

# HAMILTON SCHOOL PARENT STAFF ASSOCIATION

England & Wales · Charity number 1123073

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2008-03-04

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

## Contact

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**Address** Hamilton School  
Constantine Road  
Colchester  
CO3 3GB

**Phone** 07900548186

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**Website** [www.hamiltonprimary.com](http://www.hamiltonprimary.com)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF PUPILS IN THE SCHOOL IN PARTICULAR BY2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2.2. ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

**Activities:** To advance the education of pupils in the school in particular by developing effective relationships between the staff, parents and others associated with the school. To engage in activities or provide facilities or equipment which support the school and advance the education of the pupils.

## Classification

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- **How:** Makes Grants To Organisations, Provides Human Resources
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, People With Disabilities

## Geography

- **Area of benefit:** ESSEX
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£21,772	£14,940	-	-
2024-08-31	£18,133	£27,799	-	-
2023-08-31	£18,036	£21,239	-	-
2022-08-31	£26,536	£7,437	-	-
2021-08-31	£7,528	£2,199	-	-

## Trustees

Name	Role	Appointed
<b>Sarah-Lou Westbrook</b>	Chair	2023-10-31
Elizabeth Lucy Mary Bevan		2018-09-01
Francesca Rigo		2023-10-31
Kerry Vandersypen		2019-02-12
Maureen Martin		2024-09-23
Rosemary Currell		2018-09-26

**HAMILTON SCHOOL PARENT STAFF ASSOCIATION**

England & Wales - Charity number 1123073

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# Accounts

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## Hamilton Parent Staff Association

### **DRAFT - Trustees' Annual Report 2021/2022**

#### Financial Period

Period start date: 01/09/2021

Period end date: 31/08/2022

#### Legal and Administrative Information

Charity name: Hamilton School Parent Staff Association

Charity registration number: 1123073

Charity's Principal Address: Constantine Road, Colchester, Essex, CO3 3GB

Governing Document: Constitution dated 11<sup>th</sup> October 2006

#### Names of the charity trustees who manage the charity

Laura Reveley, Chair

James Burton, Secretary

Sonia Miller, Vice Chair

Danielle Davies, Treasurer

Jessica Kerry Bailey

Elizabeth Lucy Mary Bevan

Rosemary Currell

Emily Grace Gooch

Sarah Massie

Kerry Vandersypen

Victoria Weaver

#### Objectives

The objective of the Hamilton School Parent Staff Association (PSA), a registered Charity is to advance the education of pupils in the school by;-

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

The Events and Activities aim to bring children and their families together to engage in fun activities that not only raise funds, but also contribute to developing effective relationships between the staff, parents and others associated with Hamilton Primary School.

### Structure and Management

The Trustee's Committee is responsible for the overall management and control of the Charity. The Committee including the officers – Chair, Vice Chair, Secretary, and the Treasurer are appointed at the first meeting of each financial year, the AGM. The nominations for elections to the Committee are made by one member and seconded by another. Such nominations must have the consent of the nominee.

The Committee collectively organises and runs fundraising events and engages in other activities which generate funds to achieve the PSA's objectives. The Committee is supported by work undertaken by fundraising volunteers (co-opted Committee Members).

All Trustees give their time freely and no remuneration is paid for the work performed. The decisions taken in regards of the Charity are reached by a majority agreement of the Trustees. Although the officers have their specific responsibilities delegated to them, all Trustees remain jointly responsible for running the charity in accordance with the Charities Act 2011.

The Trustees recognise their duty to 'have regard' to the Charity Commission's guidance on public benefit in accordance with the Charities Act 2011. We are always looking for new and interesting ways to raise funds to support the School and the Community. We encourage all parents, staff and others associated with the school to support our aims and objectives.

## Financials

Hamilton School Parent Staff Association

Financial Period 01/09/2021 – 31/08/2022

<b>INCOME</b>		
	<b>2021/22 £</b>	<b>2020/21 £</b>
<b>Fundraising Events</b>		
Summer Fayre 2022	£10,159.74	
Christmas Grotto	£1,234.07	
Foundation drinks	£64.96	
Quiz night	£2,153.32	
Halloween event	£425.00	£454.00
Easter Extravaganza	£995.32	
Break the Rules	£975.61	£1,036.97
Olympic Day		£214.34
Wear It Bright		£425.00
Book Stalls	£294.35	
Pre-loved Stall	£212.07	
Uniform Sale	£156.33	
<b>Other Activities for Generating Funds</b>		
Christmas Raffle	£3,341.00	£1,117.00
Christmas Cards	£1,710.00	£2,016.10
Noticeboard	£80.00	£80.00
Personalised Letter from Santa		£380.00
<b>Sponsorship, Lotteries, Giftaid and Donations</b>		
Year 6 Leavers Donation of excess funds		£80.00
Gift Aid	£802.79	
Lottery Income	£655.80	£715.60
Lottery Income Prizes Donation	£143.20	£102.90
Donations	£2,051.99	£835.64
Easy fundraising	£116.64	£70.01
Summer Fayre 2019 Company Matching	£714.18	
Summer Fayre 2022 Sponsorship	£250.00	
<b>Total Income</b>	<b>£26,536.37</b>	<b>£7,527.56</b>

