

HOLY TRINITY CE A PRIMARY SCHOOL PTA

England & Wales · Charity number 1088779

Details

Status Registered

Legal form Other

Registered 2001-10-05

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

Contact

Address Holy Trinity School
Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BQ

Phone 01444 454295

Email holytrinityptasec@gmail.com

Website www.holytrinity-cuckfield.w-sussex.sch.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY1. DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2. ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS;

Activities: School disco, Christmas fayre, summer fair, parents quiz night, cuckoo fayre, bonfire night and various other fundraisers, cake sales etc.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE HOLY TRINITY CE A PRIMARY SCHOOL
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£33,375	£33,950	-	-
2024-08-31	£33,505	£27,158	-	-
2023-08-31	£25,842	£15,950	-	-
2022-08-31	£28,562	£29,704	-	-
2021-08-31	£29,615	£32,267	-	-
2020-08-31	£41,817	£19,671	-	-

Trustees

Name	Role	Appointed
Margaret Hadfield	Chair	2025-01-21
Abigail Margaret Ann Harley		2024-01-23
Claire Whittock		2026-01-20
Emma Druvan Hughes		2022-01-20
Jennifer Chard		2025-01-21
Jennifer Margaret Brown		2024-01-23
Kirsty Langley		2025-01-21
Laura Bibby		2024-01-21
Louise Elizabeth Henderson		2022-01-20
Madeleine Elizabeth Penny		2024-01-23
Natalia Moore		2025-01-21
Nicola Wearing		2025-01-21
Paulina Hechenleitner - Whalley		2019-02-13
Sarah Hedley		2026-01-20
Sharon smith		2026-01-20
Sophie Lightoller		2022-01-20
Susanna Wright		2025-01-21
Victoria Asterley		2025-01-21

HOLY TRINITY CE A PRIMARY SCHOOL PTA

England & Wales - Charity number 1088779

Accounts



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

AGM Minutes

Tuesday 20th January 2026 – 7:30pm
Holy Trinity School, Cuckfield / online

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies:</p> <p>In attendance (in person)</p> <p>Megan Hadfield – Chair Jennifer Chard and Madeleine Penny – Vice Chairs Sue Wright and Nicola Wearing – Co-Treasurers Natalia Moore and Kirsty Langley – Co-Secretaries Ann MacGregor – Head Teacher</p> <p>Shay Smith Sarah Hedley</p> <p>Online:</p> <ul style="list-style-type: none">- Fiona Halsey- Abigail Harley- Tim Hedley- Sarah Raciti- Louise Henderson <p>Apologies Victoria Asterley, Claire Whittock</p>
2.	<p>Chairs Report – Megan Hadfield</p> <p>[See below and attached.]</p> <p>The Chair stated that the PTA exists to support school and enrich children’s experiences. Events held by the PTA in the past year have included the summer fair, xmas fair, colour run - to name a few.</p> <p>Chair next noted effort that goes into events behind the scenes, and in particular Maria and Aaron who very successfully run the uniform shop which last year was taken online, maximising item availability and profit.</p> <p>In addition, she thanked the former PTA for their efforts on the colour run which raised a considerable amount, alongside Jo and Katie who manage the much loved Christmas shopping day and Paulina for her work on the Forest school - another amazing resource for our children.</p>

	<p>Thanks finally for the commitment of our wider committee and volunteers who help us to run our events - we could not do this without you.</p> <p>The PTA works closely with Holy Trinity and their staff to align with the priorities of the school and, as always, we appreciate their guidance.</p> <p>Looking ahead - we are keen to welcome new ideas, volunteers and new members, in particular at present we have an opening for the role of Co-Chair.</p> <p>The Chair concluded her report mentioning some exciting events the PTA has coming up - including for the first time a disco and a quiz night for parents, both coming up in March.</p>
<p>3.</p>	<p>Treasurer's Report - Sue Wright</p> <p>Treasurer Sue Wright presented the Treasurer's Report, reminding attendees that the revenue raised much-appreciated funds for events that form everlasting memories for our children.</p> <p>INCOME</p> <p>Significant fundraising comes from events like the Summer and Christmas fairs and cake sales. The PTA Raised £33,375 from fundraising events and sponsorship in the last financial year. Detailed numbers can be found in the attached Treasurer's report, but in summary:</p> <p>£6k Voluntary income - eg justgiving, easy fundraiser, forest school grant (Paulina)</p> <p>£27k Fundraising and not-for-profit events</p> <p>£5k Colour run</p> <p>EXPENDITURE</p> <p>The PTA 'treat day' was a sublime science event, hosted for each year group, which came at a cost of £1,555.</p> <p>The breakdown of spending against funds raised Sept 24 - Aug 25 includes:</p> <ul style="list-style-type: none"> - Year Group Wishlists - each class gets £750 per year. - Forest school, training additional teachers 2 x days per term. Sublime Science, Panto in a Day, Opera Brava (The Jungle Book), new water bottles for children who forget theirs and new benches for the school grounds. <p>The current balance in the PTA bank account stands at £52,833. Of this, £40,601 (designated fund), was moved by the PTA into a high interest account in 2025, which brought in an additional £1k in the last year</p> <p><i>NB: For this financial year, we saw more money spent than saved due to wish list funds for the prior year being paid in this financial year.</i></p> <p>Trustees - if you'd like to have a say in how the funds are spent please reach out to the PTA.</p>

	<p>Trustees</p> <ul style="list-style-type: none"> - In accordance with the PTA's constitution, the officers appointed by the previous motion will automatically become Trustees of the PTA. - If any attendee members of this AGM or other members of the PTA absent from this meeting wish to become or resign as Trustees, please advise the PTA. For those that wish to consider the role of Trustee before requesting to join, please read the guidance provided on the Charity Commission website.
<p>6.</p>	<p>AOB</p> <p>The Head Teacher, Ann McGregor, asked for £11k to buy laptops for the teachers to use for whiteboards and children in IT lessons in Key Stage 2.</p> <p>Majority approved - motion passed.</p>
<p>7.</p>	<p>Date of next AGM</p> <p>19th January 2027 – 7:30pm - Holy Trinity School / online</p>

HOLY TRINITY CE PRIMARY SCHOOL PTA

**AUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES (Aug-Jan)

Sophie Lightoller	Chair
Emma Hughes	Co-Vice Chair
Amy Hughes	Co-Vice Chair
Alice Brown	Treasurer
Kat Finlay	Co-Secretary
Louise Henderson	Co-Secretary

BOARD OF TRUSTEES (Jan onwards)

Megan Hadfield	Co-chair
Victoria Asterley	Co-chair
Jennifer Chard	Co-Vice Chair
Madeleine Penny	Co-Vice Chair
Natalia Moore	Co-Secretary
Kirsty Langley	Co-Secretary
Susanna Wright	Co-Treasuer
Nicola Wearing	Co-Treasuer

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Laura Dunbar
Manders
Courtmead Road
Cuckfield
West Sussex
Rh17 5LR

BANKERS

Lloyds Bank
99/101 South Road, Haywards Heath, RH16 4ND

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2025

The Board of Trustees present their report and the financial statements for the year ended 31 August 2025

OBJECTIVES AND ACTIVITIES

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2025 £33,375 of income was raised and £33,950 was used to fund purchases and projects in the school. The most financially significant of these purchases related to forest school, providing training to an additional teacher and increasing the number of sessions to 2 per child per term. The funds spent also included the wish list for the prior financial year driving a variance between funds received and spent. The remaining expenditure was allocated to stationary, treats for the children and new benches for the grounds. As at the year ended 31 August 2025 the Charity had a healthy cash balance of £52,026 in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget. £40,601 of these funds are now held in a high interest account.

FINANCIAL REVIEW

The Charity's financial statements are set out in pages 4 to 9.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales. The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008 and amended on 15th September 2009.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Approved by the Council Members and signed on their behalf by:



Chair

Holy Trinity CE School PTA

21st April 2026

HOLY TRINITY CE PRIMARY SCHOOL PTA

**STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2025**

£	2025	2024
CURRENT ASSETS		
Debtors and prepayments	-	-
Cash at bank and in hand	<u>52,026</u>	<u>52,669</u>
	<u>52,026</u>	<u>52,669</u>
CURRENT LIABILITIES		
Creditors: amounts falling due within one year	-	-
	<u>52,026</u>	<u>52,669</u>
NET ASSETS	<u>52,026</u>	<u>52,669</u>
FUNDS OF THE CHARITY		
Unrestricted Funds	11,425	12,669
Restricted Funds	40,601	40,000
	<u>52,026</u>	<u>52,669</u>

Approved by the Board of Trustees on 21st April 2026
and signed on its behalf by:

Megan Hadfield
Chair
Holy Trinity CE School PTA

Independent Examiners Report Year Ending 31 August 2025

Holy Trinity CE Primary School PTA (the "Charity")

1. Executive Summary and Objectives

This independent examination was requested by the PTA and trustees of Holy Trinity CE Primary School PTA, so that all related parties can be assured that the Charity is acting on the best interests of the school and that financial records are being kept accurately and up to date.

