

# MANOR FIELDS SCHOOL ASSOCIATION

England & Wales · Charity number 1069156

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1998-04-16

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

## Contact

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**Address** Manor Fields Jmi School  
Penningtons  
Bishop's Stortford  
CM23 4LE

**Phone** 01279504435

**Email** [schoolassociation@manorfields.herts.sch.uk](mailto:schoolassociation@manorfields.herts.sch.uk)

## Activities

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

**Activities:** ANNUAL SUMMER FAYRE, CHRISTMAS BAZAAR, QUIZ NIGHT, CHILDREN'S DISCO, Movie nights, football competition, summer ball

## Classification

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

## Geography

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- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£30,916	£17,142	-	-
2023-08-31	£25,844	£20,959	-	-
2022-08-31	£26,220	£19,328	-	-
2021-08-31	£26,891	£25,164	-	-
2020-08-31	£9,921	£31,991	-	-

## Trustees

Name	Role	Appointed
Ben Ezedimora		2024-09-30
Jonathan Medcraft		2023-10-06
Lindsey Claire Hyde		2019-09-25
Louise Amanda Heathcote		2023-10-06
Mrs H Smith		2015-09-01

**MANOR FIELDS SCHOOL ASSOCIATION**

England & Wales - Charity number 1069156

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# Accounts

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**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' Annual Report for the period

From **01/09/23** Period start date To **31/08/24** Period end date

Charity name: **Manor Fields School Association**

Charity registration number: **1069156**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The object of the Association is to advance the education of pupils in the school. In furtherance of this object the association may:</b></p> <ul style="list-style-type: none"><li><b>a. Develop more extended relationships between the staff, parents and others associated with the school.</b></li><li><b>b. Engage in activities which support the school and advance the education of the pupils attending it.</b></li><li><b>c. Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with Governing Body shall from time to time determine.</b></li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>The Association run fundraising events to both raise funds and develop relationships. The key fundraisers during the period being reported were the Christmas and Summer Fayres, Disco and Gift rooms run for Christmas, Mother's and Father's Day.</b></p> <p><b>Funds raised (minus any expenses used during fundraising events) are used to provide facilities or items for education at the school. During this period this included funding for cycling proficiency training,</b></p>

		<b>Coram Life Education and Leavers books for the Year 6 children.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have had regard for the Charity Commission guidance issued on public benefit. All activities run or funded by the Association benefit the current and future students of Manor Fields Primary School with no private benefit made to the trustees.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<b>Manor Fields School Association is a small charity, run entirely by parent volunteers, to provide additional funding for the school.</b>

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>A good number of fundraising events were run during the period being reported. In addition to the usual fayres, Christmas cards and gift rooms for Christmas, Mother's and Father's Day, there were also some new and one-off events.</b></p> <p><b>A Marathon in May event was held throughout May whereby families were encouraged to be sponsored for achieving 26 miles, either through, walking, running, scootering, skipping etc.</b></p> <p><b>Funds were used to provide cycling proficiency training, Coram Life Education for PSHE lessons, a dance workshop and to further the building of an outdoor classroom/eco greenhouse. This particular project will also benefit the wider community with other groups using the greenhouse outside of school hours such as the local Mencap group Grove cottage.</b></p>

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Association had £28,603.01 in the bank account at the end of the financial period. Most funds raised were spent on activities and items for the school</b>
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		<b>during the same year. With a reserve being held for a planned trim trail to be purchased during the next financial year.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held to ensure rolling commitments can be funded such as a cycling proficiency course, leavers books and Coram Life Education.</b>
Amount of reserves held	Para 1.22	<b>£5k minimum</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? ( <a href="#">e.g unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The head teacher is a permanent trustee, with other trustees being elected committee members appointed at the AGM every October.</b>

## Reference and Administrative details

Charity name	Manor Fields School Association
Other name the charity uses	
Registered charity number	1069156
Charity's principal address	Manor Fields Primary School Penningtons Bishop's Stortford Herts CM23 4LE