**EXPENDITURE**

	<b>2021/22 £</b>	<b>2020/21 £</b>
<b>Fundraising Costs</b>		
Summer Fayre 2022	£1,850.74	
Christmas Grotto	£328.36	
Christmas Cards	£1,338.92	£1,234.82
Christmas Raffle	£136.00	
Quiz night	£512.51	
Easter Extravaganza	£257.40	
Foundation drinks	£56.12	
License fee	£42.00	
Lottery Licence	£20.00	£20.00
Subscription Cava	£16.69	£57.41
<b>Governance Costs</b>		
PTA Association	£128.00	£123.00
<b>Cost of Charitable Activities and purchases</b>		
Card Terminal	£178.80	
Hamilton School Jubilee Event	£1,246.98	
Hamilton School - Yr 6 Autograph Book	£193.90	£179.00
Year 6 Leavers event	£600.00	£585.00
<b>Gift Aid error</b>		
Gift Aid returned	£531.02	
<b>Total Expenditure</b>	<b>£7,437.44</b>	<b>£2,199.23</b>

**TOTALS**

	<b>2021/22 £</b>	<b>2020/21 £</b>
Net Income/Expenditure	£19,098.93	£5,328.33
Cash Funds Brought Forward 01/09	£12,887.33	£7,559.00
<b>TOTAL</b>	<b>£31,986.26</b>	<b>£12,887.33</b>
<i>Bank Statement</i>	<i>£31,926.26</i>	
<i>Petty Cash</i>	<i>£60.00</i>	
Carry forward balance 31/08/2022	<b>£31,986.26</b>	

## Income

### Activities and Achievements

In the financial year 2021/2022 we held several fundraising events and activities.

#### Summer Fair

The Summer Fair was a very popular event generating almost 40% of our Income. A donation of £250 was received from Fisher Jones Greenwood Solicitors. The event generated a total income of £10,409.74

#### Christmas Grotto, Raffle and Cards

Christmas was an extremely busy time us; we organized a Santa's Grotto, a Christmas Raffle, and the children's Christmas Cards. The Santa's Grotto took place during school time and received positive feedback from children, parents, and staff. All three events/activities generated a total income of £6,285.07.

#### Quiz Night

This fun event started off the year and was a huge success. The Income raised was £2,153.32.

#### Other successful events and activities held (and income raised): -

Easter Eggstravaganza - £995.32

Break the School Rules - £975.61

Halloween event - £425.00

Book stalls - £294.35

Pre-loved Uniform Sales - £156.33

#### Other funds collected/received: -

Uncollected Gift Aid from previous years - £271.77

Parent/Company Sponsorship - £2,051.99

Lottery income - £799.00

We organised a Foundation Coffee Morning to welcome new Reception parents to the school and at the Foundation Christmas Carol Service we provided hot drinks for parents.

#### Total Income

Total Income generated in FY 2021/22 from events, fundraising activities and sponsorship, lotteries, gift aid and donations amounted to £26,536.37 (FY 2020/21 £7,527.56).

## Expenditure

### Fundraising and Governance Cost

During the financial year 2021/22 the PSA incurred a total of £4,686.74 (FY 2020/21 £1,435.23) in Fundraising and Governance costs.

Expenditure can vary from year to year subject to the level donations of goods and services received. The Trustees continually strive to source goods and services on a best value for money basis, thereby keeping our fundraising expenses to a minimum.

### Cost of Charitable Activities

In the financial year 2021/22 we spent a total of £2,219.68 (FY 2020/21 £764.00) on our charitable activities and purchases. Funds were given to the school and put towards their Jubilee Event as well as the Year 6 leavers party and memorabilia being hoodies and the autograph books. An additional Square payment terminal was purchased during the year. We now have two Square payment terminals to take payments at events.

### Gift Aid

An administrative error was made, and £531.02 was returned to HMRC.

### Net Income/Expenditure

As of the 1<sup>st</sup> September 2021, the PSA carried forward funds of £12,887.33.

During the 2021/2022 financial year, this amount was increased by the Income generated £26,536.37 and reduced by Fundraising, Governance and Charitable activity costs, Purchases, and Gift Aid return totaling £7,437.44. Therefore, the Net Income in FY 2021/22 amounted to £19,098.93 and a Carry Forward Balance of £31,986.26 as at 31/8/2022.

### Reserves Policy

Hamilton School PSA seeks to distribute maximum generated funds to support good cause projects within the scope of the set-up objectives, whilst always maintaining a positive level of cash. The amount of minimum reserves is kept at a level that allows for enough resources to finance its operating activities. We have agreed that a reserve of £5,000 is the minimum amount. We are therefore in position to distribute £26,926.26 of funds. It was agreed by the Trustees that funds generated from the 2021/22 events and activities should be put towards new playground equipment in both the Infant and Junior playgrounds.

