

MANLAND HOME & SCHOOL ASSOCIATION TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2023

Prepared by Siu-yan Tang (Christina)
 Treasurer

Approved by James Bedingfield
 Trustee

Manland Home and School Association
Charity number 291656
Manland Primary School, Sauncey Avenue, Harpenden, AL5 4QW

MANLAND HOME AND SCHOOL ASSOCIATION TRUSTEES REPORT 1ST SEPTEMBER 2022 TO 31ST AUGUST 2023

Purpose and activities

Manland Home and School Association (HSA) has twin objectives of raising funds and helping to build the school community for Manland Primary School. It meets these objectives by organising events each year.

Achievements and performance

This year, we had a considerable amount raised from the biennial event - Festival on the Field 2022. Aside from this, the Christmas Bazaar and Summer Fete continued to be HSA's major fund-raising events, raising the most funds for the year. Thanks to all the support from parents and pupils, our Friday after school hot chocolate/ice-creams initiative was another great success, not only generating a regular income for HSA but also becoming a popular weekly event with the children.

Highlights from this year were:

Festival on the Field raised £9,046.57

The Christmas Bazaar & Raffle raised £3,583.06

Summer Fete & Raffle raised £3,478.54

Hot chocolate and ice-cream sales after school raised £3,005.74

Sports Day & Mini-affle raised £1,877.78

District Sports raised £1,508.98

As a result of all of these, we were able to give £19,262.04 to the school during the year (see below).

Financial review

Total funds raised during the year were £28,350.06

Payments made to/ for the school this year were as follows:

| | |
|--------------------|-------------------------------------------------------------|
| £9,000.00 | Cost of living crisis payment to school |
| £8,321.40 | Games, sports equipment & materials |
| £1,032.60 | Class activities/ parties/ celebrations for children |
| £444.49 | Year 6 Leavers events |
| £322.30 | Materials for Parent Helper School Maintenance |
| £141.25 | Reception children Welcome Packs |
| £ 19,262.04 | |

The HSA's cash book balance at the end of the financial year was £22,797.91

All plans for the use of funds raised by the HSA are drawn up in consultation with Mrs Wicks, the head teacher. Suggestions from parents are also gratefully received and taken into consideration.

Recruiting and appointing trustees

Trustees are recruited from the parents at Manland Primary School. Parents are encouraged to volunteer for trustee roles and their appointment is approved at the AGM each year.

Names of trustees when the reports were approved:

James Bedingfield, HSA Chair

Grainne Arnold, HSA Vice Chair

Ben Heineike, HSA Secretary

Polly Seale, Treasurer (appointed 25 September 2023)

Names of trustees during the financial period:

James Bedingfield, HSA Chair

Grainne Arnold, HSA Vice Chair

Ben Heineike, HSA Secretary



Receipts and payments accounts

CC16a

| | | | |
|---------------------|--------------|----|---------------|
| For the period from | 1st Sep 2022 | To | 31st Aug 2023 |
|---------------------|--------------|----|---------------|

Section A Receipts and payments

| | Unrestricted to the nearest | Restricted to the nearest £ | Endowment to the nearest £ | Total funds to the nearest £ | Last year to the nearest |
|-------------------------------------------------------|-----------------------------|-----------------------------|----------------------------|------------------------------|--------------------------|
| A1 Receipts | | | | | |
| Fund raising income | 28,350 | - | - | 28,350 | 12,151 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 28,350 | - | - | 28,350 | 12,151 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 28,350 | - | - | 28,350 | 12,151 |
| A3 Payments | | | | | |
| Payments to Manland School | £19,262 | - | - | 19,262 | 9,360 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 19,262 | - | - | 19,262 | 9,360 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 19,262 | - | - | 19,262 | 9,360 |
| Net of receipts/(payments) | 9,088 | - | - | 9,088 | 2,791 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 13,710 | - | - | 13,710 | 10,919 |
| Cash funds this year end | 22,798 | - | - | 22,798 | 13,710 |

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

| Categories | Details | Unrestricted to nearest £ | Restricted to nearest £ | Endowment to nearest £ |
|----------------------|--------------------------------------------------------|---------------------------|-------------------------|------------------------|
| B1 Cash funds | Cash at bank | 22,798 | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 22,798 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

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

| | Details | Fund to which | Cost (optional) | Current value |
|----------------------|---------|---------------|-----------------|---------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which | Cost (optional) | Current value |
|-------------------------------------------------|---------|---------------|-----------------|---------------|
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which | Amount due | When due |
|----------------|---------|---------------|------------|----------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

| | | | |
|----------------------------------|----------------|-------------------|----------|
| Signed by one or two trustees on | Signature | Print Name | Date of |
| | J. Bedingfield | James Bedingfield | 18.06.24 |
| | | | |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
MANLAND HOME AND SCHOOL ASSOCIATION

On accounts for the year
ended

31ST AUGUST 2023

Charity no
(if any)

291656

Set out on pages

1-4

(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 31/08/2023~~YYY~~.

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.

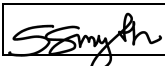
Independent
examiner's statement

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: 18/06/2024

Name: SARA SMYTH

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

CHARTERED ACCOUNTANT - FCA ICAEW

Address:

25, COLDHARBOUR LANE

HARPENDEN

AL5 4NQ