



# Trustees' Annual Report for the period

Period start date		Period end date	
01	09	2022	31
From		To	
		08 2023	

## Section A Reference and administration details

Charity name	Harrow Lodge Primary PTA
Other names charity is known by	
Registered charity number (if any)	1130641
Charity's principal address	Harrow Lodge primary School
	Rainsford way
	Hornchurch, Essex
Postcode	RM12 4BP

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kelly Lawson	Chair	01/09/22 – 31/08/2023	
2	Jason Cordery	Treasurer	01/09/22 – 31/08/2023	
3	Gemma Plewa	Secretary	01/09/22 – 31/08/2023	
4	Hanna Walsh	Admin secretary	01/09/22 – 31/08/2023	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by Members at AGM and hold office until next AGM. Nominations can be made by any member and seconded by another

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Risk Assessments are carried out for all funds raising events. These are checked by the site manager and agreed with Head teacher

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objective of Harrow Lodge primary School PTA is to advance the education of the pupils in the school, particularly by continuing to build effective relationships between the staff, parents and others associated with the school and by engaging in activities or providing facilities or equipment which support the school and advance the education of pupils but also to enable some fun time for the children.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have had regard to the guidance issued by the charity commission on public benefit whilst undertaking their activities and fundraising.

The events continue to be well communicated through the school and through social media. We have also had success with local residents attending our event such as Fireworks and Summer fate which we held on a Saturday this year.

#### **Lottery**

Lottery sales have been ok, we need another push on ticket sales to increase profit

**Total profit raised - £ 745.16**

**Father's day** – still a very popular event with Children, loss made due to high levels of stock purchased

**Total Loss - £543.28**

**Easter Event** – we held an easter egg hunt on the field again, which the children enjoyed.

**Total Profit - £432.13**

**Summer fair** – We held our summer carnival on a Saturday again this year, which was again popular with children/ parents with local community joins us to. Which included inflatables, external stalls, Donkey rides, along with a BBQ and refreshment bar.

**Total Profit – £ 1,420.68**

Fireworks – this event is hugely popular not just with schools children/parents back with the local community too. We continue to run this event each year.

**Total Profit - £ 3,938.31**

Christmas event – we held a number of events over December which included a Fate, breakfast with Santa and whole school trip to a panto show. All events were a success and we will continue to host these events over the Christmas period

**Total profit - £ 954.43**

**Mother's Day** – Another popular event with, unfortunately too much stock was purchased again, which has resulted in a loss this year.

**Total lost £ 189.84**

**Ice cream Stalls** – selling ice creams to pupils after school during the spring and summer terms.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The PTA continues to have a small group of very hard working dedicated volunteers who give up their time freely to meet the objectives of the charity, without whose help and support such events would not be possible.

Our objective for the coming year continues to be to organise events that inspire the community spirit within the school whilst raising funds for air conditioning for our school

## Section D Achievements and performance

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Our main objective this school year is to raise money to fund the purchase of Air-Con for school class rooms.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We keep a reserve of £5,000 in the bank to meet expenditure requirements for events

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main aim is to provide successful events that everybody can afford and enjoy and to continue bringing the school and community together.

We continue to liaise with the school and we hope with the head's help we can continue to organise more events and raise more money for the school.

## Section F

## Other optional information

We would like to thank all of you who have donated your time to make our events a success. All help is greatly appreciated. We hope that we can continue to work together and hopefully gain some more dedicated members.