I can confirm that I am undertaking these checks as an independent examiner. I am not involved in the day to day running of the PTA and therefore could not influence nor benefit from the Charity.

This is for the period 01/09/2024 to 31/08/2025

I will be reviewing the financial accounts held by the PTA and trustees, looking for accuracy, efficiency and making sure that transactions are accounted for correctly with supporting documents. **Methodology:**

Review undertaken of process and procedures, bank statements, receipts and financial reporting

Sampling of Bank statements and transactions

Checks between financial reports and statements

Findings and Recommendations

- I can see that recommendations from last year's examination have been considered, including reducing the petty cash account balance and introducing budgeting.

- **Supporting Documents/Receipts** – You were able to provide everything requested and have a clear way of logging and approving receipts and payments. It is a legal requirement (Companies Act & HMRC) to ensure all records are maintained for a period of 6 years. To make sure records are always saved and available to all trustees (any new trustees that might change year on year), I would recommend downloading and saving everything from WhatsApp to a local file or workbook. Always having these documents is required and if anything were to happen, there will be access for all trustees for previous years.

In addition, any products brought by online ordering i.e. Amazon/Temu, should be supported by an official invoice rather than basket screen shots in order to validate the final ordered amount.

- **Financial Controls** – You provided a detailed explanation of some of your accounting procedures for making payments and collecting cash. Although not a requirement or essential part of any Accounts file, it could be worth adding these to the end of your spreadsheet for future examiners or trustees.

4. Conclusion / Examiners Statement

I have completed my examination. Based on the procedural explanations and evidence obtained, I can confirm that I have no areas of concern and that adequate process' and controls are in place to enable a clear understanding of the accounts.

Signed: 

Name: Laura Dunbar

Associate Chartered Accountant (ACA)

Address: Manders, Courtmead Road, Cuckfield, West Sussex, RH17 5LR

Date: 9th February 2026

HOLY TRINITY CE A PRIMARY SCHOOL PTA

England & Wales - Charity number 1088779

Accounts



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

AGM Meeting Minutes

Tuesday 21st January 2025 – 7:30pm

Holy Trinity School, Cuckfield / Online

No.	Agenda Item & Notes																																
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2.	<p>Approve minutes from the last meeting</p> <p>Approved.</p>																																
3.	<p>Chairs Report – Sophie Lightoller</p> <ul style="list-style-type: none"> - Note of thanks to everyone for joining this evening and welcomed those joining remotely. - The past year has seen a fantastic number of events at school. It is important to remember that the PTA stands solely to provide and enhance the experiences of our children, and we could not do this without your support. - Thanks to the wider PTA committee, class reps, Mrs MacGregor, staff and all parents and carers for their help, support and encouragement. - After 3 fantastic years the current committee will be standing down, but the majority are delighted to remain as trustees. A huge thanks to all those who have helped, it has been enjoyable to be part of such a great team and a special mention must go to Lou Henderson who is just incredible and instrumental to everything that goes on. 																																

	<ul style="list-style-type: none"> - The past year has seen some exciting and successful new events, the Circus in day, which included circus performance and workshops in the big top and continuing the theme we had live performers at the summer fair are two standouts as well as a continuation of many of our favourites. These events are a mix of fundraising, non profit and funded experiences for our children and their families. - It is worth highlighting these events and some of the people that, together with the PTA, that contribute to making them happen. <p>Referred to the Table of Fundraising and Funded events in the AGM Presentation.</p> <ul style="list-style-type: none"> - The PTA have continued to be able to fund termly Forest school sessions for <u>all</u> children. Forest School is led by the truly inspirational Paulina and Mrs Dobson. Miss Marshall has joined the team as she has completed her training; Mrs Murray is also training as a forest school lead. Forest School is one of the highlights for all our children and we are both proud and grateful to be able to provide this. - 2025 looks to be another exciting year and we all wish the incoming PTA team the very best. <p>Please do get in touch with any of the team if you have any questions, ideas, frustrations or just would like to know more about the PTA.</p>
<p>4.</p>	<p>Treasurer’s Report Presented by Emma Hughes –Treasurer See Summary</p>
<p>5.</p>	<p>Head Teacher’s Report</p> <ul style="list-style-type: none"> - Thanked the PTA for all their hard work and said how much the children benefit from everything that that has been done by the PTA. - The children’s faces light up when they are doing the shopping days - The Circus Day was a huge success and was an opportunity that they otherwise wouldn’t have had. - The Colour Run was a favourite and so much fun was had by all - It’s all the little things like the hedgehog and author visits that mean so much - Thanked the outgoing PTA for their commitment, dedication, loyalty and smiles! It means so much to everyone. - Wished the new team the best of luck and thanks them for their commitment to the School.
<p>6.</p>	<p>Resignation & election of new committee members Presented by Kat Finley – Co-Secretary</p> <ul style="list-style-type: none"> - Formally acknowledged the resignation of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley from their positions as Chair, Vice Chair, Treasurer, Co-Secretary and Co-Secretary of Holy Trinity CE Primary School PTA Cuckfield, effective immediately. - Thanked them for their dedication, time, and invaluable contributions to the PTA’s work over the past 3 years. Their efforts have greatly contributed to enhancing the education of the children at our school in line with the PTA’s purpose and aims. - <p><i>Appointment of New Officers and Trustees:</i></p> <p>In accordance with the PTA’s constitution, the appointment of new officers are proposed and we are confident that these individuals will bring their expertise, passion, and commitment to furthering the purposes of the PTA, and we wish them every fortune in</p>

their endeavours and look forward to working together with them as a team of parents and staff to achieve our goals.

Motions

- Everyone in the room accepts the resignations of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley.

6. Resignation & election of new committee members

Presented by Kat Finley – Co-Secretary

- Formally acknowledged the resignation of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley from their positions as Chair, Vice Chair, Treasurer, Co-Secretary and Co-Secretary of Holy Trinity CE Primary School PTA Cuckfield, effective immediately.
- Thanked them for their dedication, time, and invaluable contributions to the PTA's work over the past 3 years. Their efforts have greatly contributed to enhancing the education of the children at our school in line with the PTA's purpose and aims.

Appointment of New Officers and Trustees:

In accordance with the PTA's constitution, the appointment of new officers are proposed and we are confident that these individuals will bring their expertise, passion, and commitment to furthering the purposes of the PTA, and we wish them every fortune in their endeavours and look forward to working together with them as a team of parents and staff to achieve our goals.

Motions

- Everyone in the room accepts the resignations of Sophie Lightoller, Jen Brown, Emma Hughes, Louise Henderson and Kat Finley.

Motion passed.

The following are proposed for the appointment of the new officers into the positions

Chairperson

Victoria Asterley as Co

seconded by SL Majority voted in. Duly elected.

Chairperson

Megan Hadfield as Co

seconded by LH Majority voted in. Duly elected.

Vice-Chairperson

Jennifer Chard as Co-Vice

seconded by VA Majority voted in. Duly elected.

Vice-Chairperson

Madeleine Penny as Co

seconded by MH Majority voted in. Duly elected.

Treasurer

Susanne Wright as Co

seconded by SL Majority voted in. Duly elected.

Treasurer

Nicole Wearing as Co

seconded by LH Majority voted in. Duly elected.

Secretary

Kirsty Langley as Co

seconded by VA Majority voted in. Duly elected.

Secretary

Natalia Moore as Co

seconded by MH Majority voted in. Duly elected.

Motion passed.

Trustees

- Kat explained the role of Trustees.

	<ul style="list-style-type: none"> - In accordance with the PTA's constitution, the officers appointed by the previous motion will automatically become Trustees of the PTA. - We then moved on to the resignation, re- appointment of existing trustees and the appointment of new trustees. <p>The current list of PTA Trustees is: Sophie Lightoller, Jennifer Brown, Kat Finley, Emma Hughes, Louise Henderson, Madeleine Penny Laura Bibby, Laura Dunbar, Paolina Hechenleitner, Abi Harley, Lucy Watts, Alice Brown.</p> <p>Resignation confirmed: Laura Dunbar, Kat Finley</p> <p>Remain as Trustees confirmed: Louise Henderson, Alice Brown, Sophie Lightoller, Jen Brown, Emma Hughes, Abi Harley</p> <ul style="list-style-type: none"> - In addition, if any attendee members of this AGM or other members of the PTA absent from this meeting wish to become Trustees, please advise the new Committee. For those that wish to consider the role of Trustee before requesting to join, please read guidance on the Charity Commission website.
<p>7.</p>	<p>AOB</p>
<p>8.</p>	<p>Date of next AGM 20th January 2026 – 7:30pm - Holy Trinity School & online</p>

