

FRIEND AND FAMILY OF HIGHFIELDS AND/OR F.F.H

England & Wales · Charity number 1096062

Details

Other names	HIGHFIELDS SCHOOL PARENT TEACHERS ASSOCIATION, HIGHFIELDS SCHOOL PTA
Status	Registered
Legal form	Other
Registered	2003-02-19
Register	View on the Charity Commission register

Contact

Address	Highfields School London Road Balderton Newark NG24 3AL
Phone	01636704103
Email	ffh@highfieldsschool.co.uk
Website	https://www.ffhcharity.org/

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL IN PARTICULAR BY1. DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN 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: Organising social and fund raising events to raise money for school projects

Classification

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

Geography

- **Area of benefit:** HIGHFIELDS SCHOOL NEWARK
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£34,538	£34,503	-	-
2024-09-30	£54,621	£66,797	-	-
2023-09-30	£54,233	£49,856	-	-
2022-09-30	£19,196	£17,888	-	-
2021-09-30	£7,980	£7,728	-	-

Trustees

Name	Role	Appointed
Craig Parker		2025-09-18
Francesca Bradshaw		2025-09-18
Joanne Legdon		2023-02-27
Laura Fletcher		2024-09-18
Mici Dubb		2024-09-18
Nicola Creasey		2025-09-18
Olivia South		2021-10-12
Sarah Hanton		2024-09-18
Sarah LYONS		2019-09-24

FRIEND AND FAMILY OF HIGHFIELDS AND/OR F.F.H

England & Wales - Charity number 1096062

Accounts

FRIENDS & FAMILY OF HIGHFIELDS
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2025

**INDEPENDENT EXAMINER'S REPORT ON THE UNAUDITED ACCOUNTS OF
FRIENDS & FAMILY OF HIGHFIELDS**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2025.

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

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Name: Mark Bradshaw FCA

Date:

16/12/2025

LIST OF TRUSTEES & DECLARATION OF ACCEPTANCE

Charity Number: 1096062

Trustees:-

Joanne Legdon (Chair)
Craig Parker
Laura Fletcher
Mici Dubb
Sarah Hanton
Olivia South
Sarah Lyons

We approve the income and expenditure account disclosing a deficit of £34.62 in respect of the year ended 30 September 2025. We confirm that we have made available to you all relevant records and information for the purpose of preparing these accounts.

Signed (on behalf of the Trustees):

Date:

12/12/25



FRIENDS & FAMILY OF HIGHFIELDS
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2025

	2025		2024	
	£	£	£	£
RECEIPTS				
Fundraising Activities	24,572.70		53,420.53	
Uniform Receipts (Net of Costs)	976.00		1,110.73	
Donations Received	8,940.00		2,374.41	
Interest Received	49.90		162.66	
Total Income		<u>34,538.60</u>		57,068.33
PAYMENTS				
Fundraising Costs	10,500.98		17,398.73	
School Donations/ Purchases	23,131.00		46,298.50	
Other Donations	-		203.00	
Operational Costs & Other Purchases	872.00		2,808.33	
Total Payments		<u>34,503.98</u>		66,708.56
Net surplus/(deficit) for the year ended 30 September 2025		<u>34.62</u>		(9,640.23)
Assets at 30 September 2024		7,584.98		17,225.21
Assets at 30 September 2025	Note 1	<u>7,619.60</u>		<u>7,584.98</u>

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

FRIENDS & FAMILY OF HIGHFIELDS

1. BANK & CASH BALANCES

	2025 £	2024 £
Current Account	1,956.92	5,995.35
Deposit Account	5,040.26	937.21
Barclays (Unclaimed Funds Account)- Restricted	592.42	592.42
Cash Float	30.00	60.00
	7,619.60	7,584.98

2. FUNDRAISING EVENTS

	Income £	2025 Expenditure £	Net £	2024 Net £
Bacon Rolls/ Hot Chocolate	1,602.04	(108.14)	1,493.90	872.37
Break the Rules	-	-	-	349.52
Christmas Event/Raffle (2023)	-	-	-	1,640.18
Christmas Event/Raffle (2024)	1,953.53	(956.25)	997.28	(21.00)
Easyfundraising Income	1,927.07	-	1,927.07	-
Film Night	622.00	(136.48)	485.52	1,078.65
Freeze Pop Fridays	158.44	(232.26)	(73.82)	(84.00)
Garden Party for 80th	826.92	(137.68)	689.24	-
Highfest	11,590.92	(6,648.59)	4,942.33	1,703.36
Highfire	3,021.65	(2,172.04)	849.61	987.98
Rags to Riches	-	-	-	106.25
School Bus	-	-	-	28,257.39
Sponsored Activities	2,223.69	-	2,223.69	0.61
Sports Day	218.44	(109.54)	108.90	281.22
Summer Prize Draw Income	134.00	-	134.00	-
Non Uniform Days Income	294.00	-	294.00	-
Wine Tasting	-	-	-	679.27
World Book Day	-	-	-	170.00
	24,572.70	(10,500.98)	14,071.72	36,021.80
Uniform	976.00	-	976.00	1,261.30
	25,548.70	(10,500.98)	15,047.72	37,283.10