### Serious Incidents Declaration

We can confirm that during the financial year 2021/22 we had no occurrence of serious incidents requiring reporting under the rules and regulations of the Charity Commission.

### Debts

As of 31<sup>st</sup> August 2022, Hamilton School PSA does not hold any Debts. No Funds are held as Custodian Trustee.

### Online Banking

The Charity now has in place NatWest Bankline online banking facility. Any payment out of the bank account requires two authorisations as a method of safeguarding appropriate use of funds. Any Expenses incurred via a Cheque payment still require two counter signatories.

### External Examiner

In financial year 2021/22 a Total Net Income of more than £25,000 was achieved. To comply with the regulatory requirements of the Charity Commission, we are required to prepare and submit following documents for the financial year; -

Annual Return

Annual Accounts

Trustees Report (this document)

In addition, our annual accounts need to be checked by an independent examiner. We have made necessary arrangements and appointed a local accountancy practice Goody Chartered Accountants and Tax Advisors to perform the external review.

***The Trustees recognise and are very grateful for all contributions and support from the school parents, staff, volunteers, sponsors, and other members of Hamilton School community during the year.***

On behalf of all trustees

Danielle Davies

Hamilton School PSA Treasurer



	Y/E 31/08/22	Y/E 31/08/21
	£	£
Balance brought forward	12,887.33	7,559.02
Bank account	12,747.33	7,499.02
Uncleared Lodgements - cheques		
<b>Petty Cash</b>		
Petty Cash Floats	60.00	60.00
Unbanked cash receipts	80.00	0.00

**INCOME**

Summer Fayre 2019 Company Matching	714.18	
Summer Fayre 2022	10,159.74	
Summer Fayre 2022 Sponsorship	250.00	
Summer Fayre 2022 Company Matching		
Scarecrow Trail		454.00
Foundation drinks	64.96	
Wear It Bright		425.00
Book Stalls	294.35	380.00
Christmas Cards	1,710.00	2,016.10
Christmas Raffle	3,341.00	1,117.00
Christmas Grotto	1,234.07	
Uniform Sale	156.33	
Quiz night	2,153.32	
Easter Eggtravaganza	995.32	
Break the Rules	975.61	1,036.97
Halloween event	425.00	
Pre-loved Stall	212.07	
Gift Aid	802.79	
Olympic Day		214.34
Lottery Income	655.80	715.60
Lottery Income Prizes Donation	143.20	102.90
Donations	2,051.99	835.64
Year 6 Leavers Donation of excess funds		80.00
Easyfundraising	116.64	70.01
Noticeboard	80.00	80.00
<b>TOTAL</b>	<b>26536.37</b>	<b>7,527.56</b>

**EXPENDITURE**

Summer Fayre 2022	1,850.74	
Christmas Grotto	328.36	
Christmas Cards	1,338.92	1,234.82
Christmas Raffle	136.00	
Quiz night	512.51	
Easter Extravaganza	257.40	
License fee	42.00	
Foundation drinks	56.12	
PTA Association	128.00	123.00
Gift Aid returned	531.02	
Lottery Licence	20.00	20.00
Subscription Cava	16.69	57.43
Card Terminal	178.80	
Hamilton School Jubilee Event	1,246.98	
Hamilton School - Yr 6 Autograph Book	193.90	179.00
Year 6 Leavers event	600.00	585.00
<b>TOTAL</b>	<b>7,437.44</b>	<b>2,199.25</b>

<b>Balance carried forward</b>		
Bank Account per Statement	31,926.26	12,747.33
Uncleared Lodgements - cheques		
<b>Petty Cash</b>		
Petty Cash Floats	60.00	60.00
Unbanked cash receipts		80.00
<b>Balance carried forward Total</b>	<b>31,986.26</b>	<b>12,887.33</b>
Control Sum	31,986.26	12,887.33

0

0.00

**HAMILTON SCHOOL PARENTS STAFF ASSOCIATION**  
**Financial Year 2021/22**

	09/21
<b>Balance brought forward</b>	<b>12,887.33</b>
Bank account	12,747.33
Uncleared Lodgements - cheques	
<b>Petty Cash</b>	
Unbanked cash receipts	80.00
Petty Cash Floats	60.00

**INCOME**

Summer Fayre 2022	
Summer Fayre 2022 sponsorship	
Christmas Cards	
Christmas Grotto	
Book Stall	
Christmas Raffle	
Foundation Drinks	
School Uniform	
Quiz night	20.00
Easter Extravaganza	
Pre-loved Stall	
Halloween event	
Gift Aid	
Lottery Income	58.00
Lottery Income - Prizes Donatation	27.90
Donations	
Easyfundraising	
Summer Fayre 2019 Matchfunding	714.18
Notice Board	
Break the School Rules	
<b>TOTAL</b>	<b>820.08</b>

**EXPENDITURE**

Summer Fayre 2022	
Christmas Grotto	
Christmas Cards	
Christmas Raffle	
Quiz night	
Easter Extravaganza	
Foundation drinks	
PTA Association	
Gift Aid returns	
Lottery License	
License fee	21.00
Subsrtiption Cava	