PTA FUNDRAISING ACTIVITIES 2024

Not for Profit	Fundraising	Funded Projects
<ul style="list-style-type: none"> • Mother's Day Shopping Event • Easter Trail • Father's Day Shopping Event • Coffee & Cakes - Reception parents welcome morning • Christmas Shopping Day • Second-hand uniform / lost property 'pop up' 	<ul style="list-style-type: none"> • Mayor's Procession – 'Favourite Books' • Cuckfield Bonfire – lunch for volunteers & refreshment/candyfloss stall • Christmas Fair • Christmas card art project • Bags 2 School collections • Cake sales • Cuckoo Fayre (Bottle Tombola) Cancelled but bottles used at Summer Fair • Sports Day 'Coffee Truck' • Non-uniform days • Year 6 fundraiser Fridays • Year 6 Spring Ball • Just Giving • Easy Fundraising • The Colour Run • Clearance Sales • End of term Ice Cream van • Summer Fair 	<ul style="list-style-type: none"> • Year 6 Hoodies • All the resources for the new sensory room and new & replacement resources for the old sensory room. • Opera Brava (the whole school got to enjoy the performance of 'The Lion, The Witch & The Wardrobe) • School Books (Year 3) • Circus in a Day – including a performance and circus skills workshops in the big top • Visit from a Hedgehog Sanctuary (Year 1) • Christmas Pantomime – Cinderella • Summer Fair 'Circus Skills' & performance • Christmas Fair snow machine & Elf entertainer • £750 per year group (£5250 total) wishlist • £3200 forest school (teaching, resources, maintenance • Wooden benches for the whole school • PSHE resources & books

HOLY TRINITY CE PRIMARY SCHOOL PTA

**AUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Sophie Lightoller	Chair
Jen Brown	Co-Vice Chair
Emma Hughes	Treasurer
Alice Brown	Treasurer
Kat Finlay	Co-Secretary
Louise Henderson	Co-Secretary

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Nicola Easthope

BANKERS

Barclays Bank Plc
The Old Bank, High Street, Lewes BN7 2JP

Lloyds Bank
99/101 South Road, Haywards Heath, RH16 4ND

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

The Board of Trustees present their report and the financial statements for the year ended 31 August 2024.

OBJECTIVES AND ACTIVITIES

The objectives of the PTA are to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2024 £33,505 of income was raised of which £27,158 was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were essential classroom equipment i.e. books, sandpit etc, 2 forest school sessions per year group and a third member of staff being trained in forest school, stationary, activities and treats for the children. As at the year ended 31 August 2024 the Charity had a healthy cash balance of £52,669 in anticipation of pre-allocated funding for the following financial year and long-term funding requirements including the School's 5 year rolling IT budget and outdoor equipment.

FINANCIAL REVIEW

The Charity's financial statements are set out in page 5

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales.

The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008 and amended on 15th September 2009.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office:

Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Approved by the Council Members and signed on their behalf by:

Sophie Lightoller - Chair

Dated:



**HOLY TRINITY CE PRIMARY SCHOOL PTA
STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2024**

£	Note	2024 £	2023 £
CURRENT ASSETS			
Debtors and prepayments		-	-
Cash at bank and in hand		52,669	46,322
		<u>52,669</u>	<u>46,322</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year		-	-
NET ASSETS		<u>52,669</u>	<u>46,322</u>
FUNDS OF THE CHARITY			
Unrestricted Funds		12,669	12,322
Designated Funds		40,000	34,000
		<u>52,669</u>	<u>46,322</u>

Approved by the Board of Trustees on
and signed on its behalf by:

Sophie Lightoller - Chair

Dated:



Independent Examiners Report

Year Ending 31 August 2024

Holy Trinity CE Primary School PTA (the “Charity”)

1. Executive Summary and Objectives

This independent examination was requested by the PTA and trustees of Holy Trinity CE Primary School PTA, so that all related parties can be assured that the Charity is acting on the best interests of the school and that financial records are being kept accurately and up to date.

I can confirm that I am undertaking these checks as an independent examiner. I am not linked or involved with the school in any way and therefore could not influence nor benefit from the Charity.

This is for the period 01/09/2023 to 31/08/2024

I will be reviewing the financial accounts held by the PTA and trustees, looking for accuracy, efficiency and making sure that transactions are accounted for correctly with supporting documents.

Methodology:

- Review undertaken of process and procedures, bank statements, receipts and financial reporting
 - Sampling of Bank statements and transactions
 - Checks between financial reports and statements
-

Findings and Recommendations

- I can see that recommendations from last years examination have been taken into account (such as the net profitability for each event etc). All these make reviewing the financials much easier with clearer visibility.
- **Petty Cash** – This remains at the same value as last year and still higher than normal for a ‘petty cash’ pot. While dealing with cash and banking is not as easy as it used to be (bank closures), it might be worth considering not having such a large amount held on site.

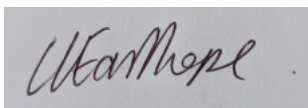
- **Supporting Documents/Receipts** – You were able to provide everything requested and have a clear way of logging and approving receipts and payments. To make sure records are always saved and available to all trustees (any new trustees that might change year on year) it might be worth saving everything to a local file or workbook. Always having these documents is required and IF anything were to happen, there will be access for all trustees for previous years.
- **Budgeting** – Budgeting is always a good way to work out your financials for the year, quarter or just each event. Knowing what you have available, what you spent on last years events and how much you want or need to make, can be a good start to getting the best profitability.

Budgeting can also benefit your bank balance with bank interest. If you know a large amount of funds will not be required for a term/year, it could be worth moving this in and out of higher interest accounts to get the most out of your money.
- **Financial Controls** – You provided a detailed explanation of some of your accounting procedures for making payments and collecting cash. Although not a requirement or essential part of any Accounts file, it could be worth adding these to the end of your spreadsheet for future examiners or trustees.

4. Conclusion / Examiners Statement

I have completed my examination. Based on the procedural explanations and evidence obtained, I can confirm that I have no areas of concern and that adequate process' and controls are in place to enable a clear understanding of the accounts.

Signed:



Name: Nicola Easthope

Finance Assistant/Management Accountant – qualified through experience (15 yrs)

Address: 25 Chestnut Road, Ashford, Surrey, TW15 1DD

Date: 18th June 2025

HOLY TRINITY CE A PRIMARY SCHOOL PTA

England & Wales - Charity number 1088779

Accounts



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

PTA AGM Meeting Minutes

Thursday 20th January 2022 at 7.30pm

Holy Trinity Primary School Hall and via Zoom due to Covid-19

(special permission granted by the Charity Commission to hold a hybrid meeting)

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies</p> <p>In attendance: In person Jennifer Plenty - Chair Jo de Bry - Vice Co-Chair Katherine Field - Vice Co-Chair Rachel Haffenden - Secretary Laura Dunbar - Treasurer Laura Henger - Governor Liaison Ann McGregegor - Head Paulina Hechenleitner - Trustee Laura Dillon - Trustee Sarah Thomas Kat Finley Nicky O'Connor Laura Bibby Amy Hughes Sophie Lightoller Emma Hughes Alice Brown Louise Henderson Karen Ford Lucy Briant Geoff Body Ailsa Body</p> <p>Via Zoom See attached full list</p> <p>Apologies None – all current trustees in attendance</p>
2.	<p>Approve the minutes of the last meeting: Approved</p>
3.	<p>Co-Chairs' Report Jen began with a vote of thanks to all PTA Executive Committee and wider PTA.</p>



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

	<p>Many events necessarily cancelled this year due to COVID. Successful events included: Usbourne Books reading challenge (raised £1500) Easter - egg trail Bags2School collections Sponsored Fun Run - very successful, raised £6000 Summer raffle - thank you to local business for generously donating prizes Cake competition Christmas raffle Christmas shopping day Cake sales - resumed Autumn term 2021 Cuckfield Mayors Procession - Harry Potter themed float won 1st prize - donation from Independent State of Cuckfield Bonfire night - PTA Stall sold out of stock due to record numbers in attendance. Considerable funds to be donated by the Bonfire Society to the school. Christmas Fair - planned to be outside due to COVID. Sadly, cancelled the day before due to a storm. Sold stock and sponsor donations resulted in a small profit. Outdoor classroom - officially opened - attended by sponsors. Grounds Days - opportunity for families to assist with grounds maintenance and enjoy the school grounds.</p> <p>PTA continued to support the school: - funded pantomime in school. - Year Group Funding - PTA continues to fund £250 per year group per term for class resources and extra activities. - Forest School - continues to be funded</p> <p>Thanks to the dedicated grounds team and for their continued hard work in maintaining the grounds. Class reps - thanked for their work as crucial link between school/parents/PTA.</p>
4.	<p>Treasurer's Report (See attached summary document)</p>
5.	<p>Head Teacher's Report</p> <p>Mrs McGreggor praised the PTA for their dedication and hard work and acknowledged that they are all volunteers giving up their own time. Thanked on behalf of all staff and parents. - Outdoor classroom - well used by all the children for learning and the lunchtime nurture club. Thanks to the generous donors and the PTA. - Lockdown hampers - really appreciated by all staff who worked through extraordinary circumstances. - PTA continues to fund the extras for the children - special thanks for the Power of Reading books and Opera Brava.</p> <p>Special thanks to Jen Plenty - Chair for 3 years and a busy mum of 4. Extremely committed and kind-hearted, organised, thoughtful and dedicated.</p>
6.	<p>Election of Committee/Trustees</p> <p>Chair - Laura Henger - nominated by Lisa Harris and seconded by Teresa Griffiths Co-Chair - Nicola O'Connor & Sophie Lightoller - nominated by Jen Plenty and seconded by Emma Hughes</p> <p>Nicola O'Connor & Sophie Lightoller voted in as Co-Chair by a majority.</p>



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

Co-Treasurer - Alice Brown - nominated by Nicola O'Connor and seconded by Sophie Lightoller
AND Abby Moul - nominated by Jen Plenty and seconded by Sarah Thomas

Alice Brown & Abby Moul voted in as Co-Treasurer by a majority.

