

Friends of Hartsfield School Association

Trustees' Annual Report

Charity Number: 209032

For the year ended 31 July 2025

1. Reference and Administrative Details

Charity name: Friends of Hartsfield School Association

Charity number: 209032

Registered address:

Hartsfield JMI School

Clothall Road, Baldock, Hertfordshire, SG7 6PB

Trustees: Sarah Matthews, Caroline Lewis, Phoebe Dunn

2. Structure, Governance and Management

The Friends of Hartsfield School Association (FHSA) is a registered charity governed by the ParentKind 2021 constitution. Trustees are responsible for the overall management, strategy, and compliance of the charity.

All parents and carers of children attending Hartsfield JMI School are automatically members and encouraged to participate. Trustees meet regularly to oversee activities and finances, and decisions are recorded in meeting minutes.

Financial controls include dual authorisation for all payments, weekly bank reconciliations, and reporting at termly meetings. Cash from events is counted promptly and banked, with oversight from trustees.

3. Objectives and Activities

The charity's objective is:

To enhance the educational experience of pupils at Hartsfield JMI School by providing facilities, activities and experiences not otherwise funded.

Activities during the year included:

- Seasonal and social fundraising events (Winter Fair, Camp Out, Spooky Disco, Colour Run, Valentines Bake Off)

- Regular initiatives (Hartsfield Lottery, second hand uniform sales, Ice Cream Fridays)
- Creative and enrichment projects for pupils (Gladiator visit, bouncy castle, artificial grass installation, EYFS playground renovation)

All activities aim to provide “special moments” for pupils while fostering a sense of community among families and the school.

The trustees have complied with their duty under section 4 of the Charities Act 2006 to have due regard to guidance published by the Charity Commission on public benefit. In doing so, they have ensured that all PTA activities and fundraising are designed to enhance the educational and extracurricular experience of all children at Hartsfield.

4. Achievements and Performance

During the year, FHSA:

- Successfully delivered 15+ fundraising and community events
- Raised total funds of **£20,828.33**, a significant increase from £12,001.67 in 2024
- Funded large projects including artificial grass, air conditioning, and EYFS playground renovation
- Funded enrichment activities for pupils such as bouncy castle days, Gladiator visit and the leavers’ yearbook.

These initiatives improved both educational and social experiences for pupils, aligning with the charity’s public benefit objectives.

5. Financial Review

The charity’s fundraising performance was strong in 2025:

Income Highlights:

- Winter Fair: £4,412.35
- Camp Out: £4,250.50
- Hartsfield Lottery: £2,137.68
- Legoland event: £1,469.03
- Ice Cream Fridays: £1,223.93

Administration costs remained low at £517.00 (2024: £418.57).

Donations to the School:

- £1,921.32 plus £11,000 (2024: £12,362.34). The committed donation from FY25 of £11,000 has been paid in October 2025, so does not show on these accounts.

- Additional FY26 committed funds of £27,000 were also paid in October 2025, reducing reserves substantially, and leaving a working balance of approximately £5,000 (as at Mar 26).

Accruals:

- £5,938.23 of accrued income relates to Arbor-managed events where funds were received after year-end.
- £2,010.50 accrued expenses relate to late Camp Out submissions.

Trustees monitor these late payments and expenses and are trialling new initiatives to bring them in line with the financial year moving forwards.

Investments:

- An instant access savings account is used, leaving a constant balance of £1,000 in the current account. This savings account has generated a modest £162 interest.

Balance Sheet:

- Net assets: £32,127.67 (2024: £13,375.93)
- Cash and bank balances: £27,751.94
- Fixed assets: £448.00
- Liabilities: £2,010.50

The increase in reserves reflects timing of payments rather than excess accumulation, and post year-end expenditure has reduced reserves to sustainable levels.

6. Reserves Policy

The trustees aim to maintain sufficient reserves to fund at least one school term of activities. Reserves above this level during 2025 were due to payment delays, not intentional accumulation. Following payments to the school and other planned activities, reserves now align with operational needs (~£5,000).