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT
FRIENDS & FAMILY OF HIGHFIELDS

3. SCHOOL DONATIONS/PURCHASES

	2025 £	2024 £
Defibrillator	-	450.00
Donation for School Bus	-	40,000.00
Donation for Tech Equipment	9,000.00	-
Donation for Repairs to the Sports Hall Roof	4,500.00	-
Donation for Drama Sessions	300.00	-
Donation for Plants for the Pond Area	200.00	-
Donation for Form 6 (Freeze Pop Fridays)	191.00	-
First Aid - School	-	313.50
Fencing	8,940.00	-
Pantomime	-	400.00
Pond Works & Allergy Kit	-	5,000.00
Year end Disco	-	135.00
	23,131.00	46,298.50

4. OTHER DONATIONS

	2025 £	2024 £
Teacher Gift	-	203.00
	-	203.00

5. OPERATIONAL COSTS & OTHER PURCHASES

	2025 £	2024 £
Other Payments	98.55	-
Marquees for FFH Events	-	2,509.34
Parents in Kind Subscription	162.00	153.00
Equipment for FFH events	177.79	145.99
Website	433.66	-
	872.00	2,808.33

FRIEND AND FAMILY OF HIGHFIELDS AND/OR F.F.H

England & Wales - Charity number 1096062

Accounts

FRIENDS & FAMILY OF HIGHFIELDS
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2024

**INDEPENDENT EXAMINER'S REPORT ON THE UNAUDITED ACCOUNTS OF
FRIENDS & FAMILY OF HIGHFIELDS**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2024.

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

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Name: Mark Bradshaw FCA

Date: 20/6/2025

LIST OF TRUSTEES & DECLARATION OF ACCEPTANCE

Charity Number: 1096062

Trustees:-

Joanne Legdon (Chair)
Rachel Davison
Laura Fletcher
Mici Dubb
Rebekah Pallett
Sarah Hanton
Leanne Lewin
Olivia South
Sarah Lyons

We approve the income and expenditure account disclosing a deficit of £9,640.23 in respect of the year ended 30 September 2024.
We confirm that we have made available to you all relevant records and information for the purpose of preparing these accounts.

Signed (on behalf of the Trustees):



Date:

20.6.25

FRIENDS & FAMILY OF HIGHFIELDS
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	2024		2023	
	£	£	£	£
RECEIPTS				
Fundraising Activities	53,420.53		52,964.16	
Uniform Receipts (Net of Costs)	1,110.73		1,261.30	
General Donations	2,374.41			
Interest Received	162.66		7.70	
Total Income		<u>57,068.33</u>		54,233.16
PAYMENTS				
Fundraising Costs	17,398.73		26,865.46	
School Donations/ Purchases	46,298.50		20,826.58	
Other Donations	203.00		1,054.74	
Operational Costs & Other Purchases	2,808.33		1,110.18	
Total Payments		<u>66,708.56</u>		49,856.96
Net surplus/(deficit) for the year ended 30 September 2024		<u>(9,640.23)</u>		4,376.20
Assets at 30 September 2023		17,225.21		12,849.01
Assets at 30 September 2024	Note 1	<u>7,584.98</u>		<u>17,225.21</u>

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

FRIENDS & FAMILY OF HIGHFIELDS

1. BANK & CASH BALANCES

	2024 £	2023 £
Current Account	5,995.35	15,798.24
Deposit Account	937.21	774.55
Barclays (Unclaimed Funds Account)- Restricted	592.42	592.42
Cash Float	60.00	60.00
	7,584.98	17,225.21