Co-Secretary - Louise Henderson & Kat Finley - nominated by Nicola O'Connor and seconded by Sophie Lightoller

Louise Henderson & Kat Finley voted in as Co-Secretary by a majority.

Vice Co-Chair - Emma Hughes & Amy Hughes - nominated by Nicola O'Connor and seconded by Sophie Lightoller

(Note - Co-Chair - Teresa Griffiths had been nominated by Lisa Harris and seconded by Sophie Lightoller - withdrew her application).

Emma Hughes & Amy Hughes voted in as Co-Vice Chair by a majority.

Governor Liaison - Laura Henger - nominated by Jen Plenty and seconded by Jo de Bry

Laura Henger voted in as Governor Liaison by a majority.

Trustees

Existing Trustees to remain - Jen Plenty, Katherine Field, Laura Dunbar, Laura Henger and Paulina Hechenleitner.

Trustees to step down - Rachel Haffenden, Laura Dillon & Jo de Bry

Trustees stepped down this year - Ailsa Body & Nicola Brewerton

New Trustees - Nicola O'Connor, Sophie Lightoller, Alice Brown, Abby Moul, Louise Henderson, Kat Finley, Emma Hughes, Amy Hughes, Laura Bibby.

7. Allocation of other roles 2022

Second hand uniform - Ailsa Body

Christmas cards - Jen Plenty

Christmas shopping - Claire Lawrence & Nikki Mortimer

Class Reps, all in place until July 2022 - Charlotte Gardener welcomed as Year 5 Class Rep

8. Election of Independent Examiner

Gavin Atkins - parent - voted by overall majority.

9. AOB

New Committee to hold an EGM to update constitution to allow for virtual/hybrid meetings.

10. Date of Next Meeting

Thursday 24th January 2023



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

HOLY TRINITY CE PRIMARY SCHOOL PTA

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**JNAUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

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REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Sophie Lightoller	Chair
Emma Hughes	Co-Vice Chair
Amy Hughes	Co-Vice Chair
Alice Brown	Treasurer
Kat Finley	Co-Secretary
Louise Henderson	Co-Secretary
Laura Dunbar	Trustee
Paulina Hechenleitner	Trustee
Laura Bibby	Trustee

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Tamzin Silander
42 Hatchgate Lane
Cuckfield
RH17 5DU

BANKERS

Barclays Bank Plc
The Old Bank, High Street, Lewes BN7 2JP

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The Board of Trustees present their report and the financial statements for the year ended 31 August 2022

OBJECTIVES AND ACTIVITIES

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2022 £28,562 of income was raised of which £19,202 was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were outdoor classroom and equipment, forest school sessions, stationary, activities and treats for the children and grounds maintenance. As at the year ended 31 August 2022 the Charity had a healthy cash balance of £36,478 in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget and outdoor equipment.

FINANCIAL REVIEW

The Charity's financial statements are set out in pages 4 to 9.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales. The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008 and amended on 15th September 2009.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

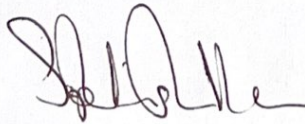
Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Approved by the Council Members and signed on their behalf by:

Sophie Lightoller - Chair



Dated: 30.6.23

HOLY TRINITY CE PRIMARY SCHOOL PTA

Independent Examiner's Report on the Financial Statements

I report on the accounts of the Holy Trinity CE (A) Primary School Parent Teacher Association for the year ended 31st August 2022 which comprises the Statement of Financial Activities, Balance Sheet and related notes.

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) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 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 my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of any 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 my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements

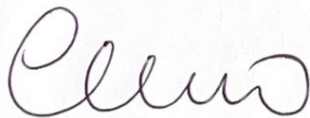
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 effective date of 1 January 2015)

have not been met;

or

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

Signed



Tamzin Silander

Date

30-06-2023

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2022

£

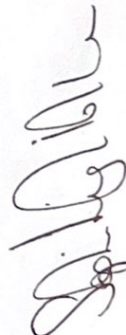
	Note	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021	Variance More/(Less)
INCOMING RESOURCES						
From Voluntary Income	4	6,396	1,098	7,494	13,481	-5,987
From Charitable Activities	4	19,085	1,980	21,065	16,129	4,936
From Financial Income	4	3	3	3	5	-2
		25,483	3,079	28,562	29,615	-1,054
RESOURCES EXPENDED						
Direct Charitable Expenditure						
Events held	5	8,458	931	9,389	3,471	5,919
PTA Funding	5	2,205	16,997	19,202	28,571	-9,369
Administration costs	5	1,113	0	1,113	226	888
		11,776	17,928	29,704	32,267	-2,563
Net incoming/(Outgoing) Resources before transfers		13,707	(14,849)	(1,143)	(2,652)	1,509
Transfers between funds		(15,991)	15,991	-	-	0
Funds brought forward 1 September 2021		7,269	30,352	37,621	40,273	-2,652
Funds carried forward 31 August 2022		4,985	31,493	36,478	37,621	-1,143

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2022

£	2022	2021
CURRENT ASSETS		
Debtors and prepayments	-	-
Cash at bank and in hand	36,478	37,621
6	<u>36,478</u>	<u>37,621</u>
CURRENT LIABILITIES		
Creditors: amounts falling due within one year	-	-
NET ASSETS	<u>36,478</u>	<u>37,621</u>
FUNDS OF THE CHARITY		
Unrestricted Funds	4,985	7,269
Restricted Funds	7 31,493	30,352
	<u>36,478</u>	<u>37,621</u>

Approved by the Board of Trustees on 30.6.23
and signed on its behalf by:


-Chair

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2022

STATUTORY INFORMATION

Holy Trinity CE (A) Primary School is a charity registered in England and Wales, limited by guarantee. The Charity's registered number and address can be found on the Information page.

STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with the provisions of the Charities SORP (FRS 102) (effective date January 2015) in so far as they apply to small entities.

ACCOUNTING POLICIES

Accounting basis and standards

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities (Accounts and Reports) Regulations 2008 and Statement of Recommended Practice "Accounting and Reporting by Charities" 2005 and the Charities Act 2011 and the Charities SORP (FRS 102)

Recognition of incoming resources

These are included in the Statement of Financial Activities when the Charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and Donations are only included in the Statement of Financial Activities when the Charity has unconditional entitlement to the resources.

Donations and legacies

Voluntary income includes donations and legacies, fundraising income and is included in full in the period in which it is receivable.

Tax reclaimed on donations and gifts

Incoming resources from gift aid claims are included in the Statement of Financial Activities at the same time as the income to which they relate.

Restricted and unrestricted funds

The Statement of Financial Affairs distinguishes between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Charity for expenditure or appropriation to reserves for internally designated purposes. The same basis is used for accounting for income in each of these funds.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year to 31 August 2022

4 Incoming Resources	Unrestricted Funds	Restricted Funds	Total Funds Jun 7	Total Funds 2021
£	£	£	£	£
Voluntary Income				
Voluntary Contributions	4,630	1,098	4,630	7,706
Co-op community fund	175		1,098	576
Easy Fundraising	323		175	106
Amazon Smile	0		323	524
Outdoor Classroom Grants	757		0	4,300
Lund Fund	510		757	0
Other Donations			510	270
Total Voluntary Income	6,396	1,098	7,494	13,481
Charitable Events				
Christmas Fair	1,880		1,880	951
Mayors Procession	400		400	2000
Christmas Shopping	1,847		1,847	1,910
Bonfire Night	1,452		1,452	
Cake Sales		1,980	1,980	
Christmas Cards	872		872	750
Easter Event	565		565	777
Bag2School	308		308	456
Raffle	1,578		1,578	3,075 x
Cuckfield Markets	552		552	
Cake Competition	145		145	280
Uniform Sale	3		3	90
Father's Day Sale	360		360	5,665
Mother's Day Sale	340		340	
Cuckfield Fayre	935		935	
Non-uniform day	754		754	
T-towels	1,245		1,245	
Summer Fayre	5,403		5,403	
Other	447		447	196
Total Charitable Events	19,085	1,980	21,065	16,129
Interest	3		3	5
Total Money Raised	25,483	3,079	28,562	29,615