7. Risk Management

Key risks identified include:

- Timing of event-related income and expenses
- Cash handling during events
- Late submission of invoices

Mitigation measures:

- Weekly bank reconciliations
 - Trustee oversight of all payments
 - Timely banking of cash and prompt review of accrued income
 - Clear processes for event income and expense reporting
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8. Plans for Future Periods

In FY26, FHSA will:

- Continue a full programme of fundraising and enrichment activities
 - Monitor and improve processes for expense submission
 - Allocate funds strategically to school projects while ensuring adequate reserves
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9. Trustee Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and accounts in accordance with applicable law. They ensure proper records are maintained and that funds are used solely in pursuit of the charity's objectives.

10. Approval

This report was approved by the trustees on 25/04/26 and signed on their behalf by:

Name: Caroline Lewis

Position: Treasurer

Signature:



Friends of Hartsfield School Association**Charity Number: 209032****Profit & Loss Account****Year End 31 July 2025**

| | 2025 | 2024 |
|------------------------------|-------------------|--------------------|
| Event Profits | £ | £ |
| Winter Fair | 4,412.35 | 3,482.23 |
| Camp Out | 4,250.50 | 3,741.90 |
| Hartsfield Lottery | 2,137.68 | 1,891.15 |
| Wrap A Present | 953.83 | 777.18 |
| Ice cream Friday | 1,223.93 | 757.18 |
| Christmas Cards | 435.05 | 438.03 |
| Uniform sale | 525.98 | 431.41 |
| Bingo | 286.30 | 277.65 |
| Colour Run (prev Fun Trail) | 632.56 | 223.90 |
| Hot Dog Friday | 649.56 | 138.85 |
| Spooky Disco | 623.57 | - |
| Quiz | 600.22 | (21.00) |
| Film nights | - | (136.81) |
| Wreath making | 433.29 | - |
| Valentines Bake Off | 898.67 | - |
| Legoland | 1,469.03 | - |
| Asda Cashpot | 114.81 | - |
| Wonka bars | 425.18 | - |
| Sports Day Raffle | 755.82 | - |
| Net funds raised | 20,828.33 | 12,001.67 |
| Interest receivable | 161.73 | 146.51 |
| Donations | 200.00 | 300.00 |
| Administration Costs | | |
| Depreciation | 268.03 | 221.57 |
| Parentkind (incl. Insurance) | 162.00 | 153.00 |
| Card fee (one off) | - | 24.00 |
| Thank you gifts / event | 66.97 | - |
| NHDC - Gambling license | 20.00 | 20.00 |
| | 517.00 | 418.57 |
| Fundraising surplus | 20,673.06 | 12,029.61 |
| Donations to school | (1,921.32) | (12,362.34) |
| Net Profit/(Loss) | 18,751.74 | (332.73) |
| <u>Balance Sheet</u> | 2024 | 2024 |
| | £ | £ |
| Fixed Assets | 448.00 | 530.19 |
| Current Assets | | |
| Lloyds Current Account | 3,401.13 | 500.00 |
| Lloyds Savings Account 1% | 23,968.34 | 11,814.61 |
| Cash | 120.69 | 54.70 |
| Equals Money account | 261.78 | 476.43 |
| Accrued income | 5,938.23 | - |
| | 33,690.17 | 12,845.74 |
| Current Liabilities | | |
| Accruals & deferred income | (2,010.50) | - |
| NET ASSETS | 32,127.67 | 13,375.93 |
| Funds Brought Forward | 13,375.93 | 13,708.66 |
| Profit/(Loss) Year | 18,751.74 | (332.73) |
| TOTAL NET ASSETS | 32,127.67 | 13,375.93 |



Section A

Independent Examiner's Report

Report to the trustees

Friends of Hartsfield School Association

**On accounts for the year
ended**

31 August 2025

**Charity no
(if any)**

291302

Set out on pages

N/A

(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 **31 / 08 / 2025**.

**Responsibilities and
basis of report**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

**Independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

29/03/2026

Name:

Louisa Spencer

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

Chartered Management Accountant – Chartered Institute of Management Accountants

Address:

Limekiln Lane

Baldock

SG7 6PG

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.