Card Terminal	
Hamilton School Jubilee Event	
Hamilton School - Yr 6 Autograph Book	
Year 6 leavers event	
<b>TOTAL</b>	<b>21.00</b>

Balance carried forward	
Bank Account per Statement	12,737.91
Petty Cash	948.50
Uncleared/Cleared Lodgements	
<b>Balance carried forward Total</b>	<b>13,686.41</b>
Control Sum	13,686.41
	0.00

### BA Money Transfers

#### Non Income receipts/(Non Expenditure payments)

Quiz Float	-888.50
Summer Fayre Float withdrawn	
Summer Fayre Float paid back in	
<b>Total</b>	<b>-888.50</b>

### Petty Cash Balance Movement

Opening Balance	140.00
Quiz float	888.50
Summer Fayre Float withdrawn	
Summer Fayre Float paid back in	
Yr 6 Raised Funds Donated Back	-80.00
<b>Closing Balance</b>	<b>948.50</b>

10/21	11/21	12/21	01/22
<b>13,686.41</b>	<b>18,297.93</b>	<b>19,790.38</b>	<b>24,361.63</b>
12,737.91	18,237.93	19,730.38	24,301.63
948.50	60.00	60.00	60.00

	1,710.00		
		£1,224.07	
	294.35		
		£3,341.00	
		£64.96	
2,133.32			
		£184.57	
425.00			
53.20	57.60	£72.80	52.80
	10.80	15.10	28.20
2,000.00			
	28.21		
	40.00		
<b>4,611.52</b>	<b>2,140.96</b>	<b>4,902.50</b>	<b>81.00</b>

		£314.56	13.80
			1,338.92
	136.00		
	512.51		
			56.12
			128.00
		£16.69	

<b>0.00</b>	<b>648.51</b>	<b>331.25</b>	<b>1,536.84</b>

18,237.93	19,730.38	24,301.63	22,845.79
60.00	60.00	60.00	60.00
<b>18,297.93</b>	<b>19,790.38</b>	<b>24,361.63</b>	<b>22,905.79</b>
18,297.93	19,790.38	24,361.63	22,905.79
0.00	0.00	0.00	0.00

888.50

888.50                      0.00                      0.00                      0.00

948.50	60.00	60.00	60.00
-888.50			
<b>60.00</b>	<b>60.00</b>	<b>60.00</b>	<b>60.00</b>

02/22	03/22	04/22	05/22
<b>22,905.79</b>	<b>23,905.11</b>	<b>24,215.95</b>	<b>24,083.82</b>
22,845.79	23,845.11	24,155.95	24,023.82
60.00	60.00	60.00	60.00

10.00			
	97.00		
	580.81	68.27	346.24
27.50			
802.79			
61.60	48.00	57.00	48.00
9.00	27.00		9.00
	49.05		2.94
88.43			
	40.00		
			975.61
<b>999.32</b>	<b>841.86</b>	<b>125.27</b>	<b>1,381.79</b>

		257.40	
	531.02		
			20.00
			21.00

			178.80
			546.98
			193.90
<b>0.00</b>	<b>531.02</b>	<b>257.40</b>	<b>960.68</b>

23,845.11	24,155.95	24,023.82	24,444.93
60.00	60.00	60.00	60.00
<b>23,905.11</b>	<b>24,215.95</b>	<b>24,083.82</b>	<b>24,504.93</b>
23,905.11	24,215.95	24,083.82	24,504.93
0.00	0.00	0.00	0.00

0.00                      0.00                      0.00                      0.00

60.00	60.00	60.00	60.00
<b>60.00</b>	<b>60.00</b>	<b>60.00</b>	<b>60.00</b>



700.00		
600.00		
<b>1,591.26</b>	<b>1,537.01</b>	<b>22.47</b>

23,163.67	31,897.43	31,926.26
60.00	60.00	60.00
<b>23,223.67</b>	<b>31,957.43</b>	<b>31,986.26</b>
23,223.67	31,957.43	31,986.26
0.00	0.00	0.00

	-3,960.00	
	3,960.00	
0.00	0.00	0.00

60.00	60.00	60.00
	3,960.00	
	-3,960.00	
<b>60.00</b>	<b>60.00</b>	<b>60.00</b>

## HAMILTON SCHOOL PARENTS STAFF ASSO

<b>B/f</b>
Balance brought forward 1/9/2021
Bank account
Petty Cash Floats
Unbanked cash receipts

Transaction number	Date
1	01/09/2021
2	07/09/2021
3	09/15/2021
4	09/16/2021
5	09/23/2021
6	09/24/2021
7	09/28/2021
8	09/30/2021
9	09/30/2021
10	10/01/2021
11	10/04/2021
12	10/05/2021
13	10/05/2021
14	10/05/2021
15	10/08/2021
16	10/25/2021
17	11/02/2021
18	11/08/2021
19	11/11/2021
20	12/12/2021
21	11/15/2021
22	11/16/2021
23	11/19/2021
24	11/23/2021
25	11/23/2021
26	11/23/2021
27	11/26/2021
28	11/26/2021
29	11/30/2021
30	12/01/2021
31	12/03/2021
32	12/06/2021
33	12/07/2021
34	12/07/2021
35	12/08/2021
36	12/09/2021