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year to 31 August 2022

5 Resources Expended	Unrestricted Funds	Restricted Funds	Total Funds 31/08/2022	Total Funds 2021
£	£	£	£	£
Charitable Activities				
Outdoor Play Equipment		5,664	5,664	-
Wishlists		5,268	5,268	763
Grounds	2,205		2,205	1,320
Forest School		3,218	3,218	553
Lund Fund		616	616	852
Contributions to Activities			-	21,576
Outdoor Classroom		2,230	2,230	900
Stationary				865
Panto				427
Power Of Reading Books				750
Sussex Wildlife Trust Teacher Training				324
House Treats				242
Thank You Gifts				-
Opera Brava				-
Other				-
Total Charitable Activities	2,205	16,997	19,202	28,571
Events Held				
Christmas Shopping	1,732		1,732	1,755
Christmas Fair	1,051		1,051	232
Bonfire Night	659		659	-
ISOC Mayor's Procession	40		40	-
Raffle				595
Easter Event	48		48	43
Cake Sales (money to school)		931	931	846
Direct Reza	100		100	
Father's Day	207		207	
Mother's Day	701		701	
Jubilee T-Towels	2,718		2,718	
Cuckfield Fayre (Tombola)	25		25	
Sports Day	62		62	
Summer Fayre	968		968	
Other	149		149	
Total Events Held	8,458	931	9,389	3,471
Governance				
PTA Administration & Expenses	1,113		1,113	226
Total Governance	1,113	0	1,113	226
TOTAL	11,776	17,928	29,704	32,267

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year to 31 August 2022

6 Bank and Cash		Unrestricted Funds	Restricted Funds	Total Funds end Aug 22	Total Funds 1st sept 2021
£					
Bank Deposit Account		0	20,868	20,868	17,057
Bank Current Account		4,562	10,626	15,187	20,494
Cash in hand		423	0	423	70
		4,985	31,493	36,478	37,621
<hr/>					
7 Restricted Funds		1 September 2021	Incoming in Sept 21 - Aug 22	Outgoing	31 Aug 2022
		£	£	£	£
IT Equipment		8,011	3,000		11,011
Long term fund		6,877	3,000		9,877
Contingency		1,000			1,000
Forest School		1,150	3,218	(3,218)	1,150
Forest School Teacher Training		1,725	505	(2,230)	-
Outdoor classroom			1,500	0	1,500
Opera Brava			1,980	(931)	1,049
Cake Sales			616	(616)	-
Lund Fund			5,664	(5,664)	-
Play Equipment		5,924	5,250	(5,268)	5,906
Year Group Wishlists					
		24,687	24,734	(17,928)	31,493
<hr/>					

Independent Examination of Holy Trinity Accounts

(Summarised by Laura Dunbar 23/01/22)

1. Validate that the charity accounts qualify for independent examination

- Charity's gross income is more than £25,000, but not more than £1 million, provided that if its gross income is more than £250,000, its gross assets (fixed assets plus current assets) are £3.26 million or less.
- The charity's governing document does not require an audit to be carried out.

Review accounts to ensure gross income is less than £250K.

YES

Review PTA Constitution to ensure independent examination is ok.

YES

2. Ensure the examiner is independent

The examiner must be independent of the charity. Independence means that the examiner must not be influenced, or could not be perceived to be influenced, by their relationships with the charity and its trustees. Therefore, the examiner cannot be a trustee of the charity. Independence is not the same as having no connection with the charity. An examiner can be a supporter of the charity, provided that they do not have a close relationship with the charity or its trustees and they are not involved in the day to day administration of the charity. Examples of situations that would call an examiner's independence into question are where they:

- are an employee of the charity or its book-keeper
- serve on a sub-committee overseeing the charity's finances
- are a major donor to, or beneficiary of, the charity
- have a significant financial or commercial relationship with the charity or its trustees
- have a close relationship with the trustees or any other related parties

Confirm that the examiner is independent based on the above criteria.

YES

3. Ensure the examiner had the "requisite ability and practical experience to carry out a competent examination"

The examiner must have the skills and experience needed to carry out his or her responsibilities. The starting point for all independent examiners is an

understanding of their responsibilities. All examiners must also understand the key governance and reporting requirements that are specific to charities. These include the responsibilities of trustees and the requirements to produce a trustees' annual report and to account for the different types of charitable funds.

An examiner must also have sufficient skills to carry out an independent examination. The extent of the skills required depends upon the charity's gross income and the complexity of its accounts:

Income £250,000 or less and your charity has opted to prepare receipts and payments accounts. The trustees are not required to appoint an examiner who is a member of one of the accountancy bodies. The examiner will need to demonstrate sufficient financial awareness, numeracy skills and relevant experience to carry out the work and make the judgements required

Confirm that the examiner is aware of their responsibilities outlined in [Independent examination of charity accounts: examiners \(CC32\)](#).

YES

Confirm that the examiner has sufficient financial awareness, numeracy skills and relevant experience to carry out the work and make the judgements required **YES**

3. Record the independent examination

Maintain a record of the examiners checks. Working papers must be retained for 6 years.

The examiner's working papers should include:

- a communication with the trustees which confirms their appointment as the independent examiner
- confirmation that the charity is eligible for the independent examination and that that an audit is not required by law, the charity's governing document or for another reason
- their analytical review
- notes as to how any areas of concern identified have been resolved, including meetings with trustees and charity staff, together with details of any verification procedures used
- where verification procedures have been used, details of checks or vouching carried out during the examination, the conclusions reached and any areas of concern identified
- the approved accounts
- the trustees' annual report.
- relevant information that the examiner relied upon and/or considered in carrying out their examination. For example copies of the governing

document, trustees' meeting minutes and a record of any discussions with the charity's trustees and the charity's staff

- copies of any written assurances that the examiner has required of the trustees confirming amounts included within the accounts
- the examiner's conclusions about what they have found out during the independent examination that support their report to the trustees
- details of any matters identified as matters of material significance the examiner reported to the Commission (see section 5) or any relevant matters (see section 6) that the examiner chose to report to the Commission

Confirm that the examiner has maintained all these records YES

4. Plan the examination

Review the following:

- the charity's constitution
- the way the organisation is controlled and managed
- whether action has been taken on any previous recommendations for improvement
- the accounting records and systems
- the charity's structure, its funds and how fund balances changed in the year
- the charity's activities in the year and spending and the financial risks the charity faces

Treasurer has provided Charity constitution, meeting minutes and accounting records. Confirm these are sufficient. YES

5. Check the accounting records are kept to the required standard

The accounting records kept by the charity should:

- be up to date at the time the accounts are prepared
- be readily available
- provide the basic information from which the charity's financial position can be understood on any selected date and at the end of the reporting period (financial year)

The accounting records kept by the charity must contain: details of all income/money received and payments/expenditure made, the date, and the nature of the income/money received or payments/expenditure and a record of any stocks and fixed assets held

Confirm accounting records are up to required standard. YES

5. Check that the accounts are consistent with the accounting records.

The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records

Check opening bank balance on accounts aligns with bank statement
YES

Check closing bank balance on accounts aligns with bank statement
YES

Check income received aligns with total money into bank
YES

Check amount spent aligns with total amount out of bank
YES

Check amounts spent on bank statements is supported by invoices
YES

If funds are restricted check that these are documented
YES

6. Compare the trustees annual report with the accounts

The examiner must compare any narrative information or figures in the trustees' annual report with the accounts in order to identify any material inconsistency between the trustees' annual report and the accounts.

Confirm that the trustees report narrative and numbers align to the accounts **YES**

7. Write & Sign the independent examination report

This is already written but review, adjust and sign as necessary. Include name and address.

Examination report signed, dated and address included.

Requirements for the Treasurer

1. Prepare the accounts and make these available to the examiner
 - Financial Accounts for audit
 - Financial records supporting the accounts
 - Bank Statements
 - Invoices
 - Charity governing documents
 - Meetings from Trustee Meetings

2. Agree timelines for examination, allowing sufficient time to be reviewed and filed at Companies house 10 months after the Charities Year End (by 30th April).
3. Once the examiner has issued their report, the trustees must file a copy with the Commission (and any other UK charity regulator, if required) alongside their charity's trustees' annual report and account

HOLY TRINITY CE A PRIMARY SCHOOL PTA

England & Wales - Charity number 1088779

Accounts

HOLY TRINITY CE PRIMARY SCHOOL PTA

**UNAUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Jennifer Plenty	Chair
Katharine Field	Co-Vice Chair
Jo De Bry	Co-Vice Chair
Laura Dunbar	Treasurer
Rachel Haffenden	Secretary
Laura Henger	Governor Advisor

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

GAVIN ATKINS
& 1 GLEBE ROAD
CUCKFIELD
RH17 5BH.

BANKERS

Barclays Bank Plc
The Old Bank, High Street, Lewes BN7 2JP

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

The Board of Trustees present their report and the financial statements for the year ended 31 August 2021.

OBJECTIVES AND ACTIVITIES

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2021 £29,615 (2020: £41,817) of income was raised of which £32,267 was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were and outdoor classroom and equipment, forest school sessions, stationary, activities and treats for the children and grounds maintenance. As at the year ended 31 August 2021 the Charity had a healthy cash balance of £37,621 (2020: £40,273) in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget and outdoor equipment.