Everybody's lives are busy, and we know how precious time is for all. We are extremely grateful to all those people who are able to give up a little bit of their time to help the school and the children.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

Signature(s)		
Full name(s)	Kelly Lawson	Jason Cordery
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	8/12/23	

Date	Details	amount	File ref 1	File ref 2
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**Only the date entry and opening balances in this row**

**No entries in this row**

9/6/2022	School Lottery	62.40		
9/13/2022	Sumup	1,087.32		
9/16/2022	Havering Theatre	3,135.00		
9/21/2022	Sumup	210.98		
9/27/2022	Sumup	41.39		
10/3/2022	Stripe	2,329.90		
10/4/2022	School Lottery	48.00		
10/4/2022	Amazon	12.49		
10/12/2022	the Glow company	213.76		
10/12/2022	Lloyds bank fountain fund	500.00	income	
10/12/2022	Amazon	23.96		
10/27/2022	Abbotts bounct castle	60.00	deposit	
10/28/2022	Amazon	33.92		
10/31/2022	Costco	47.97		
10/31/2022	Cash withdrawal	230.00	funfair	
11/1/2022	School Lottery	9.00		
11/1/2022	Stripe	1,473.87		
11/1/2022	Tesco	92.44		
11/2/2022	Tesco	12.10	PTA meeting	
11/2/2022	Tesco	33.50		
11/4/2022	Cash withdrawal	900.00	Float	
11/4/2022	Cash withdrawal	280.00		
11/4/2022	Amazon	29.99		
11/7/2022	Fat Pizza	350.00		
11/7/2022	Booker	396.87		
11/8/2022	Sumup	432.57		
11/8/2022	School Lottery	60.00		
11/14/2022	Cash deposit	315.00		
11/14/2022	Cash deposit	340.00		
11/14/2022	Cash deposit	500.00		
11/14/2022	Cash deposit	500.00		
11/14/2022	Cash deposit	480.00		
11/14/2022	Cash deposit	236.05		
11/14/2022	Cash deposit	400.00		
11/14/2022	Cash deposit	840.00		
11/14/2022	Cash deposit	600.00		
11/14/2022	Cash deposit	680.00		
11/14/2022	Cash deposit	321.45		
11/14/2022	Morrisons Dagenham	176.00		
11/14/2022	Morrisons Dagenham	40.00		
11/14/2022	ATM Withdrawal	100.00		
11/15/2002	Sumup	7.87		
11/15/2022	Amazon	18.55	refund	

11/18/2023	Amazon	14.66	
11/21/2022	Risuls LTD	56.67	IT equipment
11/21/2022	Amazon	42.72	
11/21/2022	Home Bargains	23.81	
11/21/2022	Ikea	27.00	
11/22/2022	Anderson wholesale	190.20	
11/23/2022	Fire work crazy	2,400.00	deposit for 2023
11/30/2022	Tesco	24.08	
11/30/2022	Havering Council	21.00	
12/1/2022	Stripe	4,303.26	
12/1/2022	Books for people	36.98	
12/2/2022	Booker	55.86	
12/6/2022	School Lottery	48.00	
12/6/2023	Amazon	24.98	
12/9/2023	Cash withdrawal	900.00	Float
12/9/2022	Tesco	62.40	
12/9/2022	Booker	334.99	
12/9/2022	Amazon	18.99	
12/12/2022	Cash deposit	615.62	
12/12/2022	Cash deposit	366.84	
12/12/2022	Cash deposit	235.00	
12/12/2022	Cash deposit	520.00	
12/12/2022	Cash deposit	280.00	
12/12/2022	Cash deposit	360.00	
12/12/2022	Cash deposit	210.00	
12/12/2022	Cash deposit	320.00	
12/12/2022	Cash deposit	105.00	
12/12/2022	ATM Withdrawal	300.00	
12/13/2022	Sumup	31.96	
12/13/2022	Tesco	30.63	
12/13/2022	SP Books 4 People	25.97	
12/15/2023	Asda	14.23	
1/3/2023	Wise project	212.50	
1/3/2023	Stripe	219.58	
1/5/2023	School Lottery	48.00	
1/10/2023	School Lottery	9.00	
1/13/2023	Wise project	3.00	
1/26/2023	Risuls LTD	175.84	
1/26/2023	Card Factory	13.00	
1/26/2023	Poundland	33.00	
1/30/2023	Cut price wholesale	105.30	
1/31/2023	Amazon	25.40	
2/3/2023	Amazon	29.99	
2/7/2023	Havering Theatre	1,180.00	
2/8/2023	School Lottery	60.00	
2/8/2023	Costco	67.20	
2/9/2023	Amazon	20.98	refund
2/14/2023	School Lottery	9.00	
3/7/2023	School Lottery	66.00	
3/9/2023	Asda	20.00	refund



