



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2021		Day 31	Month 08	Year 2022

Section A Reference and administration details

Charity name Hiltingbury Schools Parent Teacher Association

Other names charity is known by HSPTA

Registered charity number (if any) 288984

Charity's principal address

Hiltingbury Junior School
Hiltingbury Road
Chandlers Ford
Postcode SO53 5NP

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	Philippa Longman	Co-President		
2	Zoe Loosemore	Co-President		
3	Louise Hilton	Chair		
4	Rebecca Hall	Vice Chair		
5	Julia Whatley	Treasurer		
6	Jacqui Cunningham	Secretary		
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)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by ,members of the Association in the Annual General Meeting

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 provide and assist with provisions of facilities for education at Hiltingbury Infant and Junior Schools (not normally provided by the EA).

During the year, the charity has run a number of school fundraising events involving parents, staff and others associated with the schools.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

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)

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the year we have been able to start holding more “in person” events as Covid restrictions have been eased. This included a new Dine with Santa event which replaced the Christmas Fair. Other events included: a fireworks display, the sale of Christmas cards and tea-towels designed by the children of both schools, the sale of Christmas Trees, Letters from Santa and Elfridges which enabled children to buy gifts in school for family members and friends. We were able to reinstate the Easter Egg Hunt for the children and also held a “Break the Rules” day in school. A Quiz was held for parents and the year was rounded out with the Colour Run which was a very popular addition to fundraising events last year. Along with this a raffle and tuck shop also raised funds. The sale of second-hand uniform also raised funds, as did the participation in “Your School Lottery”. We were able to secure sponsorship from local businesses for events throughout the year and donations increased when an option to donate to the PTA was added to the website. We also continued to receive some donations via on-line shopping sites such as Amazon Smile.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity holds sufficient reserves to fund forthcoming events. This is achieved through distributing funds annually in arrears.

Details of any funds materially in deficit

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.

The charity makes grants for the benefit of Hiltingbury Infant and Junior Schools. Request for grants are made by Head teachers and voted on by members of the committee.

Section F Other optional information

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)	Louise Hilton	Julia Whatley
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Hiltingbury Schools PTA

No (if any)
288984

Receipts and payments accounts

For the period from	Period start date 9/1/2021	To	Period end date 8/31/2022
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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				
Fundraising Events	41,431	-	-	41,431
Grants	227	-	-	227
Donations	1,059	-	-	1,059
Deposit Interest	3	-	-	3
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	42,720	-	-	42,720
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	42,720	-	-	42,720
A3 Payments				
Fundraising Events	16,994	-	-	16,994
Grants to Schools	1,657	-	-	1,657
Administration	448	-	-	448
Equipment (Urns & sticker)	234	-	-	234
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	19,333	-	-	19,333
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	19,333	-	-	19,333
Net of receipts/(payments)	23,387	-	-	23,387
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	30,948	-	-	30,948
Cash funds this year end	54,335	-	-	54,335

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	Cash at Bank	54,335	-
		-	-
		-	-
	Total cash funds	54,335	-
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	
		<div>Julia Whatley</div> <div>Louise Hilton</div>	

CC16a



Last year

to the nearest £

26,180
355
1,794
1
-
-
-
-
28,330

-
-

28,330

8,635
12,111
320
-
-
-
-
-
-
21,066

-

21,066

7,264
-
23,684
30,948



Endowment funds
to nearest £

-
-
-
-

OK

Endowment funds
to nearest £

-
-
-
-
-
-

Current value (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-
-
-
-
-

When due (optional)

Date of approval

Hiltingbury Schools Parent Teacher Association
c/o Hiltingbury Junior School
Hiltingbury Road
Chandlers Ford
Eastleigh
SO53 5NP

HJS Accountants
Tagus House
9 Ocean Way
Southampton
SO14 3TJ

Dear Sirs

During the course of your independent examination of the accounts of the charity for the year ended 31 August 2022, the following representations were made to you by the trustees.

- 1 We have fulfilled our responsibilities under the Charities Act 2011 for preparing accounts, in accordance with the applicable financial reporting framework, that give a true and fair view and for making accurate representations to you as our independent examiners and for the accounts you have prepared on our behalf for the charity.
- 2 We confirm that all accounting records had been made available to you for the purpose of your independent examination and that all the transactions undertaken by the charity had been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all trustees' meetings, had been made available to you. We have given you unrestricted access to persons within the charity in order to obtain evidence for your independent examination and have provided any additional information that you have requested for the purposes of your independent examination.
- 3 We confirm that the charity had no liabilities or contingent liabilities other than those disclosed in the accounts.
- 4 We confirm that there have been no events since the balance sheet date that required disclosing or which would materially affect the amounts in the accounts, other than those already disclosed or included in the accounts.
- 5 We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for trustees, nor to guarantees of any kind on behalf of the trustees.
- 6 We confirm that we have disclosed to you all related party transactions relevant to the charity and that we are not aware of any further related party matters that require disclosure.
- 7 We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the accounts.
- 8 We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations, which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities, except as explained to you and as disclosed in the accounts.

- 9 We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own risk assessment that the accounts may be misstated as a result of fraud.
- 10 We confirm that there have been no actual or suspected instances of fraud involving trustees who have a significant role in internal control or that could have a material effect on the accounts. We also confirm that we are not aware of any allegations of fraud by former trustees, regulators or others.
- 11 We confirm that, having considered our expectations and intentions for the next 12 months and the availability of unrestricted reserves, the charity is a going concern.
- 12 We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
- 13 We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.
- 14 We acknowledge our legal responsibilities regarding disclosure of information to you as independent examiners and confirm that:
- So far as each trustee is aware, there is no relevant information of which you as independent examiners are unaware; and
 - Each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant information and to establish that you are aware of that information.

We confirm that the above representations are made on the basis of enquiries of trustees with relevant knowledge and experience (and, where appropriate of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by trustees during the course of your independent examination.

Yours faithfully,

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Trustee:

.....
Trustee:

Date.....

Signed on behalf of the board of trustees.
Hiltingbury Schools Parent Teacher Association