



Trustees' Annual Report

for the period

From (start date) 0 1 0 1 2 3 to (end date) 3 1 1 2 2 3

Section A

Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Mellissa Prunty	Chair		
2	Dr Emma Sumner			
3	Caroline McHugh	Vice chair		
4	Michelle Stone	Vice chair		
5	Dr Olivia Afonso			
6	Dr Lynsey O'Rourke			
7	Lesley Harding			
8	Stephanie Exley			
9	Michelle Williams			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

Section A**Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

Constitution

How the charity is constituted
(eg trust, association, company)

Association

Trustee selection methods
(eg appointed by, elected by)

Elected by members

Additional governance issues (optional information)

You **may choose** to include additional
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
 - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Committee

Corporate Sponsors

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote and foster an active interest in the acquisition of handwriting and keyboarding skills as vital components of literacy. To support best practice in the teaching and learning of handwriting in typing both nationally and internationally.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Provide training in person and online to teachers and health care professionals. To share good and evidence based practice on our website. To provide online twilight information sessions to parents and teachers.

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our main achievement for the 2023 financial year (January 1st 2023-December 31st 2023) was to continue to change and grow post COVID-19. We re-commenced some in person training which has proven to be a good option for us. We will continue to offer both in person and online training moving forward. We finished the year with a small surplus over expenditure in the 2023 accounts. Our income was driven by individual and corporate membership alongside the training courses we deliver. Our outgoings were consumed by staff costs and website/marketing which has been the focus of our work post pandemic. In 2023 we held a 3 Day course online (November) followed by a 2 Day in person course at Brunel University London (June). We held twilight events for parents, teachers and occupational therapists online. This hybrid model worked well for us and as such we will continue this model of delivery into the future. We also continued to respond to media requests. Our ability to provide evidenced based responses to contemporary issues remains a strength and an important duty particularly post pandemic as we start to recover from school closures.

Section E**Financial review**

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information**


The charity amended the constitution to include international outlook. We will add National and International Handwriting Association to our website to reflect our membership. We have members from 13 different countries. The constitutional change was approved at the AGM.

Section G**Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Dr Mellissa Prunty

Position (eg Secretary, Chair, etc)

Chair

Date

29/10/24 M Y Y

The National Handwriting Association

Accounts - 31 December 2023

Income		Expenditure	
	£		£
Subscriptions - Individual 2023	6,062.00	Salaries : Admin	4,941.50
Subscriptions - Institution 2023	1,726.00	Salaries : Finance	2,737.50
Subscriptions - Corporate 2023	6,000.00	Fees : Authors	0.00
Group subscriptions - 2023	0.00		
Friends of the NHA	140.00		
Inset Days	2,489.30	Fees : Inset Days	2,312.22
Courses - Online	7,652.10	Online Training Fees	4,114.49
		Venue Hire Deposit	0.00
Publications & Postage	1,055.00	Postage	58.77
		Postage - NHA	0.00
		Exhibitions	0.00
		Marketing - Website (Hosting & Support)	6,820.79
		Marketing - Lead Generation	391.64
		Publication - Journal Editing	0.00
		Stationary & Copier Costs	0.00
		Travel to NHA Meetings	366.63
		Insurance	457.27
Other Income	0.00	Bank Charges - Paypal/Stripe	350.62
Interest	14.02	Bank Charges - CAF	60.00
	25,138.42		22,611.43
		Surplus of Income over Expenditure for the year	2,526.99
	25,138.42		25,138.42
	=====		=====

Statement of Affairs as at 31 December 2023

Accumulated Funds		Cash at Bank and in Hand	
Balance at 1st January 2022	36,924.55	Lloyds TSB Bank plc	3,061.02
Plus Profit Year to date	2,526.99	Santander -Current Account	11,548.76

	39,451.54		11,548.76
		CAF Current Account	7,318.87
		CAF Deposit Account	17,212.60

Creditors - Account	1,234.80-		24,531.47
Creditors - Accruals	0.00	Paypal	0.00
Creditors - Other	0.00	Paypal - Account No. 2	0.00
Other Debtors	0.00		
Other Debtors Grant Received - Waterloo Fund	0.00		
Prepayments	0.00		
Debtors - Account	924.51		
Reserves Bfwd	0.00		
	-----		-----
	39,141.25	0.00	39,141.25
	=====		=====

The National Handwriting Association

Accounts - 31 December 2023

Income

£

Expenditure

£

Signed by: Dr Mellissa Prunty

A handwritten signature in black ink, appearing to read 'Mel Prunty', written in a cursive style.