2. FUNDRAISING EVENTS

	Income £	2024 Expenditure £	Net £	2023 Net £
Amazon	-	-	-	150.57
Bacon Rolls	991.89	(263.27)	728.62	938.31
Bingo	-	-	-	215.00
Bonfire (2023)	3,700.45	(3,146.28)	554.17	-
Bonfire (2024)	454.81	(21.00)	433.81	-
Break the Rules	349.52	-	349.52	419.05
Christmas Fayre (2022)	-	-	-	1,868.70
Christmas Fayre (2023)	1,602.90	(1,147.72)	455.18	-
Christmas Fayre (2024)	-	(21.00)	(21.00)	-
Christmas Raffle	1,230.00	(45.00)	1,185.00	-
Film Night	1,238.41	(159.76)	1,078.65	1,007.59
Freeze Pop	517.40	(601.40)	(84.00)	235.25
Funfest	-	-	-	505.17
Glamour Ball	-	-	-	18,114.57
Halloween Disco	-	-	-	197.12
Highfest (2023)	-	(11.50)	(11.50)	1,259.70
Highfest (2024)	11,438.13	(9,723.27)	1,714.86	-
Hot Chocolate	143.75	-	143.75	-
Nativity Raffle	-	-	-	76.30
Old Charity Cash	-	-	-	57.33
Pancake Breakfast	-	-	-	151.50
Pop Up Shop	-	-	-	22.00
Rags to Riches	106.25	-	106.25	-
School Bus	28,319.92	(62.53)	28,257.39	-
Sponsored Read	1,220.61	(1,220.00)	0.61	-
Sports Day	302.22	(21.00)	281.22	60.88
Wine Tasting	1,634.27	(955.00)	679.27	-
World Book Day	170.00	-	170.00	-
	53,420.53	(17,398.73)	36,021.80	25,279.04
Uniform	1,200.70	(89.97)	1,110.73	1,261.30
	54,621.23	(17,488.70)	37,132.53	26,540.34

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

FRIENDS & FAMILY OF HIGHFIELDS

3. SCHOOL DONATIONS/PURCHASES

	2024 £	2023 £
Defibrillator	450.00	-
Detective Day	-	650.00
First Aid - School	313.50	-
Friendship Day	-	176.54
King's Coronation	-	386.20
Learning Pod	-	16,500.00
Leavers Assembly	-	500.00
Leavers Party	-	111.50
Pantomime	400.00	390.00
PE Requests	-	1,009.37
Pond Works & Allergy Kit	5,000.00	-
Red Nose Day	-	65.02
Donation for School Bus	40,000.00	-
VR Day	-	720.00
World Book Day	-	317.95
Year end Disco	135.00	-
	46,298.50	20,826.58

4. OTHER DONATIONS

	2024 £	2023 £
Mini Farm	-	1,026.00
Teacher Gift	203.00	28.74
	203.00	1,054.74

5. OPERATIONAL COSTS & OTHER PURCHASES

	2024 £	2023 £
Card Machine Purchase	-	499.95
Cash Float Boxes	-	49.60
Marquees for FFH Events	2,509.34	-
Parents in Kind Subscription	153.00	140.00
Storage	-	171.39
Walkie Talkies for FFH events	145.99	-
Website	-	249.24
	2,808.33	1,110.18

FRIEND AND FAMILY OF HIGHFIELDS AND/OR F.F.H

England & Wales - Charity number 1096062

Accounts

Treasurer's report

This year has been a successful year both for the charity and the school and it with great pleasure that I report on the financials for the year ended 30th September 2023.

A net income of £4,376.20 was generated for the year ended 30th September 2023, this was a 179% increase from prior year post COVID-19.

Revenue/income for the year was £54,233.16, a 203% increase and the highest level since the inception of the charity. This driven by the fantastic fundraising activities such as the Glamour ball which generated a net income of £18,114.57 (being the highest contributor) and many other activities.

Based on the success of the fundraising campaigns, we were able to give by to the school by supporting in a few projects, the biggest being the construction of the "Learning pod".

As at year end all financial commitments to the school had been fulfilled.

During the year, we were able to introduce a new expense policy document along with an expense claim form to ensure all committee member were fully reimbursed for expenses incurred on behalf of the charity as well as proving segregation of duties in payments approvals.

Two debit cards were obtained from the bank to ease the burden on the use of personal funds awaiting reimbursements.

In other to improve the shopping experience for the parents during fundraising activities such as 'Highfest' or Bonfire night, 5 new Sum-up cash machines were purchased, and an online ticket ordering system was set up and linked the Sum-up account. This has thereby reduced the need to hold physical cash and change within the school.

We were unable to proceed with the recovery of the restricted fund in the old Barclays account. See **Note 7** for further details.

The TENS and Gambling licences are up to date and being managed by the secretary.

There were 2 Trustee resignations in the year Emily Rooke (Chair) and Charles Rooke (Secretary). See **Note 5** for updated list of trustees.