FINANCIAL REVIEW

The Charity's financial statements are set out in pages 4 to 9.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales. The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008 and amended on 15th September 2009. The PTA members elect the Trustees at the Annual General Meeting. Meetings of the PTA take place at least three times a year. The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA
Registered charity number: 1088779
Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Approved by the Council Members and signed on their behalf by:

Jennifer Plenty - Chair



Dated:

25th January 2022

HOLY TRINITY CE PRIMARY SCHOOL PTA

Independent Examiner's Report on the Financial Statements

I report on the accounts of the Holy Trinity CE (A) Primary School Parent Teacher Association for the year ended 31st August 2021 which comprises the Statement of Financial Activities, Balance Sheet and related notes.

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) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts under section 145 of the 2011 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 my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of any 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 my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 effective date of 1 January 2015)

have not been met;

or

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

Signed



GAVIN ATKINS

Date

24/03/22



HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2021

£	Note	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020	Variance More/(Less)
INCOMING RESOURCES						
	4	7,826	5,656	13,481	11,302	2,179
	4	10,465	5,665	16,129	30,492	-14,363
	4	-	5	5	23-	-18
		18,290	11,325	29,615	41,817	-12,202
RESOURCES EXPENDED						
	5	2,624	846	3,471	3,958	-487
	5	4,823	23,748	28,571	15,583	12,988
	5	226	0	226	130	96
		7,673	24,595	32,267	19,671	12,596
		10,617	(13,269)	(2,652)	22,146	-24,798
		(7,475)	7,475	-	-	0
		4,127	36,146	40,273	18,127	22,146
		7,269	30,352	37,621	40,273	-2,652

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2021

£	2021	2020
CURRENT ASSETS		
Debtors and prepayments	-	-
Cash at bank and in hand	37,621	40,273
6	<u>37,621</u>	<u>40,273</u>
CURRENT LIABILITIES		
Creditors: amounts falling due within one year	-	-
	<u>37,621</u>	<u>40,273</u>
NET ASSETS		
	<u>37,621</u>	<u>40,273</u>
FUNDS OF THE CHARITY		
Unrestricted Funds	7,269	4,127
Restricted Funds	30,352	36,146
	<u>37,621</u>	<u>40,273</u>

Approved by the Board of Trustees on _____
and signed on its behalf by:

 -Chair

28th January 2022

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2021

STATUTORY INFORMATION

Holy Trinity CE (A) Primary School is a charity registered in England and Wales, limited by guarantee. The Charity's registered number and address can be found on the Information page.

STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with the provisions of the Charities SORP (FRS 102) (effective date January 2015) in so far as they apply to small entities.

ACCOUNTING POLICIES

Accounting basis and standards

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities (Accounts and Reports) Regulations 2008 and Statement of Recommended Practice "Accounting and Reporting by Charities" 2005 and the Charities Act 2011 and the Charities SORP (FRS 102)

Recognition of Incoming resources

These are included in the Statement of Financial Activities when the Charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and Donations are only included in the Statement of Financial Activities when the Charity has unconditional entitlement to the resources.

Donations and legacies

Voluntary income includes donations and legacies, fundraising income and is included in full in the period in which it is receivable.

Tax reclaimed on donations and gifts

Incoming resources from gift aid claims are included in the Statement of Financial Activities at the same time as the income to which they relate.

Restricted and unrestricted funds

The Statement of Financial Affairs distinguishes between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Charity for expenditure or appropriation to reserves for internally designated purposes. The same basis is used for accounting for income in each of these funds.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

BA
A

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2021

4 Incoming Resources

	Unrestricted Funds		Restricted Funds		Total Funds	
	£	£	£	£	2020	2021
Voluntary Income						
Outdoor Classroom Grants		4,300		4,300	11,797	
Lund Fund		0		0	2,810	
Voluntary Contributions		1,356		7,706	12,486	
Co-op community fund	6,350			676	1,971	
Easy Fundraising	576			106	408	
Amazon Smile	106			524	111	
Other Donations	524			270	909	
Total Voluntary Income	7,826	5,666		13,481	30,492	
Charitable Events						
Mayors Procession	2,000			2,000	500	
Christmas Shopping	1,910			1,910	2,062	
Christmas Trail	951			951	4,889	
Christmas Cards	750			760	650	
Easter Event	777			777		
Bag2School	456			456		
Raffle	3,075			3,075		
Cake Competition	260			260		
Uniform Sale	90			90		
Sponsored Run		5,665		5,665	731	
Bonfire Night					1,746	
Cake Sales					724	
Other	196			196		
Total Charitable Events	10,465	5,665		16,129	11,302	
Interest			5	5	23	
Total Money Raised	18,290	11,326		29,616	41,817	

Handwritten initials/signature

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2021

5 Resources Expended

	Unrestricted Funds		Restricted Funds	Total Funds
	£	£	£	£
Charitable Activities				
Outdoor Classroom		21,576		21,576
Stationary	900			900
Panto	865			865
Forest School		1,320		1,320
Power Of Reading Books	427			427
Grounds	763			763
Sussex Wildlife Trust Teacher Training		750		750
Contributions to Activities	852			852
House Treats	324			324
Lund Fund	451		102	553
Thank You Gifts	242			242
Outdoor Play Equipment				
Opera Brava				1,134
Other				1,750
Total Charitable Activities	4,823	23,748		14,602
Events Held				
Christmas Shopping	1,755			1,722
Christmas Trail	232			874
Raffle	595			
Easter Event	43			981
Cake Sales (money to school)		846		1,362
Other				
Total Events Held	2,624	846		4,939
Governance				
PTA Administration & Expenses	226			130
Total Governance	226	0		130
TOTAL	7,673	24,596		19,671

HOLY TRINITY CE PRIMARY SCHOOL PTA
 Notes to the Financial Statements
 For the year ended 31 August 2021

6 Bank and Cash	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds 2020
Bank Deposit Account	0	17,057	17,057	24,653
Bank Current Account	7,199	13,295	20,494	15,550
Cash in hand	70	0	70	70
	7,269	30,352	37,621	40,273

7 Restricted Funds	1 September 2020	Accounting	Ongoing	31 August 2021
	£	£	£	£
IT Equipment	5,011	3,000		8,011
Long term fund	3,877	3,000		6,877
Contingency	1,000		(1,320)	1,000
Forest school and Grounds' projects	1,320			-
Forest School Teacher Training	420	730		1,150
Sussex Wildlife Trust Training		750	(750)	-
Outdoor classroom	17,646	5,656	(21,576)	1,725
Lund fund	102		(102)	0
Cake Sales	846		(846)	-
Outdoor Play Equipment		5,665		5,665
Year Group Wishlists	5,924	0	0	5,924
	36,146	18,800	(24,594)	30,352

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HOLY TRINITY CE A PRIMARY SCHOOL PTA

England & Wales - Charity number 1088779

Accounts

HOLY TRINITY CE PRIMARY SCHOOL PTA

**UNAUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Jennifer Plenty	Chair
Jo De Bry	Co-Vice Chair
Katharine Field	Co-Vice Chair
Christa Bakker	Co-Treasurer
Laura Dunbar	Co-Treasurer
Rachel Haffenden	Secretary
Laura Henger	Governor Advisor

GENERAL COMMITTEE

Ailsa Body	Katharine Field
Nicola Brewerton	Rachel Haffenden
Jo De Bry	Paulina Hechenleitner-Whalley
Laura Dillon	Laura Henger
Laura Dunbar	Jennifer Plenty

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Martin Winstone FCA
14 Queen Alexandra Avenue
Hove
East Sussex
BN3 6XH

BANKERS

Barclays Bank Plc
The Old Bank, High Street, Lewes BN7 2JP

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

The Board of Trustees present their report and the financial statements for the year ended 31 August 2020

OBJECTIVES AND ACTIVITIES

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2019 £33,851 (2018: £33,851) of income was raised of which £39,915 (2018: £39,915) was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were year group contributions, outdoor and classroom equipment and grounds maintenance.

As at the year ended 31 August 2020 the Charity had a healthy cash balance of £18,127 (2018: £18,127) in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget and the funding of a new outdoor classroom.

FINANCIAL REVIEW

The Charity's financial statements are set out in pages 4 to 9.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales.

The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Names of charity trustees at the date of approval of this report, and charity trustees who served in the reporting period:

Ailsa Body	Susan Hall
Nicola Brewerton	Amelia Hayden
Caroline Dawes	Paulina Hechenleitner-Whalley
Jo De Bry	Laura Henger
Laura Dillon	Nikki Mortimer
Laura Dunbar	Jennifer Plenty
Katharine Field	Sarah Raison
Karen Ford	Elin Richardson
Rachel Haffenden	Lindsay Smith

Approved by the Council Members and signed on their behalf by:

Jennifer Plenty - Chair

Dated:

HOLY TRINITY CE PRIMARY SCHOOL PTA

Independent Examiner's Report on the Financial Statements

I report on the accounts of the Holy Trinity CE (A) Primary School Parent Teacher Association for the year ended 31st August 2020 which comprises the Statement of Financial Activities, Balance Sheet and related notes.

