



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

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	<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. 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.</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 cycling proficiency training, Coram Life Education, Leavers books for the Year 6 children and building works on an outside classroom/eco greenhouse.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	<p>The trustees have had regard for the Charity Commission guidance issued on public benefit. All activities run or funded by the Association benefit the</p>

Commission on public benefit		current and future students of Manor Fields Primary School with no private benefit made to the trustees.
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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	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>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.</p> <p>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.</p> <p>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.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	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.
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	£5k minimum
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	Para 1.25	Constitution
How is the charity constituted?	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 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

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

Bank Reconciliation, as at 31st August 2022

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

**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**

31st 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.