



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>The object of the Association is to advance the education of pupils in the school. In furtherance of this object the association may:</p> <ul style="list-style-type: none">a) Develop more extended relationships between the staff, parents and others associated with the school.b) Engage in activities which support the school and advance the education of the pupils attending it.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.
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>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.</p> <p>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.</p> <p>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</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	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.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to ensure rolling commitments can be funded such as a cycling proficiency course, leavers books and Coram Life Education.
Amount of reserves held	Para 1.22	£3k
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	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated association
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	The head teacher is a permanent trustee, with other trustees being elected committee members appointed at the AGM every October.

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 Zakaide White	Chair		
3	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

Other optional information**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 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	
	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	
		26,890.89	25,163.52	1,727.37	
	Net	26,890.89	25,163.52	1,727.37	

Bank Reconciliation, as at 31st August 2021

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

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

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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Manor Fields School Association

**On accounts for the year
ended**

31st August 2021

**Charity no
(if any)**

1069156

Set out on pages

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 08 2021**.

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

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

Section B	Disclosure
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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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