37	12/10/2021
38	12/10/2021
39	12/13/2021
40	12/13/2021
41	12/13/2021
42	12/13/2021
43	12/13/2021
44	12/13/2021
45	12/14/2021
46	12/15/2021
47	12/16/2021
48	12/16/2021
49	12/16/2021
50	12/17/2021
51	12/30/2021
52	01/04/2022
53	01/05/2022
54	01/11/2022
55	01/11/2022
56	01/18/2022
57	01/25/2022
58	01/26/2022
59	01/31/2022
60	01/31/2022
61	02/01/2022
62	02/02/2022
63	02/07/2022
64	02/08/2022
65	02/09/2022
66	02/24/2022
67	02/24/2022
68	03/08/2022
69	03/11/2022
70	03/15/2022
71	03/15/2022
72	03/17/2022
73	03/17/2022
74	03/22/2022
75	03/23/2022
76	03/24/2022
77	03/25/2022
78	03/28/2022
79	03/28/2022
80	03/28/2022
81	03/29/2022
82	03/30/2022
83	03/31/2022
84	04/01/2022

85	04/05/2022
86	04/22/2022
87	04/25/2022
88	05/03/2022
89	05/03/2022
90	05/03/2022
91	05/04/2022
92	05/09/2022
93	05/13/2022
94	05/23/2022
95	05/27/2022
96	05/27/2022
97	05/27/2022
98	06/07/2022
99	06/14/2022
100	06/16/2022
101	06/16/2022
102	06/21/2022
103	06/22/2022
104	06/28/2022
105	07/04/2022
106	07/04/2022
107	07/06/2022
108	07/07/2022
109	07/07/2022
110	07/07/2022
111	07/07/2022
112	07/07/2022
113	07/07/2022
114	07/08/2022
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119	07/11/2022
120	07/11/2022
121	07/11/2022
122	07/11/2022
123	07/11/2022
124	07/12/2022
125	07/12/2022
126	07/12/2022
127	07/12/2022
128	07/12/2022
129	07/12/2022
130	07/12/2022
131	07/12/2022
132	07/12/2022





## CIATION

<b>Y/E 31/08/22</b>	
<b>£</b>	
	12,887.33
	12,747.33
	60.00
	80.00

Event
School Lottery
School Lottery
School Lottery
Cheque - License fee
Year 6 leavers party 2021
Matchfunding Summer Fayre 2019
School Lottery
Quiz 2021
Quiz 2021
Quiz 2021
Quiz 2021
School Lottery
Quiz 2021
Quiz 2021
JER Development Donation
Halloween 2021
School Lottery
Quiz 2021
Easyfunding
Book Stall event
Book Stall event
Quiz 2021
Book Stall event
School Lottery
Book Stall event
Christmas Cards
Notice Board Advertising
Christmas Cards
Cheque - Raffle Expenses
Donation
Cheque - Grotto
Pre-loved stall
Christmas Grotto
School Lottery
Christmas Grotto
Christmas Grotto









	Receipts/I
Description	Debit
Lottery prize donated back	
Lottery proceeds	
Lottery prize donated back	
01493 James Burton	
Raised funds transfer from petty cash to bank account	
Refinitiv Nick Haydon	
Lottery prize donated back	
Team entry	
Quiz float transfer from bank account to petty cash (cheque)	
Quiz entry Soundararajan	
online payments at the quiz - Square	
Lottery proceeds	
Quiz float transfer from petty cash to bank account	
Quiz Cash funds raised	
Parent business donation	
Pumpkin and non-uniform funds raised	
Lottery proceeds	
Quiz expenses James Burton (cheque 001495)	
cheque from easyfunding	
Card payments from book stall in November	
Card payments from book stall in November	
Quiz expenses Sonia Millier (cheque 001497)	
Card payments from book stall in November	
Lottery prize donated back	
Book Stall event Cash	
Christmas cards cash and cheque (not profit)	
Notice board cash paid £40	
Christmas cards cash and cheque (not profit) - further amounts	
Gayle Vickerage Raffle Tickets (cheque 001498)	
Donation on Square	
Cheque for Grotto expenses Sonia Millar (Cheque 001499)	
Pre-loved event online payment machine	
Christmas Grotto online payments	
Lottery proceeds	
Christmas Grotto online payments	
Christmas Grotto online payments	