3/9/2023	poundland	72.00	
3/9/2023	Cut price wholesale	539.71	
3/9/2023	Booker	348.73	
3/9/2023	Home Bargains	151.25	
3/9/2023	Asda	18.00	
3/9/2023	Asda	20.00	
3/9/2023	Poundland	148.00	
3/9/2023	ATM Withdrawal	50.00	
3/14/2023	School Lottery	9.00	
3/15/2023	ATM Withdrawal	500.00	Float
3/20/2023	ATM Withdrawal	90.00	
3/21/2023	Tesco	144.00	
3/21/2023	Tesco	243.00	
3/27/2023	Risuls LTD	358.99	
3/29/2023	Aldi	27.81	
3/31/2023	Tesco	35.00	
4/3/2023	Stripe	152.72	
4/4/2023	School Lottery	48.00	
4/6/2023	Credit paid in	2,015.94	
4/6/2023	Credit paid in	705.65	
4/11/2023	Parent kind	140.00	
4/12/2023	School Lottery	9.00	
4/24/2023	Amazon	8.50	refund
5/2/2023	Stripe	23.57	
5/3/2023	School Lottery	48.00	
5/19/2023	Amazon	47.20	refund
5/31/2023	School Lottery	9.00	
6/1/2023	Stripe	74.30	
6/5/2023	Fire work crazy	720.00	
6/6/2023	School Lottery	69.00	
6/6/2023	Poundland	260.00	
6/6/2023	Booker	195.64	
6/6/2023	Home Bargains	139.32	
6/7/2023	Cash withdrawal	80.00	Float
7/9/2023	Actifwear	781.75	year 6 leavers
6/13/2023	Booker	464.41	
6/14/2023	Amazon	32.99	
6/15/2023	Credit paid in	173.05	
6/15/2023	Cash withdrawal	360.00	Float
6/15/2023	wellgate community farm	405.00	
6/15/2023	Carly Dann	145.00	
6/15/2023	tesco	7.00	
6/15/2023	Booker	134.86	
6/20/2023	Havering Council	21.00	Internet
6/23/2023	Amazon	19.98	
6/26/2023	Risuls LTD	75.99	IT equipment
6/26/2023	Amazon	36.47	
6/27/2023	Amazon	32.97	
6/28/2023	Booker	379.88	
6/28/2023	Aldi	97.02	
6/30/2023	Credit paid in	752.78	

6/30/2023	Cash withdrawal	790.00	
6/30/2023	Booker	40.57	
6/30/2023	Amazon	24.98	
7/3/2023	Stripe	157.34	
7/3/2023	Booker	121.61	
7/3/2023	Tesco	34.05	
7/3/2023	Aldi	14.22	
7/3/2023	Sainsbury	1.04	
7/3/2023	Poundland	13.00	
7/3/2023	Tesco	62.48	
7/4/2023	School Lottery	56.60	
7/4/2023	Sumup	66.37	
7/5/2023	Credit paid in	2,043.80	
7/5/2023	Credit paid in	4,014.55	
7/5/2023	Carly Dann	435.00	
7/17/2023	Amazon	23.95	
7/18/2023	Credit paid in	606.57	
7/19/2023	leaping lily castle	2,200.00	Free Event funded by PTA
7/19/2023	Havering Theatre	4,133.00	
7/21/2023	Brewery	3.00	car park
8/1/2023	Stripe	36.66	
8/4/2023	School Lottery	9.00	
8/8/2023	School Lottery	68.20	
8/15/2023	Harrow Lodge PTA invoice	5,408.56	

