

## **Trustees Annual Report for the year 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

The Harold Wood Primary School Association (HWPSA) is a registered charity whose charitable aim is to advance the education of all pupils at Harold Wood Primary School. In particular, we do this by raising money for the school, developing effective relationships between the staff, parents, the local community and others associated with the school and engaging in activities or providing facilities or equipment which support the school and advance the education of all pupils.

As a registered charity we are regulated by the Charity Commission. We are members of ParentKind, the main membership body for PTAs, which means we benefit from their guidance, insurance, and being part of the PTA community.

We aim to raise funds for the school and build community spirit among all members of the school's community. The PTA relies on volunteers – none of us are paid to do this - and from the support of the local community. The charity is an unincorporated body whose latest constitution was adopted in 2019. All funds are held in cash and, as a small charity, our accounts are done on the "receipts and payments" basis.

The PTA's Executive Committee consists of the Chair, Vice Chair, Secretary and Treasurer with roles often being shared. All positions are proposed, seconded and voted upon at the AGM, held in October each year.

The trustees at the date the accounts were approved, or who served during the year and have overall responsibility for the Association, are:

Michelle Gubbings – Chair

Leigh Elwood – Vice Chair

Lindsey Philpott – Co Secretary

Vicky Nelson – Co Secretary

Aysha Waterfield – Treasurer

We started the year with an opening balance of £64,563.

Over the course of the year, we had an income of £72,746. Event expenses came to £32,387 giving us an overall surplus or amount raised of £40,359. This is up over £5,000 from last year.

We put on many events last year. Our most successful, in terms of fundraising, were fireworks, Winter Wonderland and the summer fayre which all raised over £8,000 each.

We raised over £6,000 from the sale of Adventure Island wristbands but this figure is a little skewed as the bulk of our stock was purchased in the last financial year.

Our other big earners were Your School Lottery raising over £2,200 and the discos earning £1,800.

This enormous fundraising effort enabled us to make donations to the school totalling £47,466. This has been of great benefit to the school and its pupils.

The main donations to were;

£11,657 for the Read Write Inc phonics scheme books and learning resources.

£9,995 for the canopy providing year 1 with an outside learning area.

£6,992 for the new library furniture.

£5,929 for books for the library and classrooms.

£2,299 for the wall graphics for KS1 and KS2.

£1,404 for new tables.

£1,150 for hall projectors.

£1,045 for a new skin for the reception outside learning area canopy.

We also carried on our commitment to providing all year 6 students with a leavers' hoodie at a cost of £2,440.

This year we decided to stop our tradition of giving a sweet treat to all reception students as a welcome to the school. It was decided that a much longer lasting gift would be of greater benefit. We have now committed to providing all new reception students with a school backpack. This was at a cost of £918.

We are very proud to be able to bookend all students Harold Wood Primary School journey with a gift from the PTA.

We ended the year with a very healthy bank balance of £54,727 and look forward to being able to use some of this for the funding of equipment and resources, as identified by the school leadership team.

As last year, our accounts will be independently examined by Graham Dack and Guy Croot.

The trustees would like to thank the staff, pupils and parents of Harold Wood Primary School, as well as the wider community, for their continued support.

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

Signed on their behalf by:

Aysha Waterfield

Treasurer

Registered Charity in England & Wales No. 278629

Registered Address: Harold Wood Primary School, Recreation Avenue, Harold Wood, RM3 0TH

## HWPSA

### Accounts for Y/E 31/08/2023

#### £'s

Bank Bfwd	52,981.93
Cash Bfwd	11,581.21
<b>Total 31/08/2022</b>	<b>64,563.14</b>

	<i>Income</i>	<i>Expense</i>	<i>Surplus/Defic</i>
Fireworks	16,322.53	-8,273.92	8,048.61
Inflatables	544.72	-544.72	0.00
Comedy Night	1,529.14	-1,096.74	432.40
Bicester	888.00	-789.81	98.19
Shopping Night	281.90	-174.04	107.86
Winter Wonderland	12,674.77	-4,530.62	8,144.15
Wreath Making	774.00	-585.00	189.00
Christmas Cards	584.10	0.00	584.10
Quiz Night	605.00	0.00	605.00
Happy School Bags	268.00	0.00	268.00
Your School Lottery	2,214.00	0.00	2,214.00
Gift Sales	4,417.20	-4,041.05	376.15
Easter Raffle	653.00	0.00	653.00
Donut Sales	558.61	-412.50	146.11
Discos	2,140.00	-280.89	1,859.11
Barn Dancing	569.00	-489.95	79.05
Summer Fayre	13,391.15	-4,825.81	8,565.34
Car Boot	669.50	-38.24	631.26
Frozen Fridays	510.18	-290.00	220.18
Adventure Island & Marsh Farm	12,305.03	-6,014.15	6,290.88
East Anglia Pass	0.00	0.00	0.00
Step Outside	0.00	0.00	0.00
Used Uniform	376.66	0.00	376.66
Donations	65.79	0.00	65.79
Grants	0.00	0.00	0.00
Just Giving	0.00	0.00	0.00
Easy Fundraising	170.52	0.00	170.52
Paypal Giving Fund	0.00	0.00	0.00
Amazon Smile	222.85	0.00	222.85
Stampastic	10.50	0.00	10.50
	<b>72,746.15</b>	<b>-32,387.44</b>	<b>40,358.71</b>

#### **Expenses:**

Fundraising Equipment	-1,128.30
Future Events	-1,389.90

Licenses	-210.70	
		<b>-2,728.90</b>

Purchases for school		<b>-47,466.35</b>
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<b>Total Cash &amp; Bank @ 31/08/23</b>		<b><u>54,726.60</u></b>
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**Cash / Bank Balances**

Bank 31/08/2023	53,680.89
Cash	1,045.71

***Unpresented Cheques:***

***To Pay In***

<b>Total Cash &amp; Bank @ 31/08/2023</b>	<b><u>54,726.60</u></b>
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<i>Difference should be zero!</i>	<u>0.00</u>
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**Report to the trustees/  
members of**

Charity Name

**Harold Wood Primary School Association**

**On accounts for the year  
ended**

31/08/2023

**Charity no  
(if any)**

278629

**Set out on pages**

HWPSA Accounts YE 310823 Excel File

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

16/06/24

**Name:**

Graham Dack

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

N/A

**Address:**

32 Shepherds Hill

Romford

Essex RM3 0ND

Only complete if the examiner needs to highlight 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.**

No issues found.