



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	04	2022		05	04	2023

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	Darren Tristram	Chair	5/10/2022 -	
2	Vicki Stadnicki	Secretary	5/10/2022 -	
3	Lee Anderson	Treasurer	5/10/2022 -	
4	Richard Niland	Trustee (former Secretary)	Whole Year	
5	Emma Thorburn	Chair	6/4/2022 - 5/10/2022	
6	Lisa White	Treasurer	6/4/2022 - 5/10/2022	
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

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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
- A Christmas cracker for each child at the Christmas lunch
- 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 coronation souvenir for each child
- Contributed to schools Party in the Park celebration.
- Organised an Easter Fair which all children in the school could take part of.

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.
- An Easter 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 mothers.
- Father's Day gift rooms, allowing pupils to purchase small gift for their fathers.
- Christmas gift rooms, allowing pupils to purchase small gift for their family members.
- Amazon Smile donations from supporters shopping the Amazon website.
- Workplace 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)




Full name(s)

Darren Tristram

Lee Anderson

Position (eg Secretary, Chair, etc)

Chair

18/02/2024

Date

19/02/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Highlighters

1184046

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2021

To

Period end date
05/04/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Christmas Fair	1,925	-	-	1,925	-
Easter Fair	512	-	-	512	-
Stall Lantern Land	414	-	-	414	-
Gift Room - Christmas	401	-	-	401	-
Gift Room - Mothers Day	329	-	-	329	-
Gift Room - Fathers Day	240	-	-	240	-
Sports Week	100	-	-	100	-
Amazon Smile	60	-	-	60	-
Christmas Cards	38	-	-	38	-
Other	12	-	-	12	-
Sub total (Gross income for AR)	4,031	-	-	4,031	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,031	-	-	4,031	-
A3 Payments					
Christmas Fair	602	-	-	602	-
Leavers Hoodies	600	-	-	600	-
Gift Room - Mothers Day	334	-	-	334	-
Easter Fair	324	-	-	324	-
Queens Jubilee	300	-	-	300	-
Stall Lantern Land	293	-	-	293	-
Gift Room - Christmas	291	-	-	291	-
Books for Kids	206	-	-	206	-
Card Readers	190	-	-	190	-
Kings Coronation	169	-	-	169	-
Sports Week	118	-	-	118	-
Storage Boxes	75	-	-	75	-
Donation - Christmas Crackers	72	-	-	72	-
Bank Charges	60	-	-	60	-
Cash Tin	21	-	-	21	-
Gift Room - Fathers Day	36	-	-	36	-
Other	23	-	-	23	-
Sub total	3,714	-	-	3,714	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,714	-	-	3,714	-
Net of receipts/(payments)	317	-	-	317	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	317	-	-	317	-

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		4,544	-	-
		-	-	-
		-	-	-
	Total cash funds	4,544	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
		Darren Tristram	19/02/2024	
		Lee Anderson	18/02/2024	