



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	04	2020		05	04	2021

Section A Reference and administration details

Charity name	Highlighters
Other names charity is known by	
Registered charity number (if any)	1184046
Charity's principal address	Hightown Junior Infant & Nursery School
	Hightown Rd
	Liversedge
Postcode	WF15 8BL

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	Emma Thorburn	Chair	Whole Year	
2	Richard Niland	Secretary	Whole Year	
3	Lisa White	Treasurer	Whole Year	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)	CIO - FOUNDATION Registered 21 Jun 2019
How the charity is constituted (eg. trust, association, company)	Charitable Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

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.

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Section C Objectives and activities

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

TO ADVANCE THE EDUCATION OF THE PUPILS OF THE SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR EDUCATION AT THE SCHOOL (NOT NORMALLY PROVIDED BY THE LOCAL EDUCATION AUTHORITY)

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 principal activities undertaken over the course of the year have been primarily for the purpose of fundraising, although severely limited due the COVID pandemic.

The funds raised from these activities have enabled us to contribute to the pupils of the school.

So far, we have been able to provide:

- A Christmas gift of a book for every child in the school
- Purchased extra sports day equipment
- Given every child in year 6 a leavers hoodie as a parting gift from the school

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.

Summary of the main achievements of the charity during the year

The main achievements over the course of the year have been limited due to social distancing and other restrictions around the pandemic, our only fundraising activities have been:

- A Christmas Raffle held virtually
- Christmas Card Designing using an external company

Section E

Financial review

Brief statement of the charity's policy on reserves

We maintain a small reserve of money in the Charity bank account. This is to help us make advance purchases for future school events and also contribute to school projects as they arise.

Details of any funds materially in deficit

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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.

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Section F

Other optional information

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s) *R J Niland*

Full name(s) Richard Niland

Position (eg Secretary, Chair, etc) Secretary

Date 25/01/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Highlighters

1184046

Receipts and payments accounts

CC16a

For the period
from

06/04/2020

To

05/04/2021

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					
Lloyds Banking Matched Funding	58	-	-	58	-
Amazon smile	12	-	-	12	-
Virtual Christmas raffle	500	-	-	500	-
Repaying for goods from previous return	18	-	-	18	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	588	-	-	588	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	588	-	-	588	-
A3 Payments					
Leavers Hoodies	459	-	-	459	-
Christmas Books	176	-	-	176	-
Highlighters stamp	24	-	-	24	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	659	-	-	659	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	659	-	-	659	-
Net of receipts/(payments)	- 71	-	-	- 71	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,112	-	-	2,112	-
Cash funds this year end	2,041	-	-	2,041	-

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	Cash in account	2,041	-	-
		-	-	-
		-	-	-
	Total cash funds	2,041	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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	
	L J White	LISA WHITE		