**No entries in this row**

Date

Details

amount

No entries in this col

Uniform

*Lottery*

*Ice Cream  
Stall*

*Fireworks*

No entries in this row

62.40

1,087.32

210.98

41.39

830.13

48.00

500.00

9.00

1,473.87

432.57

60.00

315.00

340.00

500.00

500.00

480.00

236.05

400.00

840.00

600.00

680.00

321.45

7.87

18.55



2,011.13

48.00

48.00  
9.00

60.00

9.00  
66.00

20.00



9.00

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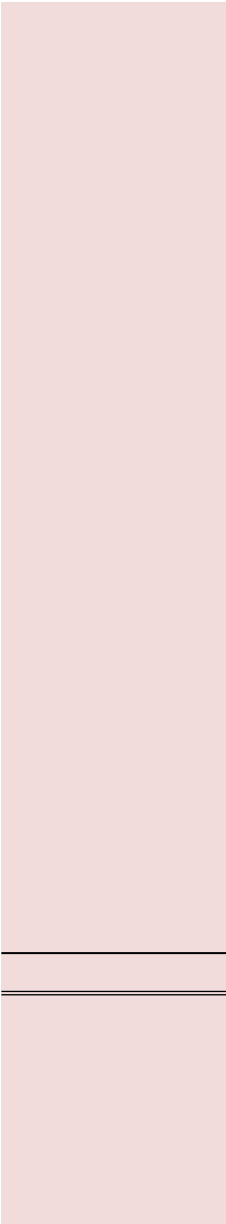
9.00

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752.78



56.56

606.57

9.00  
68.20

No entries in this row

2,189.82	745.16	1,532.40	9,730.79
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							Income	No entries in this col.
<i>Panto</i>	<i>Spooky Disco (both)</i>	<i>Mothers day</i>	<i>Fathers day</i>	<i>Christmas Fair</i>	<i>Breakfast with Santa</i>	<i>Summer Fair</i>	<i>Egg Hunt</i>	
1,034.87	264.00				200.00			

2,292.13

520.00

615.62  
366.84  
235.00

280.00  
360.00  
210.00  
320.00  
105.00

31.96

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219.58

25.40

20.98





20.00

152.72

2,015.94

705.65

8.50

23.57

47.20

157.34

2,043.80

66.37

4,014.55

36.66

4,041.00	264.00	2,112.62	2,043.80	2,762.32	419.58	4,080.92	881.94
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<b>Current balance</b>	<b>£</b>	<b>- £</b>	<b>15,583.58</b>	<b>-</b>	<b>2,138.88</b>
Total income		Cash	Bank		Total Exp

		-	17,722.46		
		No entries in this row			
62.40			62.40	-	
1,087.32			1,087.32	-	
-		-	3,135.00	3,135.00	
210.98			210.98	-	
41.39			41.39	-	
2,329.00			2,329.00	-	
48.00			48.00	-	
-		-	12.49	12.49	
-		-	213.76	213.76	
500.00			500.00	-	
-		-	23.96	23.96	
-		-	60.00	60.00	
-		-	33.92	33.92	
-		-	47.97	47.97	
-		-	230.00	230.00	
9.00			9.00	-	
1,473.87			1,473.87	-	
-		-	92.44	92.44	
-		-	12.10	12.10	
-		-	35.00	35.00	
-		-	900.00	900.00	
-		-	280.00	280.00	
-		-	29.99	29.99	
-		-	350.00	350.00	
-		-	396.87	396.87	
432.57			432.57	-	
60.00			60.00	-	
315.00			315.00	-	
340.00			340.00	-	
500.00			500.00	-	
500.00			500.00	-	
480.00			480.00	-	
236.05			236.05	-	
400.00			400.00	-	
840.00			840.00	-	
600.00			600.00	-	
680.00			680.00	-	
321.45			321.45	-	
-		-	176.00	176.00	
-		-	40.00	40.00	
-		-	100.00	100.00	
7.87			7.87	-	
18.55			18.55	-	

