



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	04	2021		05	04	2022

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				
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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

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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.

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
- ☐ Purchase of a commemorative Queens Jubilee pin badge for all pupils and staff

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.

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Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The main achievements over the course of the year have been our fundraising activities:

- ☐ A Christmas Fair.
- ☐ Christmas Card Designing using an external company.
- ☐ Refreshment sales at various school events.
- ☐ Mother's day gift rooms, allowing pupils to purchase small gift for their Mother's.
- ☐ Father's day gift rooms, allowing pupils to purchase small gift for their Father's.
- ☐ Christmas gift rooms, allowing pupils to purchase small gift for their family members.
- ☐ Amazon smile donations from people at school using the amazon website.
- ☐ Work place matched funding from one our Trustee members.

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)	<i>R J Niland</i>	
Full name(s)	Richard Niland	
Position (eg Secretary, Chair, etc)	Secretary	
Date	14/11/2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Highlighters

1184046

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	4/6/2021		4/5/2022

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 £
A1 Receipts				
Lloyds Baanking matched funding	1,000	-	-	1,000
Amazon Smile	51	-	-	51
Fathers day gift room	214	-	-	214
Christmas events	2,707	-	-	2,707
Mothers day activity	470	-	-	470
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	4,442	-	-	4,442
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	4,442	-	-	4,442
A3 Payments				
Leavers Hoodies	541	-	-	541
Christmas Events	1,243	-	-	1,243
Bank charges	18	-	-	18
Fathers day gifts	66	-	-	66
Books for school	278	-	-	278
Mothers day gifts	202	-	-	202
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	2,349	-	-	2,349
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	2,349	-	-	2,349
Net of receipts/(payments)	2,093	-	-	2,093
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	2,093	-	-	2,093

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
L J White	LISA WHITE
R J Niland	Richard Niland

CC16a



Last year
to the nearest £

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**Endowment
funds**

to nearest £

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OK

**Endowment
funds**

to nearest £

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**Current value
(optional)**

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**Current value
(optional)**

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**When due
(optional)**

Date of
approval

11/14/2022

11/14/2022