

Trustees' Annual Report

The Heights Primary School Parent Teacher Friends Association (PTFA)

For the period: 01 September 2024 to 31 August 2025

Section A: Reference and administration details

- **Charity name:** The Heights Primary School Parent Teacher Friends Association (PTFA)
- **Registered charity number:** 1164551
- **Charity's principal address:** The Heights Primary School, 129 Upper Woodcote Rd, Reading RG4 7LB

Names of the charity trustees who managed the charity during the period:

- **Chair:** Anna Pazi
- **Treasurer:** Cinzia Scotellaro

Section B: Structure, governance and management

- **Type of governing document:** Constitution.
- **How the charity is constituted:** Association (comprising parents, teachers, and friends of the school).
- **Trustee selection methods:** Elected annually by the members of the Association at the Annual General Meeting (AGM).

Section C: Objectives and activities

- **Summary of the objects of the charity:** 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; and engaging in activities or providing facilities or equipment which support the school.
- **Summary of the main activities undertaken for the public benefit:** The trustees confirm they have had regard to the Charity Commission's guidance on public benefit. The PTFA organizes a variety of inclusive community events and fundraising initiatives to provide supplementary tools that enhance the school environment for all pupils.

Section D: Achievements and performance

During the 2024/2025 financial year, the PTFA successfully ran a dynamic calendar of community-building events and passive fundraising initiatives including Summer and Christmas Fayres, Quiz Night, and Sports Day. Funding was allocated to projects such as My Child's Art supplies and Year 6 Leavers gifts.

Section E: Financial review

- **Review of the financial position:** Total gross income was £40,557. Total expenditure was £28,963 generating a net surplus of £11,594.
- **Reserves policy:** Unrestricted cash reserve stood at £43,340, to be deployed toward large-scale capital improvements, like refurbishing the playground for EYFS/KS1
- **Principal funding sources:** Volunteer-led events, corporate matched funding, sponsorships, and community donations.

Section F: Declaration

6. Declaration

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Signature: Anna Pazi

Anna Pazi Chair of the Trustees / PTFA Chair Date: 10.06.2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Heights Primary School PTFA

No (if any)
1164551

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Sep-24

To

Period end date
31-Aug-25

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising Events & Community Hub Receipts (<i>Fairs, Feasts, Quizzes</i>)	17,834	-	-	17,834	-
Merchant Platform Giving Portal Sales (<i>Stripe & SumUp Daily Clearing</i>)	9,926	-	-	9,926	-
Corporate Gift Aid & Matched Funding Schemes (Benevity, CAF, Charities Trust)	4,419	-	-	4,419	-
Continuous Voluntary Giving Partnerships (Your School Lottery / Gatherwell)	2,946	-	-	2,946	-
Local Business Event Sponsorships & Program Ad Support	2,510	-	-	2,510	-
Direct Cash & Cheque Branch Deposits	2,922.00	-	-	2,922	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	40,557	-	-	40,557	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,557	-	-	40,557	-
A3 Payments					
Direct Educational Project Support Grants (Bellevue Place Education Trust)	17,943	-	-	17,943	-
Event Operating Supplies, Materials & Production Expenses	8,132	-	-	8,132	-
School Educational Transport & Coach Hire (Horseman Coaches)	880	-	-	880	-
Year 6 Leavers Event Subsidies & Presentation Book Awards	545	-	-	545	-
Subscription Software, Platforms & Core Governance Costs (Zoom, Bank Fees)	1,463	-	-	1,463	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	28,963	-	-	28,963	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	28,963	-	-	28,963	-
Net of receipts/(payments)	11,594	-	-	11,594	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	31,746	-	-	31,746	-
Cash funds this year end	43,340	-	-	43,340	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	PTFA Community Bank Account	43,340	-	-
		-	-	-
		-	-	-
	Total cash funds	43,340	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		<i>Anna Pazi</i>	Anna Pazi	10/06/2026



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

The Heights PTFA

On accounts for the year
ended

31 August 2025

Charity no.:

1164551

Company no.:

Set out on pages

Responsibilities and
basis of report

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 August 2025

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

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

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

Signed:

Name:

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

Address:

Gerald Gurriet

Association of International Accountants

Venusia Ltd

London, SW19 4BJ

Apt 316 Wimbledon Central, 21 – 33 Worple Road

Date:

02 July 2026