNS PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Balance Sheet for Hawthorns PTA Year ending 31st July 2023

| | Notes | 2023 £ | 2023 £ | 2022 £ | 2022 £ |
|---------------------------------------|-------|-----------|-----------------------|-----------|-----------------------|
| <u>Current Assets</u> | | | | | |
| Debtors | 4 | 575 | | 919 | |
| Prepayments and Accrued income | 5 | - | | 615 | |
| CAF Donation Bank Account | | 12,645 | | 12,515 | |
| CAF Current Bank Account | | 12,373 | | 12,594 | |
| Cash | | 372 | | 287 | |
| | | | 25,965 | | 26,929 |
| <u>Current Liabilities</u> | | | | | |
| Accrual for vol donation to Hawthorns | 6 | 1,017 | | 522 | |
| Accrual for maths donations | 6 | 1,000 | | - | |
| Bad Debt W/O | 6 | | | - | |
| | | | 2,017 | | 522 |
| <u>NET ASSETS</u> | | | <u>23,948</u> | | <u>26,407</u> |
| | | | | | |
| | | | <u>31st July 2023</u> | | <u>31st July 2022</u> |
| Represented by | | £ | | £ | |
| Unrestricted and unallocated funds | | | 21,448 | | 23,907 |
| Working Balance retained | | | 2,500 | | 2,500 |
| <u>TOTAL FUNDS</u> | | | <u>23,948</u> | | <u>26,407</u> |

HAWTHORNS PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

Notes to the Annual report year end 31st July 2023

1 Accounting policies

The layout of these accounts satisfies the requirements of the Charity Commission. These accounts are prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by Charities.

2 Fundraising events

| Event | 2023 | | | 2022 | | |
|-------------------------|--------|---------|--------|--------|---------|-------|
| | Income | Expense | Net | Income | Expense | Net |
| Fathers day | 632 | 414 | 217 | 531 | 375 | 156 |
| Mothers Day | 1,087 | 613 | 474 | 980 | 157 | 824 |
| Bags2school | 237 | | 237 | 398 | | 398 |
| Childrens Discos | 3,662 | 511 | 3,151 | | | - |
| Christmas Cards | 325 | | 325 | 287 | | 287 |
| Christmas Fair | 9,227 | 2,043 | 7,185 | | | - |
| Quiz | 214 | 13 | 201 | | | - |
| Christmas fun day | | | - | 451 | 150 | 301 |
| Company Matching | 1,185 | | 1,185 | 1,846 | | 1,846 |
| Amazon/Easyfundraising | 369 | | 369 | 427 | | 427 |
| Pre loved uniform sales | 608 | | 608 | 461 | | 461 |
| PTA raffle | | | - | 750 | | 750 |
| Break the Rules Day | 1,130 | | 1,130 | 525 | | 525 |
| Frozen Fridays | 889 | 327 | 562 | 1,073 | 213 | 860 |
| Cinema | 5,374 | 4,793 | 581 | 7,798 | 4,649 | 3,150 |
| Coronation | | 387 | 387 | | 835 | 835 |
| Other fundraising | | | - | | | - |
| Total | 24,938 | 9,100 | 15,838 | 14,995 | 6,003 | 8,993 |

2a Donations to the school totalled £17,502.25 This included £10k for the new library & £5.7k for new playground equipment

3 Sponsorship & Advertising

| | 2023 | 2022 |
|-------------------------------------|------|--------|
| | £ | £ |
| Michael Hardy sponsorship agreement | 160 | 1340 |
| Advertising and other sponsorship | 615 | 615 |
| | 775 | 1954.5 |

4 Debtors

| | 2022 | 2022 |
|------------------------|------|--------|
| | £ | £ |
| Gift aid to be claimed | 425 | 919.02 |
| Film Bank Deposit | 150 | |

5 Prepayments and accrued income

| | 2023 | 2022 |
|---|------|------|
| | £ | £ |
| Advertising and sponsorship invoices for the Circus | | 615 |

6 Current Liabilities

| | 2022 | 2022 |
|--|------|-------|
| | £ | £ |
| Parent Donations to be transferred to school | 1017 | 522.4 |
| Accrual for Maths Donations | 1000 | |

7 There are no restricted funds in 2023 nor were there in 2022

8 Unrestricted funds : Monies held on account are represented by

- * a working fund of £2,500. The Association agrees to hold this amount at the end of each year as working capital
- * amounts committed to school projects
- * amount available for future unidentified projects

9 Trustee Expenses

Neither members of the Managing Committee nor any person connected with them have received or are due to receive any remuneration for the year, directly or indirectly from the Charities funds. No expenses have been paid to them for travel costs, subsistence or entertainment. The only payments made to the Managing committee have been to reimburse them for purchases made for the proper administration of the Association or for supplies purchased for the fund raising events.

Independent examiner's report to the trustees of Hawthorns Primary School PTA (Charity Number 1044929)

We report on the accounts of the Charity for the period ended 31 July 202³~~8~~, which are set out on pages 1 to ~~4~~

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed. The charity is preparing accrued accounts and we are qualified to undertake the examination.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations have not been met;
- or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Names:

ANGELA COX

Address:

19 MEDWAY CLOSE, WOLINGHAM, BERKS, RG41 3TP.

Date:

28/04/24.