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) and that an independent examination is needed.

it is my responsibility to :

- examine the accounts under section 145 of the 2011 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 my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of any 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 my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 effective date of 1 January 2015)

have not been met;

or

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

Signed

Date

Martin Winstone FCA
14 Queen Alexandra Avenue
Hove
East Sussex
BN3 6XH

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOMING RESOURCES					
From Generated Funds	4	9,556	1,746	11,302	21,878
From Charitable Activities	4	11,648	18,844	30,492	11,969
From Financial Income	4	-	23	23	4
		<u>21,204</u>	<u>20,613</u>	<u>41,817</u>	<u>33,851</u>
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Events held	5	3,958	-	3,958	7,214
PTA Funding	5	8,314	7,269	15,583	32,509
Administration costs	4	130	-	130	192
		<u>12,402</u>	<u>7,269</u>	<u>19,671</u>	<u>39,915</u>
Net Incoming/(Outgoing) Resources before transfers		8,802	13,344	22,146	(6,064)
Transfers between funds		(12,662)	12,662	-	-
Funds brought forward 1 September 2019		7,987	10,140	18,127	24,191
Funds carried forward 31 August 2020		<u>4,127</u>	<u>36,146</u>	<u>40,273</u>	<u>18,127</u>

HOLY TRINITY CE PRIMARY SCHOOL PTA

**STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2020**

	Note	2020 £	2019 £
CURRENT ASSETS			
Debtors and prepayments		-	-
Cash at bank and in hand	6	<u>40,273</u>	<u>18,127</u>
		<u>40,273</u>	<u>18,127</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year		-	-
NET ASSETS		<u>40,273</u>	<u>18,127</u>
FUNDS OF THE CHARITY			
Unrestricted Funds		4,127	7,987
Restricted Funds	7	36,146	10,140
		<u>40,273</u>	<u>18,127</u>

Approved by the Board of Trustees on
and signed on its behalf by:

Jennifer Plenty - Chair

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2020

1. STATUTORY INFORMATION

Holy Trinity CE (A) Primary School is a charity registered in England and Wales, limited by guarantee. The Charity's registered number and address can be found on the Information page.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with the provisions of the Charities SORP (FRS 102) (effective date January 2015) in so far as they apply to small entities.

3. ACCOUNTING POLICIES

Accounting basis and standards

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities (Accounts and Reports) Regulations 2008 and Statement of Recommended Practice "Accounting and Reporting by Charities" 2005 and the Charities Act 2011 and the Charities SORP (FRS 102)

Recognition of incoming resources

These are included in the Statement of Financial Activities when the Charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and Donations are only included in the Statement of Financial Activities when the Charity has unconditional entitlement to the resources.

Donations and legacies

Voluntary income includes donations and legacies, fundraising income and is included in full in the period in which it is receivable.

Tax reclaimed on donations and gifts

Incoming resources from gift aid claims are included in the Statement of Financial Activities at the same time as the income to which they relate.

Restricted and unrestricted funds

The Statement of Financial Affairs distinguishes between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Charity for expenditure or appropriation to reserves for internally designated purposes. The same basis is used for accounting for income in each of these funds.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2020

4 Incoming Resources	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Voluntary Income - Donations and gifts				
Easy Fundraising	408	-	408	368
Amazon Smile	111	-	111	99
Co-op community fund	-	1,971	1,971	415
VCs	10,220	-	10,220	10,193
Virgin campaigns	-	2,266	2,266	-
Profit Match	-	-	-	500
Outdoor classroom grants	-	11,797	11,797	-
Donations / Small events	909	-	909	394
Lund Fund grant	-	2,810	2,810	-
Bag2School	-	-	-	-
Activities for raising funds				
Mayor's procession	500	-	500	2,996
Bonfire night	731	-	731	1,897
Xmas fayre	4,889	-	4,889	3,119
Xmas shopping events	2,062	-	2,062	2,065
Mothers' Day sale	-	-	-	374
Fathers' Day sale	-	-	-	364
Disco	-	-	-	375
Movie night	413	-	413	-
Art bag sale	-	-	-	1,134
Summer fayre	-	-	-	6,405
Cake sales	-	1,746	1,746	1,725
Easter Egg hunt	-	-	-	378
Cuckfield Christmas Street Festival	247	-	247	320
Sports' day	-	-	-	154
Christmas cards	650	-	650	493
Other	64	-	64	79
Financial income				
Interest on bank deposits	-	23	23	4
	21,204	20,613	41,817	33,851

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2020

5 Resources Expended	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Mayor's procession	19	-	19	8
Bonfire night	464	-	464	303
Xmas fayre	874	-	874	634
Xmas shopping events	1,722	-	1,722	2,858
Mothers' Day sale	527	-	527	374
Fathers' Day sale	-	-	0	364
Disco	-	-	0	243
Movie night	87	-	87	-
Art bag sale	-	-	0	650
Summer fayre	-	-	0	1,408
Easter Egg hunt	-	-	0	192
Cuckfield Christmas Street Festival	-	-	0	110
Other	265	-	265	70
	3,958	0	3,958	7,214
Expended on Charitable Activities				
PTA Equipment costs	-	-	-	60
Year Group contributions	-	700	700	700
Cake Sale	-	981	981	1,725
Grounds maintenance	781	-	781	1,100
Pond development	-	-	-	3,374
Power of Reading books	-	1,803	1,803	619
Reception wishlist	-	434	434	-
Year 4 wishlist	-	643	643	-
Panto in a day	880	-	880	979
Year 5/6 production	-	-	-	422
Computer equipment	-	-	-	14,682
Art equipment	-	-	-	333
Maths equipment	-	-	-	483
STEM equipment	-	-	-	232
Reception/ year 1 theatre trip/ event	560	-	560	1,346
Year 2/5/6 Lego experiences	-	-	-	1,931
Year 3 Sir Teachalot experience	-	-	-	420
Year 4 Opera Brava	1,750	-	1,750	1,750
Spellcheckers	-	-	-	295
Forest School	2,316	-	2,316	234
Uniform storage	187	-	187	-
Stationery / Reading & writing books	300	-	300	1,200
Outdoor play equipment	1,134	-	1,134	-
Sports clothing and equipment	179	-	179	51
Lund fund	-	2,708	2,708	-
Year 6 leavers contributions	110	-	110	573
Winning House treats	117	-	117	-
	8,314	7,269	15,583	32,509
Governance				
PTA Administration	130	-	130	192
	130	0	130	192
	12,402	7,269	19,671	39,915

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2020

6 Bank and Cash	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Bank Deposit Account	-	24,653	24,653	6,004
Bank Current Account	4,057	11,493	15,550	12,093
Cash in hand	70	-	70	30
	4,127	36,146	40,273	18,127

7 Restricted Funds	1 September 2019 £	Incoming £	Outgoing £	31 August 2020 £
Power of Reading	2,049	200	(2,249)	-
IT Equipment	3,002	2,009	-	5,011
Long term fund	3,002	2,009	(1,134)	3,877
Contingency	1,000	-	-	1,000
Forest school and Grounds' projects	967	3,420	(2,647)	1,740
Outdoor classroom	-	17,646	-	17,646
Year group wishlists	-	7,000	(1,077)	5,924
Lund fund	-	2,810	(2,708)	102
Small school projects	120	(120)	-	-
Cake Sales	-	1,827	(981)	846
	10,140	36,801	(10,796)	36,146

HOLY TRINITY CE PRIMARY SCHOOL PTA

**UNAUDITED REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

REGISTERED CHARITY NUMBER: 1088779

HOLY TRINITY CE PRIMARY SCHOOL PTA

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Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 - 9

HOLY TRINITY CE PRIMARY SCHOOL PTA

CHARITY INFORMATION

BOARD OF TRUSTEES

Jennifer Plenty	Chair
Jo De Bry	Co-Vice Chair
Katharine Field	Co-Vice Chair
Christa Bakker	Co-Treasurer
Laura Dunbar	Co-Treasurer
Rachel Haffenden	Secretary
Laura Henger	Governor Advisor

GENERAL COMMITTEE

Ailsa Body	Katharine Field
Nicola Brewerton	Rachel Haffenden
Jo De Bry	Paulina Hechenleitner-Whalley
Laura Dillon	Laura Henger
Laura Dunbar	Jennifer Plenty

ADDRESS

Glebe Road
Cuckfield
Haywards Heath
West Sussex
RH17 5BE

CHARITY COMMISSION NUMBER 1088779

INDEPENDENT EXAMINER

Martin Winstone FCA
14 Queen Alexandra Avenue
Hove
East Sussex
BN3 6XH

BANKERS

Barclays Bank Plc
The Old Bank, High Street, Lewes BN7 2JP

HOLY TRINITY CE PRIMARY SCHOOL PTA

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

The Board of Trustees present their report and the financial statements for the year ended 31 August 2020

OBJECTIVES AND ACTIVITIES

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

ACHIEVEMENTS AND PERFORMANCE

In the year ended 31 August 2019 £33,851 (2018: £33,851) of income was raised of which £39,915 (2018: £39,915) was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were year group contributions, outdoor and classroom equipment and grounds maintenance.