Foundation drinks online payments	
Cava Subscription (001500)	
Christmas Grotto online payments	
Christmas Grotto online payments	
Raffle - Cash and Cheques	
Foundation drinks cash	
Pre-loved event cash	
Christmas Grotto cash	
Christmas Grotto online payments	
Christmas Grotto online payments	
Christmas Grotto online payments	
Raffle - Cash	
Christmas Grotto cash and cheque	
Christmas Grotto online payments	
Lottery prize donated back	
Annual subscription to ParentKind	
Lottery proceeds	
Lottery prize donated back	
Foundation drinks - Cheque for expenses Sarah Massie	
Lottery prize donated back	
Christmas Grotto - gift expenses	
Lottery prize donated back	
Christmas Cards payment - cheque	
Christmas Cards payment for late orders - cheque	
Additional Grotto payments 2x5	
Small donations grouped and individual donation - tax year Apr2020-Mar2021	
Small donations grouped and individual donation - tax year Apr2020-Mar2021	
Lottery proceeds	
Lottery prize donated back	
cheque from easyfunding	
Pre-loved event cash (event in December 2021)	
School Lottery Proceeds	
Uniform Sale square payments	
Lottery prize donated back	
Small Donations payment returned	
Notice board cash paid £40	
Uniform Sale Cash payments	
Lottery prize donated back	
Egg Hunt tickets - online sales	
Parent donation	
Egg Hunt tickets - online sales	
Egg Hunt tickets - online sales	
Egg Hunt tickets - online sales	
Egg Hunt tickets - online sales	
Egg Hunt tickets - online sales	
Egg Hunt tickets - online sales	
Egg Hunt tickets - online sales	
Egg Hunt tickets - on the day tickets and cakes	

Lottery proceeds and prize donation	
James Burton expense cheque 001507	
Sonia Miller expenses cheque 001508	
Egg Hunt tickets - on the day tickets and cakes CASH	
Non-uniform event	
License fee for Summer fete James Burton	
Lottery proceeds and prize donation	
Non-uniform event cash	
New machine payment - cheque 001510	
Donation on Square	
Mini Canvases	
Small Society License	
Year 6 leavers books	
Lottery proceeds	
Hoddies - Cheque 001515	
Raffle Tickets	
Paper Bags	
FJG - Business donation - Summer Fayre sponsorship	
Ice Cream Van	
Tropical Bar Expenses Cheri Smith	
Tropical Bar Expenses Cheri Smith	
Lottery proceeds	
Float money withdrawn	
Raffle Cash and Cheques	
Uniform Sale Cash payments	
Raffle - Cash	
Raffle - Cash	
Tropical Bar Expenses Hannah Coffey	
Tropical Bar Expenses Cheri Smith	
Uniform Sale square payments	
Summer Fete - Square/card income	
Summer Fete - Tropical bar income bank transfer Hannah Coffey	
Summer Fete - BBQ income bank transfer G Remmington	
Summer Fete - BBQ income bank transfer J Osborn	
Float money paid back in	
Summer Fete Cash income	
Summer Fete cheque income	
Summer Fete Cash income	
Summer Fete Cash income	
Water Pistols expenses J Cronshaw	
BBQ expenses James Osbourn	
Tropical Bar Expenses Hannah Coffey	
Hair and Nails expenses Sarah Massie	
Cornholing expenses Paula Wright	
Popcorn/Candy G Vickerage expenses	
BBQ expenses Vic Weaver	
Refreshments expenses C Smith	
Marble expenses Paul Wright	





Petty Cash			Bank A		
Payments	Transfers		Petty Cash Balance	Receipts/Payments	
Credit	Debit	Credit		Debit	Credit
			£140.00	£9.00	
			£140.00	£58.00	
			£140.00	£8.40	
			£140.00		£21.00
		£80.00	£60.00		
			£60.00	£714.18	
			£60.00	£10.50	
			£60.00	£20.00	
	£888.50		£948.50		
			£948.50	£30.00	
			£948.50	£888.32	
			£948.50	£53.20	
		£888.50	£60.00		
			£60.00	£1,215.00	
			£60.00	£2,000.00	
			£60.00	£425.00	
			£60.00	£57.60	
			£60.00		£376.66
			£60.00	£28.21	
			£60.00	£76.12	
			£60.00	£22.59	
			£60.00		£135.85
			£60.00	£17.18	
			£60.00	£10.80	
			£60.00	£178.46	
			£60.00	£1,610.00	
			£60.00	£40.00	
			£60.00	£100.00	
			£60.00		£136.00
			£60.00	£4.90	
			£60.00		£314.56
			£60.00	£45.17	
			£60.00	£289.29	
			£60.00	£72.80	
			£60.00	£318.68	
			£60.00	£78.45	

			£60.00	£24.51	
			£60.00		£16.69
			£60.00	£41.69	
			£60.00	£191.22	
			£60.00	£3,321.00	
			£60.00	£40.45	
			£60.00	£139.40	
			£60.00	£15.00	
			£60.00	£107.84	
			£60.00	£132.38	
			£60.00	£9.81	
			£60.00	£20.00	
			£60.00	£25.00	
			£60.00	£14.71	
			£60.00	£10.20	
			£60.00		£128.00
			£60.00	£52.80	
			£60.00	£9.60	
			£60.00		£56.12
			£60.00	£9.30	
			£60.00		£13.80
			£60.00	£9.30	
			£60.00		£1,304.92
			£60.00		£34.00
			£60.00	£10.00	
			£60.00	£531.02	
			£60.00	£271.77	
			£60.00	£61.60	
			£60.00	£9.00	
			£60.00	£88.43	
			£60.00	£27.50	
			£60.00	£48.00	
			£60.00	£49.10	
			£60.00	£18.00	
			£60.00		£531.02
			£60.00	£40.00	
			£60.00	£47.90	
			£60.00	£9.00	
			£60.00	£2.45	
			£60.00	£49.05	
			£60.00	£63.73	
			£60.00	£63.71	
			£60.00	£44.12	
			£60.00	£51.47	
			£60.00	£161.74	
			£60.00	£188.69	
			£60.00	£4.90	
			£60.00	£68.27	