**Names of the charity trustees who manage the charity**

	Trustee Name	Office (if any)	Dates acted is not for whole year	Name of person (of body) entitled to appoint trustee (if any)
1	Mrs H Smith	Trustee		
2	Mrs J Neesam	Chair Person		
3	Mrs L Heathcote	Treasurer		
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Corporate trustees – names of the directors at the date the report was approved

Director name	
N/A	

Name of trustees holding title to property belonging to the charity

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

<b>EVENT</b>		<b>INCOME</b>
	Parentkind (Insurance)	-
	Bank charges	-
	Christmas 2024	
	Disco 2025	
	East Herts Gambling Licence	
<b>Event</b>	Sports Day	38 85
	Xmas Fayre	3 630 76
	Xmas Gift Room	1 509 73
	Santa Letter	290 03
	Pub Quiz	179
	Mothers Day	1 006 66
	Easter Egg Hunt	1172 72
	Colour Run	1205 15
	Disco	3 014 37
	Fathers Day	874 12
	Uniform Sale	153
	Teddy Bears Picnic	10
	Summer Raffle	503 4
	May Marathon	5568 22
	Summer Fayre	5 380 26
	Book Drive	1 143 38
<b>Donations</b>	Probitas 1492	4000
<b>Other</b>	East Herts Lottery	353
	Christmas Cards	648 95
	Stikins Labels	149 69
	ANGLO RECYCLING COB2S Collection 170	85
<b>Funded</b>	Cycling Proficiency	-
	Coram Life Education 2023	-
	Nursery books	-
	Yr. 6 Leavers	-
	<b>Net</b>	<b>30 916 29</b>

Y/E 31.8.24

EXPENDITURE	PROFIT/LOSS
153	-153
95 98	-95 98
100 41	-100 41
50	-50
20	-20
	-
65 6	-26 75
1 255 33	2375 43
597 11	912 62
60 57	229 46
0	179
671 46	335 2
255 75	916 97
639 11	566 04
1402 42	1611 95
521 54	352 58
0	153
122 26	-112 26
0	503 4
538 8	5029 42
2 992 25	2388 01
2 310 01	-1166 63
	-
-	4000
	-
	-
0	353
7 35	641 6
0	149 69
	85
2 660 00	-2 660 00
1 600 00	-1 600 00
24	-24
1000	-1000
17 142 95	13 773 34

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**NOTES**

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Items bought for event to be held in next financial year  
Disco deposit was intended for October 2024, but date got moved

Money went towards KS2 Trim Trail

- Compose
- Inbox
- Starred
- Snoozed
- Important
- Sent
- Drafts 12
- Categories
- Social 32
- Updates 44
- Forums
- Promotions 199
- More
- Labels +
- [Google Mail] 1
- Richard Whittington N...
- [Google Mail]Tra... 189
- CSS Refund Claims
- Junk E-mail
- Manor Fields Trust... 9

- Primary
- The Charity Com...
- The Charity Com...
- ELA Basel Office
- Smartphone Free
- me, Alex 6
- Paula Mothersole
- The Fast 800
- vinted.co.uk team
- vinted.co.uk team
- vinted.co.uk team
- vinted.co.uk team
- vinted.co.uk team



**CHARITY COMMISSION FOR ENGLAND AND WALES**

**Independent examiner's report on the accounts**

**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	Charity Name MANOR FIELDS SCHOOL ASSOCIATION		
<b>On accounts for the year ended</b>	31 AUGUST 2024	<b>Charity no (if any)</b>	1069156
<b>Set out on pages</b>	1-2 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

**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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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 an 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:** 23/6/25