Based on the Charities Commission guidelines, all revenue above £25,000 would require an external examiner to review the account. See examiner's report below:

The accounts have been prepared on the receipt and payment basis in accordance with the Charities Commission guidance June 2023.

The annual accounts would be submitted to the Charities Commission upon sign off.

Signed

Efeturi Emeledor (Treasurer)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

FRIENDS & FAMILY OF HIGHFIELDS (FFH)

**On accounts for the year
ended**

30th September 2023

**Charity no
(if any)**

1096062

Set out on pages

1 - 6

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2023.

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

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

**Independent
examiner's statement**

[The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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

Signed:



Date: 02/02/24

Name:

Kemi Adeoye – Karoo Accountants

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

Association of Chartered Certified Accountants (ACCA)

Address:

39 Emperor Way

Ashford

TN23 3QY

FINANCIALS

Statement of Receipts and payments for year ended 30th September 2023

	FY22/23	FY21/22
	£	£
Receipts		
Fundraising activities	52,971.86	17,497.75
Uniform receipts	1,261.30	1,958.35
Total receipts	54,233.16	19,456.10
Payments		
Fundraising costs	26,865.46	9,759.56
School donations/ purchases	20,826.58	5,963.96
Donations	1,054.74	
Operational costs	1,110.18	2,164.70
Total payments	49,856.96	17,888.22
Net receipts/(Payments)	4,376.20	1,567.88

Statement of Assets and Liabilities for year ended 30th September 2023

Cash in bank and in hand	Unrestricted funds	Restricted funds	Total funds	FY21/22
	£	£	£	£
Cash in hand (float)	60.00		60.00	280.00
Natwest Current a/c	15,798.24		15,798.24	11,429.71
Natwest Business Reserve a/c	774.55		774.55	766.88
Barclays		592.42	592.42	592.42
Total Cash and bank balances	16,632.79	592.42	17,225.21	13,069.01

Signed on behalf of trustees.

Name	Signature	Date

Notes to the account

1. Fund raising activities net income.

Income Statement for the year ended 30 September 2023			
	Income	Expenditure	2022-2023
	£	£	£
FFH Events & Other Income			
Amazon	150.57		150.57
Bacon rolls	718.31		718.31
Bacon rolls 21/22	220.00		220.00
Bingo	215.00		215.00
Break the rules	419.05		419.05
Christmas fayre	2,671.20	802.50	1,868.70
Easy fundraising	819.66		819.66
Film night	1,056.82	49.23	1,007.59
Freeze pop	408.75	173.50	235.25
Funfest 2022	505.17		505.17
Glamour Ball	34,263.78	16,149.21	18,114.57
Halloween disco	370.50	173.38	197.12
Highfest 2023	10,477.84	9,218.14	1,259.70
Interest income	7.70		7.70
Nativity Raffle	76.30		76.30
Old charity cash	57.33		57.33
Pancake breakfast	189.00	37.50	151.50
Pop up shop	22.00		22.00
Sports day	322.88	262	60.88
Uniform	1,261.30		1,261.30
Total income	54,233.16	26,865.46	27,367.70

2. Donation to school

School purchases and donations	
Detective day	650.00
Friendship day	176.54
King Coronation	386.20
Learning pod	16,500.00
Leavers assembly	500.00
Leavers party	111.50
Pantomine	390.00
PE requests	1,009.37
Red nose day	65.02
VR Day	720.00
World book day	317.95
Total school purchases and donations	20,826.58

3. Other donations

Other FFH donations	
Mini farm	1,026.00
Teacher gift	28.74
Other donations	1,054.74

4. Administrative costs

FFH expenses	
Card machine	499.95
Cash float boxes	49.60
Parents in kind subscription	140.00
Storage	171.39
Website	249.24
Total FFH expenses	1,110.18

5. FFH Trustee

There are currently 6 trustee members per the list below:

- Melanie McKinnon (Co-Chair)
- Olivia South (Co-Chair)
- Joanne Legdon
- Efeturi Emeledor
- Sarah Lyons
- Gail Martin
- Richard South

6. NatWest Signatories

There are currently 4 active signatories on the bank mandate with online access.

- Olivia South
- Melanie McKinnon
- Efeturi Emeledor (Treasurer)
- Joanne Legdon

Signatories to be added.

- Leanne Lewin

Online access to be added.

- Sara Radrizzani

- 7. Barclays** – There is still no access to the funds (£592.42 as of 30th September 2023) held in the unclaimed funds account. In order to claim the outstanding funds, a copy of the list of trustees with both Heather and Fran's names would need to be obtained from Charities Commission. This needs to be sent to the bank along with a legal letter is needed to process the repatriation of funds.