As at the year ended 31 August 2020 the Charity had a healthy cash balance of £18,127 (2018: £18,127) in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget and the funding of a new outdoor classroom.

FINANCIAL REVIEW

The Charity's financial statements are set out in pages 4 to 9.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales.

The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Names of charity trustees at the date of approval of this report, and charity trustees who served in the reporting period:

Ailsa Body	Susan Hall
Nicola Brewerton	Amelia Hayden
Caroline Dawes	Paulina Hechenleitner-Whalley
Jo De Bry	Laura Henger
Laura Dillon	Nikki Mortimer
Laura Dunbar	Jennifer Plenty
Katharine Field	Sarah Raison
Karen Ford	Elin Richardson
Rachel Haffenden	Lindsay Smith

Approved by the Council Members and signed on their behalf by:

Jennifer Plenty - Chair

Dated:

HOLY TRINITY CE PRIMARY SCHOOL PTA

Independent Examiner's Report on the Financial Statements

I report on the accounts of the Holy Trinity CE (A) Primary School Parent Teacher Association for the year ended 31st August 2020 which comprises the Statement of Financial Activities, Balance Sheet and related notes.

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) and that an independent examination is needed.

it is my responsibility to :

- examine the accounts under section 145 of the 2011 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 my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of any 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 my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 effective date of 1 January 2015)

have not been met;

or

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

Signed

Date

Martin Winstone FCA
14 Queen Alexandra Avenue
Hove
East Sussex
BN3 6XH

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOMING RESOURCES					
From Generated Funds	4	9,556	1,746	11,302	21,878
From Charitable Activities	4	11,648	18,844	30,492	11,969
From Financial Income	4	-	23	23	4
		<u>21,204</u>	<u>20,613</u>	<u>41,817</u>	<u>33,851</u>
RESOURCES EXPENDED					
Direct Charitable Expenditure					
Events held	5	3,958	-	3,958	7,214
PTA Funding	5	8,314	7,269	15,583	32,509
Administration costs	4	130	-	130	192
		<u>12,402</u>	<u>7,269</u>	<u>19,671</u>	<u>39,915</u>
Net Incoming/(Outgoing) Resources before transfers		8,802	13,344	22,146	(6,064)
Transfers between funds		(12,662)	12,662	-	-
Funds brought forward 1 September 2019		7,987	10,140	18,127	24,191
Funds carried forward 31 August 2020		<u>4,127</u>	<u>36,146</u>	<u>40,273</u>	<u>18,127</u>

HOLY TRINITY CE PRIMARY SCHOOL PTA

**STATEMENT OF FINANCIAL POSITION
AT 31 AUGUST 2020**

	Note	2020 £	2019 £
CURRENT ASSETS			
Debtors and prepayments		-	-
Cash at bank and in hand	6	<u>40,273</u>	<u>18,127</u>
		<u>40,273</u>	<u>18,127</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year		-	-
NET ASSETS		<u>40,273</u>	<u>18,127</u>
FUNDS OF THE CHARITY			
Unrestricted Funds		4,127	7,987
Restricted Funds	7	36,146	10,140
		<u>40,273</u>	<u>18,127</u>

Approved by the Board of Trustees on
and signed on its behalf by:

Jennifer Plenty - Chair

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2020

1. STATUTORY INFORMATION

Holy Trinity CE (A) Primary School is a charity registered in England and Wales, limited by guarantee. The Charity's registered number and address can be found on the Information page.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with the provisions of the Charities SORP (FRS 102) (effective date January 2015) in so far as they apply to small entities.

3. ACCOUNTING POLICIES

Accounting basis and standards

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities (Accounts and Reports) Regulations 2008 and Statement of Recommended Practice "Accounting and Reporting by Charities" 2005 and the Charities Act 2011 and the Charities SORP (FRS 102)

Recognition of incoming resources

These are included in the Statement of Financial Activities when the Charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and Donations are only included in the Statement of Financial Activities when the Charity has unconditional entitlement to the resources.

Donations and legacies

Voluntary income includes donations and legacies, fundraising income and is included in full in the period in which it is receivable.

Tax reclaimed on donations and gifts

Incoming resources from gift aid claims are included in the Statement of Financial Activities at the same time as the income to which they relate.

Restricted and unrestricted funds

The Statement of Financial Affairs distinguishes between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Charity for expenditure or appropriation to reserves for internally designated purposes. The same basis is used for accounting for income in each of these funds.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2020

4 Incoming Resources	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Voluntary Income - Donations and gifts				
Easy Fundraising	408	-	408	368
Amazon Smile	111	-	111	99
Co-op community fund	-	1,971	1,971	415
VCs	10,220	-	10,220	10,193
Virgin campaigns	-	2,266	2,266	-
Profit Match	-	-	-	500
Outdoor classroom grants	-	11,797	11,797	-
Donations / Small events	909	-	909	394
Lund Fund grant	-	2,810	2,810	-
Bag2School	-	-	-	-
Activities for raising funds				
Mayor's procession	500	-	500	2,996
Bonfire night	731	-	731	1,897
Xmas fayre	4,889	-	4,889	3,119
Xmas shopping events	2,062	-	2,062	2,065
Mothers' Day sale	-	-	-	374
Fathers' Day sale	-	-	-	364
Disco	-	-	-	375
Movie night	413	-	413	-
Art bag sale	-	-	-	1,134
Summer fayre	-	-	-	6,405
Cake sales	-	1,746	1,746	1,725
Easter Egg hunt	-	-	-	378
Cuckfield Christmas Street Festival	247	-	247	320
Sports' day	-	-	-	154
Christmas cards	650	-	650	493
Other	64	-	64	79
Financial income				
Interest on bank deposits	-	23	23	4
	21,204	20,613	41,817	33,851

HOLY TRINITY CE PRIMARY SCHOOL PTA
Notes to the Financial Statements
For the year ended 31 August 2020

5 Resources Expended	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Mayor's procession	19	-	19	8
Bonfire night	464	-	464	303
Xmas fayre	874	-	874	634
Xmas shopping events	1,722	-	1,722	2,858
Mothers' Day sale	527	-	527	374
Fathers' Day sale	-	-	0	364
Disco	-	-	0	243
Movie night	87	-	87	-
Art bag sale	-	-	0	650
Summer fayre	-	-	0	1,408
Easter Egg hunt	-	-	0	192
Cuckfield Christmas Street Festival	-	-	0	110
Other	265	-	265	70
	3,958	0	3,958	7,214
Expended on Charitable Activities				
PTA Equipment costs	-	-	-	60
Year Group contributions	-	700	700	700
Cake Sale	-	981	981	1,725
Grounds maintenance	781	-	781	1,100
Pond development	-	-	-	3,374
Power of Reading books	-	1,803	1,803	619
Reception wishlist	-	434	434	-
Year 4 wishlist	-	643	643	-
Panto in a day	880	-	880	979
Year 5/6 production	-	-	-	422
Computer equipment	-	-	-	14,682
Art equipment	-	-	-	333
Maths equipment	-	-	-	483
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Reception/ year 1 theatre trip/ event	560	-	560	1,346
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Year 3 Sir Teachalot experience	-	-	-	420
Year 4 Opera Brava	1,750	-	1,750	1,750
Spellcheckers	-	-	-	295
Forest School	2,316	-	2,316	234
Uniform storage	187	-	187	-
Stationery / Reading & writing books	300	-	300	1,200
Outdoor play equipment	1,134	-	1,134	-
Sports clothing and equipment	179	-	179	51
Lund fund	-	2,708	2,708	-
Year 6 leavers contributions	110	-	110	573
Winning House treats	117	-	117	-
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PTA Administration	130	-	130	192
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HOLY TRINITY CE PRIMARY SCHOOL PTA
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For the year ended 31 August 2020

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IT Equipment	3,002	2,009	-	5,011
Long term fund	3,002	2,009	(1,134)	3,877
Contingency	1,000	-	-	1,000
Forest school and Grounds' projects	967	3,420	(2,647)	1,740
Outdoor classroom	-	17,646	-	17,646
Year group wishlists	-	7,000	(1,077)	5,924
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Small school projects	120	(120)	-	-
Cake Sales	-	1,827	(981)	846
	10,140	36,801	(10,796)	36,146

HOLY TRINITY CE PRIMARY SCHOOL PTA

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It is my responsibility to :

- examine the accounts under section 145 of the 2011 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 my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 the seeking of any 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 my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements

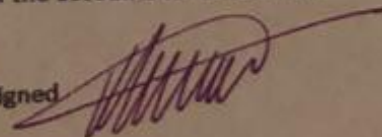
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
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have not been met;

or

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

Signed



Date 22 February 2021

Martin Winstone FCA
14 Queen Alexandra Avenue
Hove
East Sussex
BN3 6XH