**Name:** ALEX GRAVES

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

**Address:** 15 LINCOLN CLOSE, BISHOP'S STORTFORD, CM23 4EX

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Oct 2018

- 1-50 of 6,201
- requested a one-time access code to sign int... 10:17 PM
  - requested a one-time access code to sign in... 7:26 PM
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  - moments from our webinar + watch the reco... Jun 23
  - Excel Spreadsheets - Hi Louise T... Jun 22
  - to continue their scouting journey at Cubs. I ... Jun 22
  - ated in all aspects of my life" Jun 22
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  - ny shorts age 4-5 yrs, Girls shorts bundle shi... Jun 21
  - weezey11, Your shipping label is attached to t... Jun 21
  - use by 30/06/2025 09:00 AM - Hello wee... Jun 21

**MANOR FIELDS SCHOOL ASSOCIATION**

England & Wales - Charity number 1069156

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# Accounts

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## Trustees' Annual Report for the period

From 1/9/22 Period start date To 31/8/23 Period end date

Charity name: Manor Fields School Association

Charity registration number: 1069156

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The object of the Association is to advance the education of pupils in the school. In furtherance of this object the association may:</b></p> <ul style="list-style-type: none"><li><b>a) Develop more extended relationships between the staff, parents and others associated with the school.</b></li><li><b>b) Engage in activities which support the school and advance the education of the pupils attending it.</b></li><li><b>c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with Governing Body shall from time to time determine.</b></li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>The Association run fundraising events to both raise funds and develop relationships. The key fundraisers during the period being reported were the Christmas and Summer Fayres, Disco and Gift rooms run for Christmas, Mother's and Father's Day.</b></p> <p><b>Funds raised (minus any expenses used during fundraising events) are used to provide facilities or items for education at the school. During this period this included funding for cycling proficiency training, Coram Life Education, Leavers books for the Year 6 children and building works on an outside classroom/eco greenhouse.</b></p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<p><b>The trustees have had regard for the Charity Commission guidance issued on public benefit. All activities run or funded by the Association benefit the</b></p>

	EVENT	INCOME	EXPENDITURE	Y/E 31.8.22 PROFIT/LOSS	NOTES
	Parentkind (Insurance)	-	140.00	- 140.00	
	Bank charges	-	88.15	- 88.15	
				-	
Event	Sports Day	144.80	6.80	138.00	
	Car Wash	88.47	-	88.47	
	Costume Sale	65.48	-	65.48	
	Xmas Fayre	4,892.69	1,687.17	3,205.52	
	Xmas Gift Room	1,754.52	712.98	1,041.54	
	Xmas Raffle	499.05	-	499.05	
	Xmas Wreath Workshop	239.47	120.00	119.47	
	Santa Letter	313.96	89.84	224.12	
	Coronation	326.61	187.03	139.58	
	Bingo	540.32	323.86	216.46	
	Mothers Day	1,017.52	257.76	759.76	
	Easter Egg Hunt	796.33	178.74	617.59	
	Colour Run	940.04	430.60	509.44	
	Disco	1,870.87	779.23	1,091.64	
	Fathers Day	920.94	613.10	307.84	
	Uniform Sale	77.17	17.50	59.67	
	Year 6 Play Refreshments	176.86	-	176.86	
	Rainbow Raffle	36.00	-	36.00	Funds from text raffle will be paid in October 23
	Summer Raffle	225.00	-	225.00	
Summer Fayre	6,773.84	3,188.12	3,585.72		
				-	
Donations	Hartland Hoodies	57.60	-	57.60	
	Wishlist Collection	721.45	720.89	0.56	Money funded classroom supplies and Year 2 chicks
	Fun Run with a Twist	1,518.43	1,518.43	-	Sponsored event run by school. Money was transferred.
				-	
				-	
Other	Amazon Smile	251.28	-	251.28	
	The Giving Machine	-	-	-	
	East Herts Lottery	339.50	-	339.50	
	Portrait Day	223.44	40.00	183.44	
	Christmas Cards	740.35	-	740.35	
	Clothing Collection	207.00	-	207.00	
Stikins Labels	85.04	-	85.04		
Funded	Cycling Proficiency	-	1,410.00	- 1,410.00	
	Welcome Drinks	-	71.95	- 71.95	
	Dragon Dance Workshop	-	250.00	- 250.00	
	Coram Life Education 2022	-	1,295.00	- 1,295.00	
	Coram Life Education 2023	-	1,975.00	- 1,975.00	Left to pay from previous year
	Nursery books	-	30.00	- 30.00	
	Xmas parties	-	5.20	- 5.20	
	Greenhouse outdoor classroom	-	4,026.72	- 4,026.72	
	Yr. 6 Leavers	-	795.00	- 795.00	
	<b>25,844.03</b>	<b>20,959.07</b>	<b>4,884.96</b>		
<b>Net</b>	<b>25,844.03</b>	<b>20,959.07</b>	<b>4,884.96</b>		