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20.00

-	14.66	14.66
-	56.67	56.67
-	42.72	42.72
-	23.81	23.81
-	27.00	27.00
-	190.20	190.20
-	2,400.00	2,400.00
-	24.08	24.08
-	21.00	21.00
-	4,303.26	-
-	36.98	36.98
-	55.86	55.86
-	48.00	-
-	24.98	24.98
-	900.00	900.00
-	62.40	62.40
-	334.99	334.99
-	18.99	18.99
-	615.62	-
-	366.84	-
-	235.00	-
-	520.00	-
-	280.00	-
-	360.00	-
-	210.00	-
-	320.00	-
-	105.00	-
-	300.00	300.00
-	31.96	-
-	30.63	30.63
-	25.97	25.97
-	14.23	14.23
-	212.50	-
-	219.58	-
-	48.00	-
-	9.00	-
-	3.00	3.00
-	175.84	175.84
-	13.00	13.00
-	33.00	33.00
-	105.30	105.30
-	25.40	-
-	29.99	29.99
-	1,180.00	1,180.00
-	60.00	-
-	67.20	67.20
-	20.98	-
-	9.00	-
-	66.00	-
-	20.00	-

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752.78

-	72.00	72.00
-	539.71	539.71
-	348.73	348.73
-	151.25	151.25
-	18.00	18.00
-	20.00	-
-	148.00	148.00
-	50.00	50.00
-	9.00	-
-	500.00	500.00
-	90.00	90.00
-	144.00	144.00
-	243.00	243.00
-	358.99	358.99
-	27.81	27.81
-	35.00	35.00
-	152.72	-
-	48.00	-
-	2,015.94	-
-	705.65	-
-	140.00	140.00
-	9.00	-
-	8.50	-
-	23.57	-
-	48.00	-
-	47.20	-
-	9.00	-
-	74.30	-
-	720.00	720.00
-	69.00	-
-	260.00	260.00
-	195.64	195.64
-	139.32	139.32
-	80.00	80.00
-	781.75	781.75
-	464.41	464.41
-	32.99	32.99
-	173.05	-
-	360.00	360.00
-	405.00	405.00
-	145.00	145.00
-	7.00	7.00
-	134.86	134.86
-	21.00	21.00
-	19.98	19.98
-	75.99	75.99
-	36.47	36.47
-	32.97	32.97
-	379.88	379.88
-	97.02	97.02
-	752.78	-

-	-	790.00	790.00
-	-	40.57	40.57
-	-	24.98	24.98
157.34		157.34	-
-	-	121.61	121.61
-	-	34.05	34.05
-	-	14.22	14.22
-	-	1.04	1.04
-	-	13.00	13.00
-	-	62.48	62.48
56.56		56.56	-
66.37		66.37	-
2,043.80		2,043.80	-
4,014.55		4,014.55	-
-	-	435.00	435.00
-	-	23.95	23.95
606.57		606.57	-
-	-	2,200.00	2,200.00
-	-	4,133.00	4,133.00
-	-	3.00	3.00
36.66		36.66	-
9.00		9.00	-
68.20		68.20	-
-	-	5,408.56	5,408.56
No entries in this row			
30,804.35	- -	2,138.88	32,943.23

Total income	Cash	Bank	Total Exp
1000	700	300	1000
1000	600	400	1000
1000	500	500	1000
1000	400	600	1000
1000	300	700	1000
1000	200	800	1000
1000	100	900	1000
1000	0	1000	1000

Surplus	-	2,138.88
Bank/cash	-	2,138.88
Checked		

No entries in this col.