			£60.00	£57.00	
			£60.00		£49.50
			£60.00		£207.90
			£60.00	£346.24	
			£60.00	£955.61	
			£60.00		£21.00
			£60.00	£57.00	
			£60.00	£20.00	
			£60.00		£178.80
			£60.00	£2.94	
			£60.00		£546.98
			£60.00		£20.00
			£60.00		£193.90
			£60.00	£60.00	
			£60.00		£600.00
			£60.00		£79.20
			£60.00		£15.00
			£60.00	£250.00	
			£60.00		£700.00
			£60.00		£197.06
			£60.00		£81.46
			£60.00	£43.60	
			£60.00		£3,960.00
			£60.00	£870.00	
			£60.00	£14.10	
			£60.00	£185.00	
			£60.00	£40.00	
			£60.00		£139.93
			£60.00		£125.29
			£60.00	£11.79	
			£60.00	£1,307.13	
			£60.00	£50.00	
			£60.00	£20.00	
			£60.00	£20.00	
			£60.00	£3,960.00	
			£60.00	£3,600.00	
			£60.00	£196.00	
			£60.00	£1,020.00	
			£60.00	£250.00	
			£60.00		£303.65
			£60.00		£51.52
			£60.00		£20.28
			£60.00		£65.91
			£60.00		£14.05
			£60.00		£69.39
			£60.00		£24.28
			£60.00		£25.80
			£60.00		£16.68





Transfers		Bank Account Balance	Total Cash Balance
Debit	Credit		
		£12,756.33	£12,896.33
		£12,814.33	£12,954.33
		£12,822.73	£12,962.73
		£12,801.73	£12,941.73
£80.00		£12,881.73	£12,941.73
		£13,595.91	£13,655.91
		£13,606.41	£13,666.41
		£13,626.41	£13,686.41
	£888.50	£12,737.91	£13,686.41
		£12,767.91	£13,716.41
		£13,656.23	£14,604.73
		£13,709.43	£14,657.93
£888.50		£14,597.93	£14,657.93
		£15,812.93	£15,872.93
		£17,812.93	£17,872.93
		£18,237.93	£18,297.93
		£18,295.53	£18,355.53
		£17,918.87	£17,978.87
		£17,947.08	£18,007.08
		£18,023.20	£18,083.20
		£18,045.79	£18,105.79
		£17,909.94	£17,969.94
		£17,927.12	£17,987.12
		£17,937.92	£17,997.92
		£18,116.38	£18,176.38
		£19,726.38	£19,786.38
		£19,766.38	£19,826.38
		£19,866.38	£19,926.38
		£19,730.38	£19,790.38
		£19,735.28	£19,795.28
		£19,420.72	£19,480.72
		£19,465.89	£19,525.89
		£19,755.18	£19,815.18
		£19,827.98	£19,887.98
		£20,146.66	£20,206.66
		£20,225.11	£20,285.11

		£20,249.62	£20,309.62
		£20,232.93	£20,292.93
		£20,274.62	£20,334.62
		£20,465.84	£20,525.84
		£23,786.84	£23,846.84
		£23,827.29	£23,887.29
		£23,966.69	£24,026.69
		£23,981.69	£24,041.69
		£24,089.53	£24,149.53
		£24,221.91	£24,281.91
		£24,231.72	£24,291.72
		£24,251.72	£24,311.72
		£24,276.72	£24,336.72
		£24,291.43	£24,351.43
		£24,301.63	£24,361.63
		£24,173.63	£24,233.63
		£24,226.43	£24,286.43
		£24,236.03	£24,296.03
		£24,179.91	£24,239.91
		£24,189.21	£24,249.21
		£24,175.41	£24,235.41
		£24,184.71	£24,244.71
		£22,879.79	£22,939.79
		£22,845.79	£22,905.79
		£22,855.79	£22,915.79
		£23,386.81	£23,446.81
		£23,658.58	£23,718.58
		£23,720.18	£23,780.18
		£23,729.18	£23,789.18
		£23,817.61	£23,877.61
		£23,845.11	£23,905.11
		£23,893.11	£23,953.11
		£23,942.21	£24,002.21
		£23,960.21	£24,020.21
		£23,429.19	£23,489.19
		£23,469.19	£23,529.19
		£23,517.09	£23,577.09
		£23,526.09	£23,586.09
		£23,528.54	£23,588.54
		£23,577.59	£23,637.59
		£23,641.32	£23,701.32
		£23,705.03	£23,765.03
		£23,749.15	£23,809.15
		£23,800.62	£23,860.62
		£23,962.36	£24,022.36
		£24,151.05	£24,211.05
		£24,155.95	£24,215.95
		£24,224.22	£24,284.22