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Manor Fields School Association

**On accounts for the year  
ended**

31 August 2023

**Charity no  
(if any)**

1069156

**Set out on pages**

*(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 / 08 / 2023**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** 

**Date:** 27/06/2024

**Name:** Alex Graves

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

FCA

**Address:** 15 Lincoln Close

Bishop's Stortford

CM23 4EX

**Section B** **Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]

**MANOR FIELDS SCHOOL ASSOCIATION**

England & Wales - Charity number 1069156

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# Accounts

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## **Trustees' Annual Report for the period**

**From 1/9/21 Period start date To 31/8/22 Period end date**

**Charity name: Manor Fields School Association**

**Charity registration number: 1069156**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The object of the Association is to advance the education of pupils in the school. In furtherance of this object the association may:</b> <b>a) Develop more extended relationships between the staff, parents and others associated with the school.</b> <b>b) Engage in activities which support the school and advance the education of the pupils attending it.</b> <b>c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with Governing Body shall from time to time determine.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The Association run fundraising events to both raise funds and develop relationships. The key fundraisers during the period being reported were the Summer Fayre, Disco and Gift rooms run for Christmas, Mother's and Father's Day.</b>  <b>Funds raised (minus any expenses used during fundraising events) are used to provide facilities or items for education at the school. During this period this included funding for cycling proficiency training, Coram Life Education, Leavers books for the Year 6 children and building works on an outside classroom/eco greenhouse.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<b>The trustees have had regard for the Charity Commission guidance issued on public benefit. All activities run or funded by the Association benefit the</b>

Commission on public benefit		<b>current and future students of Manor Fields Primary School with no private benefit made to the trustees.</b>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<b>Manor Fields School Association is a small charity, run entirely by parent volunteers, to provide additional funding for the school.</b>

#### **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>As Covid restrictions were lifted during the period being reported, the Association were able to hold more social events. This meant the return of the popular school Disco allowing the children the chance to socialise with classmates.</b></p> <p><b>It also allowed the Summer Fayre to run for the first time in 3 years. This was a very successful event raising £5k with people from the wider community attending and enjoying the festivities.</b></p> <p><b>Funds were used to provide cycling proficiency training to two year groups from the school and to further the building of an outdoor classroom/eco greenhouse. This particular project will also benefit the wider community with other groups using the greenhouse outside of school hours such as the local Mencap group Grove cottage.</b></p>

#### **Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Association had £9954.71 in the bank account at the end of the financial period. Most funds raised were spent on activities and items for the school during the same year.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held to ensure rolling commitments can be funded such as a cycling proficiency course, leavers books and Coram Life Education.</b>
Amount of reserves held	Para 1.22	<b>£5k minimum</b>
Reasons for holding zero reserves	Para 1.22	

Details of fund materiality in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	<b>Constitution</b>
How is the charity constituted?	Para 1.25	<b>Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The head teacher is a permanent trustee, with other trustees being elected committee members appointed at the AGM every October.</b>