Uniform

Lottery

Ice Cream  
Stall

Fireworks

Panto

3,135.00

12.49

213.76

23.96

60.00

47.97

230.00

92.44

35.00

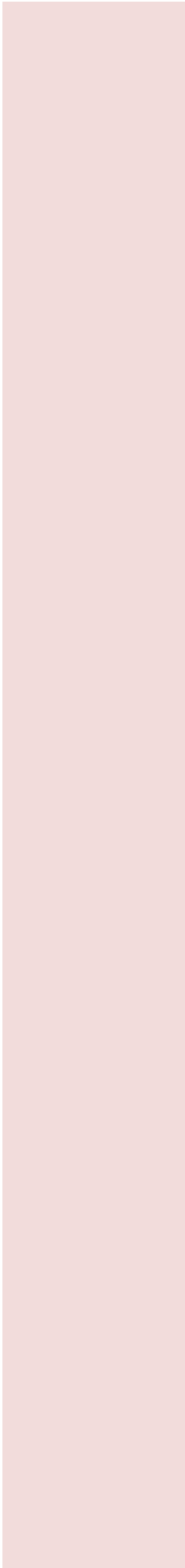
900.00

280.00

29.99

350.00

396.87



2,400.00

1,180.00





720.00

195.64

80.00

464.41

134.86

**No entries in this row**

**No entries in this row**

-

**5,792.48**

8,448.00

**Expenditure**

<i>Spooky Disco (both)</i>	<i>Mothers day</i>	<i>Fathers day</i>	<i>Christmas Fair</i>	<i>Breakfast with Santa</i>	<i>Summer Fair</i>	<i>Egg Hunt</i>
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33.92

176.00  
40.00

100.00

14.66

42.72  
23.81

27.00  
190.20

24.08

55.86

**24.98**  
**900.00**  
**62.40**  
**334.99**  
**18.99**

300.00

30.63  
25.97  
14.23

175.84  
13.00  
33.00  
105.30

29.99

67.20

[illegible]

790.00  
40.57  
24.98

121.61  
34.05  
14.22  
1.04  
13.00  
62.48

435.00  
23.95

3.00

33.92	1,922.78	1,500.52	1,807.89	688.63	2,660.24	449.81

Year 6 Harrow Lodge  
*leavers disco* PTA  
purchasing

No entries in this col.

12.1







2,200.00

**3,355.49**

Column Heading	Income	Expenditure	Surplus /Deficit(-)
	Column1	Column2	Column3
Uniform	2,189.82	5,408.56 -	3,218.74
Lottery	745.16	-	745.16
Ice Cream Stall	1,532.40	874.91	657.49
Fireworks	9,730.79	5,792.48	3,938.31
Panto	4,041.00	8,448.00 -	4,407.00
Spooky Disco (both)	264.00	33.92	230.08
Mothers day	2,112.62	1,922.78	189.84
Fathers day	2,043.80	1,500.52	543.28
Christmas Fair	2,762.32	1,807.89	954.43
Breakfast with Santa	419.58	688.63 -	269.05
Summer Fair	4,080.92	2,660.24	1,420.68
Egg Hunt	881.94	449.81	432.13
Harrow Lodge PTA purchasing	-	3,355.49 -	3,355.49
Totals	<b>30,804.35</b>	<b>32,943.23 -</b>	<b>2,138.88</b>

Totals from cash book totals	<b>30,804.35</b>	<b>32,943.23 -</b>	<b>2,138.88</b>
Surplus/deficit from blue cell.			<b>- 2,138.88</b>

Should be zeros (i.e. the same), if not there's a posting error	<b>0.00</b>	<b>0.00</b>	<b>0.00</b> <b>-0.00</b>
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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Harrow Lodge primary PTA

On accounts for the year  
ended

31/08/23

Charity no  
(if any)

1130641

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/23**.

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

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination.

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: 28/11/2023

Name:

MARIA HAYNES

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

CIMA

Address:

Harrow Lodge Primary school

Rainsford way

Hornchurch, Essex, RM12 4BP

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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