		£24,281.22	£24,341.22
		£24,231.72	£24,291.72
		£24,023.82	£24,083.82
		£24,370.06	£24,430.06
		£25,325.67	£25,385.67
		£25,304.67	£25,364.67
		£25,361.67	£25,421.67
		£25,381.67	£25,441.67
		£25,202.87	£25,262.87
		£25,205.81	£25,265.81
		£24,658.83	£24,718.83
		£24,638.83	£24,698.83
		£24,444.93	£24,504.93
		£24,504.93	£24,564.93
		£23,904.93	£23,964.93
		£23,825.73	£23,885.73
		£23,810.73	£23,870.73
		£24,060.73	£24,120.73
		£23,360.73	£23,420.73
		£23,163.67	£23,223.67
		£23,082.21	£23,142.21
		£23,125.81	£23,185.81
		£19,165.81	£19,225.81
		£20,035.81	£20,095.81
		£20,049.91	£20,109.91
		£20,234.91	£20,294.91
		£20,274.91	£20,334.91
		£20,134.98	£20,194.98
		£20,009.69	£20,069.69
		£20,021.48	£20,081.48
		£21,328.61	£21,388.61
		£21,378.61	£21,438.61
		£21,398.61	£21,458.61
		£21,418.61	£21,478.61
		£25,378.61	£25,438.61
		£28,978.61	£29,038.61
		£29,174.61	£29,234.61
		£30,194.61	£30,254.61
		£30,444.61	£30,504.61
		£30,140.96	£30,200.96
		£30,089.44	£30,149.44
		£30,069.16	£30,129.16
		£30,003.25	£30,063.25
		£29,989.20	£30,049.20
		£29,919.81	£29,979.81
		£29,895.53	£29,955.53
		£29,869.73	£29,929.73
		£29,853.05	£29,913.05





# Cheque Book

Sept 2021 - 2022

Number	Amount	Issue Date
001493	21.00	09/07/2021
001494	888.50	09/30/2021
001495	376.66	11/01/2021
001496		
001497	135.85	11/05/2021
001498	136.00	11/24/2021
001499	314.56	11/29/2021
001500	16.69	12/08/2021
001501	56.12	12/10/2021
001502		
001503	1304.92	01/15/2022
001504	34.00	01/24/2022
001505	13.80	01/24/2022
001506	531.02	03/10/2022
001507	49.50	04/20/2022
001508	207.90	04/20/2022
001509	21.00	04/29/2022
001510	178.80	05/13/2022
001511	546.98	05/12/2022
001513	20.00	05/24/2022
001514	193.90	05/24/2022
001515	600.00	05/24/2022
001512	700.00	05/23/2022
001517	3960.00	07/05/2022
001516	120.00	06/30/2022
	10427.20	

<b>Presented</b>
James Burton
Danielle Davies
James Burton
Sonia Miller
Gayle Vickerage
Sonia Miller
James Burton
Sarah Massie

Christmas Cards for Schools
Christmas Cards for Schools
James Burton
Danielle Davies
James Burton
Sonia Miller
James Burton
Danielle Davies
Hamilton Primary School
Danielle Davies
Hamilton Primary School
Sharon Lawrence
T.E Thurgood
Cash withdrawal
Dean Allen Jones

<b>Description</b>
Quiz License fee
Quiz float
Quiz expenses
Error cheque
Quiz Expenses
Raffle Expenses
Grotto Expenses
Cava Lincense and printing
Foundation Drinks and food
Error cheque
Christmas Cards - payment
Christmas Cards - late payment
Grotto Expenses
Gift aid repayment
Easter Event - chocolate eggs
Easter Event - chocolate eggs
Event license fee Summer fete
Square Terminal payment - (DD paid on her credit card, cheque payment back to her)
Jubilee contribution - Canvasses
Small Society License fee
Year 6 Leavers books
Year 6 leavers hoodies
Jubilee contribution - Ice Creams
Summer Fete float money
Summer Fete Magician cost

Transaction
4
9
18
22
29
31
38
55
59
60
57
71
86
87
90
93
95
96
97
99
103
107
133



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Hamilton School Parents Staff Association

**On accounts for the year  
ended**

31<sup>st</sup> August 2022

**Charity no  
(if any)**

1123073

**Set out on pages**

3-4

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/08/2022.

**Responsibilities and  
basis of report**

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

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

**Independent  
examiner's statement**

I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of England and Wales (ICAEW).

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

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

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

**Signed:** *S Goody*

**Date:** 30/09/2022

**Name:** Suzanne Goody

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

FCA

**Address:** Goody Chartered Accountants & Tax Advisors

8 Old Forge Court
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Colchester Road
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Elmstead Market Essex CO7 7EA
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**Section B**

**Disclosure**

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

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