## Reference and Administrative details

Charity name	Manor Fields School Association
Other name the charity uses	
Registered charity number	1069156
Charity's principal address	Manor Fields Primary School Penningtons Bishop's Stortford Herts CM23 4LE

**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	Mrs H Smith	Head Teacher		
2	Mrs I Zakaidse White	Chair	1/9/21 to 4/7/22	
3	Mrs G Coppel	Chair	11/7/22 to 31/8/22	
4	Mrs L Hyde	Treasurer		
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		
N/A		

**Name of trustees holding title to property belonging to the charity**

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

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

N/A
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**Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	L.C. Hyde.	
Full name(s)	Lindsey Claire Hyde	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	27/06/2023	

	EVENT	INCOME	EXPENDITURE	Y/E 31.8.22 PROFIT/LOSS	NOTES
	Parentkind (Insurance)	-	128.00	- 128.00	
	Bank charges		44.93	- 44.93	
				-	
Event	Pumpkin Competition	58.05	-	58.05	
	Sunflower Competition		8.10	- 8.10	Event was run in previous financial year
	Xmas Gift Room	2,051.18	653.21	1,397.97	
	Xmas Raffle	551.70	40.00	511.70	
	Xmas Wreath Workshop	419.54	288.26	131.28	
	Santa Letter	378.71	108.83	269.88	
	Run for Fun	4,463.51	4,463.51	-	
	Book Sale	232.97	-	232.97	
	Pancake competition	4.90		4.90	
	Mothers Day	1,060.38	472.74	587.64	
	Easter Egg Hunt	499.49	158.85	340.64	
	Jubilee Cake Sale	289.08	17.79	271.29	
	Disco	1,948.37	1,084.42	863.95	
	Fathers Day	955.20	684.36	270.84	
	Plant workshop	39.92	42.45	- 2.53	Event was cancelled so refunds were made. £2.53 was the processing fee on the income.
	Summer Raffle	541.65		541.65	
Summer Fayre	8,257.39	3,097.46	5,159.93		
				-	
Donations	Lucy Moore	25.00		25.00	
	Xmas Support Fund	892.00	892.00	-	
	Sum up	0.98		0.98	Payment to test the new card machine.
				-	
				-	
Other	Amazon Smile	158.20	-	158.20	
	The Giving Machine	16.40	-	16.40	
	East Herts Lottery	529.00	-	529.00	
	Portrait Day	191.64	36.83	154.81	
	Christmas Cards	2,355.07	1,756.36	598.71	
	Clothing Sales	255.76	-	255.76	
	Stikins Labels	43.66	-	43.66	
Funded	Cycling Proficiency	-	1,985.00	- 1,985.00	
	Sports Day	-	30.00	- 30.00	
	Nursery bookcases	-	50.00	- 50.00	
	Xmas parties	-	35.00	- 35.00	
	Greenhouse outdoor classroom	-	2,500.00	- 2,500.00	
	Yr. 6 Leavers	-	750.00	- 750.00	
		<b>26,219.75</b>	<b>19,328.10</b>	<b>6,891.65</b>	
<b>Net</b>		<b>26,219.75</b>	<b>19,328.10</b>	<b>6,891.65</b>	

## Bank Reconciliation, as at 31st August 2022

Balance brought forward*:	01/09/2021	£	3,063.06
Income			<u>26,219.75</u>
Expenses			<u>(19,328.10)</u>
Balance carried forward			<u>9,954.71</u>
<b>Bank Statement @</b>	31/08/2022	£	9,954.71
<b>Difference**</b>			<b>0.00</b>

*\*B/f balance represents bank statement, adjusted for prior year cheque uncleared*

*\*\*Difference due to unpresented cheque:  
Less o/s cheques*



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** **Manor Fields School Association**

**On accounts for the year  
ended** 31<sup>st</sup> August 2022 **Charity no  
(if any)** 1069156

**Set out on pages** (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 / 08 / 2022**.

**Responsibilities and  
basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

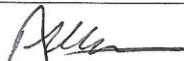
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**  **Date:** 30/6/2023

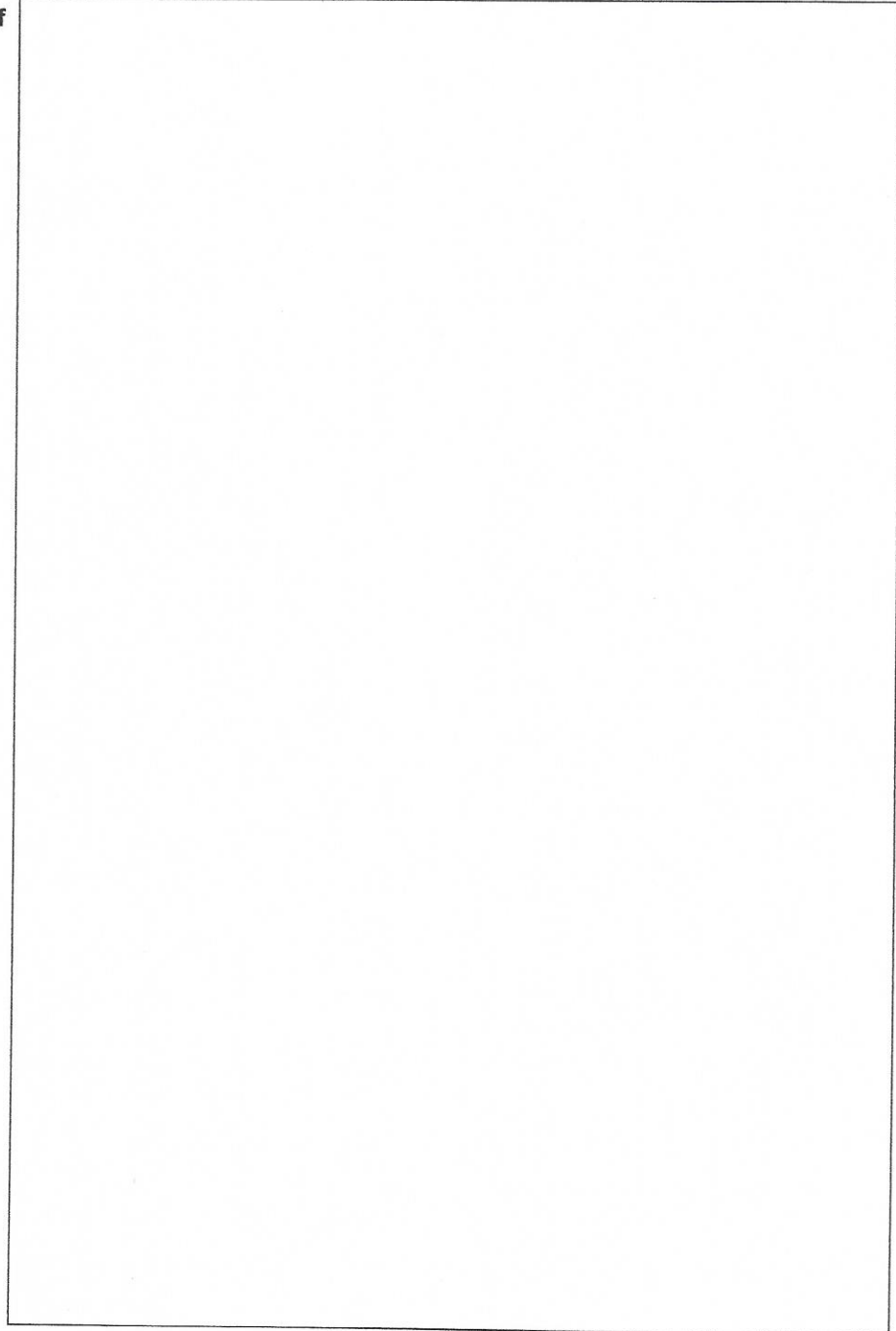
**Name:** Alex Graves

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

**Address:** 15 Lincoln Close  
Bishop's Stortford  
CM23 4EX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



**MANOR FIELDS SCHOOL ASSOCIATION**

England & Wales - Charity number 1069156

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# Accounts

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1/9/20 To 31/8/21

Charity name: Manor Fields School Association

Charity registration number: 1069156

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p><b>The object of the Association is to advance the education of pupils in the school. In furtherance of this object the association may:</b></p> <ul style="list-style-type: none"><li>a) <b>Develop more extended relationships between the staff, parents and others associated with the school.</b></li><li>b) <b>Engage in activities which support the school and advance the education of the pupils attending it.</b></li><li>c) <b>Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with Governing Body shall from time to time determine.</b></li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><b>The Association run fundraising events to both raise funds and develop relationships. Such events were limited during the period being reported due to Covid restrictions but included raffles, competitions to grow sunflowers and complete a 100 challenge and gift shops for Christmas and Father's Day.</b></p> <p><b>The Association apply for grants to further their purposes and were successful in securing grants from East Herts Council and the Asda Foundation as well as receiving donations from a number of sources.</b></p> <p><b>Funds raised (minus any expenses used during fundraising events) are used to provide facilities or items for education at the school. During this period this included funding for an online book</b></p>

		catalogue, Coram Life Education, Leavers books for the Year 6 children and breaking ground on an outside classroom/eco greenhouse.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard for the Charity Commission guidance issued on public benefit. All activities run or funded by the Association benefit the current and future students of Manor Fields Primary School with no private benefit made to the trustees.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	Manor Fields School Association is a small charity, run entirely by parent volunteers, to provide additional funding for the school.

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Funds raised by the Association were particularly valuable during this period as Covid restrictions and remote learning saw it funding such things as an online catalogue of reading scheme books, welcome bags for new parents in lieu of a coffee morning, an online pantomime and monthly class birthday parties when mixing beyond households was not allowed.</p> <p>The Association was successful in securing funding from East Herts Council, Longmores, Rotary Charity, Hertfordshire County Council, Pestells and also ran a successful Crowdfunder Campaign in order to raise enough funds to begin construction of an outdoor classroom/eco greenhouse at the school that will be used for many years to come. The children will learn about the journey of our food from seed to plate with hands on experience of caring for plants.</p> <p>This project will also benefit the wider community with other groups using the greenhouse outside of school hours such as the local Mencap group Grove cottage.</p> <p>The Association were also in receipt of a grant from the Asda Foundation to aid with Classroom supplies.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Association had £3063.06 in the bank account at the end of the financial period. Most funds raised were spent on activities and items for the school during the same year.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held to ensure rolling commitments can be funded such as a cycling proficiency course, leavers books and Coram Life Education.</b>
Amount of reserves held	Para 1.22	<b>£3k</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (Trust deed, Royal Charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIC)	Para 1.25	<b>Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The head teacher is a permanent trustee, with other trustees being elected committee members appointed at the AGM every October.</b>

## Reference and Administrative details

Charity name	Manor Fields School Association
Other name the charity uses	
Registered charity number	1069156
Charity's principal address	Manor Fields Primary School Penningtons Bishop's Stortford Herts CM23 4LE

**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	Mrs H Smith	Head Teacher		
2	Mrs I Zakaidze White	Chair		
3	Mrs L Hyde	Treasurer		
4				
5				
6				
7				
8				
9				
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17				
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19				
20				

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

Director name		
N/A		

**Name of trustees holding title to property belonging to the charity**

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

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

N/A

**Other optional information**

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**Declarations**

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

Signed on behalf of the charity's trustees

Signature(s)	<i>L.C. Hyde</i>	
Full name(s)	Lindsey Claire Hyde	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	28/06/2022	

	EVENT	INCOME	EXPENDITURE	Y/E 31.8.21 PROFIT/LOSS	NOTES
	Parentkind (Insurance)	-	123.00	- 123.00	
Event	Father's Day	856.37	693.06	163.31	
	Xmas Gift Room	1,341.07	492.08	848.99	
	Xmas Raffle	376.67	40.00	336.67	
	Dress Down Day	359.35	-	359.35	
	Sunflower Competition	103.40	-	103.40	
	100 Challenge	762.66	-	762.66	
	Summer Raffle	84.00	-	84.00	
	Santa Letter	64.83	33.94	30.89	
Donation & Grant	East Herts Council	5,460.00	-	5,460.00	This included £1410 (£1500 less 5%+VAT) in matched funding from HCC Innovation Fund
	Crowdfunder Greenhouse	5,525.24	-	5,525.24	
	Crowdfunder Xmas Support	3,380.00	-	3,380.00	This included £1410 (£1500 less 5%+VAT) in matched funding from HCC Innovation Fund
	Hertfordshire County Council	1,500.00	-	1,500.00	
	Asda Foundation	981.01	-	981.01	
	Longmores	1,500.00	-	1,500.00	
	Greenhouse website	24.26	-	24.26	
	Rotary Charity	350.00	-	350.00	
Pestells	250.00	-	250.00		
Other Fundraiser	BSHS Plant Sale	34.09	-	34.09	
	Amazon Smile	127.01	-	127.01	
	The Giving Machine	119.21	-	119.21	
	East Herts Lottery	512.00	-	512.00	
	Portrait Day	271.08	-	271.08	
	Christmas Cards	2,475.17	1,905.76	569.41	
	Clothing Sales	354.00	-	354.00	
	Stikins Labels	79.47	-	79.47	
Funded	Coram Life Bus	-	1,512.00	- 1,512.00	
	Easter Parties	-	200.00	- 200.00	
	5 a Day TV	-	321.60	- 321.60	
	School Library	-	1,567.95	- 1,567.95	
	Xmas parties	-	371.87	- 371.87	
	Xmas Support Fund	-	3,400.00	- 3,400.00	
	Reception donkey	-	125.00	- 125.00	
	Birthday parties	-	123.75	- 123.75	
	Pantomime	-	90.00	- 90.00	
	Classroom supplies	-	928.46	- 928.46	
	Achievement balloons	-	59.25	- 59.25	
	Greenhouse outdoor classroom	-	12,327.49	- 12,327.49	
	Yr. 6 Leavers	-	750.00	- 750.00	
Welcome bags	-	98.31	- 98.31		
		<b>26,890.89</b>	<b>25,163.52</b>	<b>1,727.37</b>	
<b>Net</b>		<b>26,890.89</b>	<b>25,163.52</b>	<b>1,727.37</b>	

## Bank Reconciliation, as at 31st August 2021

Balance brought forward*:	01/09/2020	<u>1,335.69</u>
Income		<b><u>26,890.89</u></b>
Expenses		<u>(25,163.52)</u>
Balance carried forward		<u><u>3,063.06</u></u>
<b>Bank Statement @</b>	31/08/2021	3,063.06
<b><i>Difference**</i></b>		<b><i>0.00</i></b>

*\*B/f balance represents bank statement, adjusted for prior year cheque uncleared*

*\*\*Difference due to unrepresented cheque:  
Less o/s cheques*



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Manor Fields School Association

**On accounts for the year  
ended**

31 <sup>st</sup> August 2021	<b>Charity no (if any)</b>	1069156
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**Set out on pages**

(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 08 2021**.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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 an 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.

**Signed:** 

**Date:** 26/6/22

**Name:** Alex Graves

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

FCA

<b>Address:</b>	15 Lincoln Close
	Bishop's Stortford
	CM23 4EX

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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