



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 08/01/2022 Period start date To 31/07/2023 Period end date

Charity name: The Hartford Primary School Parent Teachers Association

Charity registration number: 518338

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the association is to advance the education of pupils in the school in particular by: <ol style="list-style-type: none">1. Developing effective relationships between the staff, parents and others associated with the school2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	HPS PTA have run a number of fundraising events during the year, our biggest events being the World Cup sponsored events generating income over £8,000 and Christmas Market and Circus events both raising over £4,000. Our contributions to school are slightly lower than in previous years, although we have continued to support the typical request around leavers events and hoodies, Christmas Parties, and funding trip transport.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We have operated the PTA with regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment	Para 1.38	

including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>HPS PTA has been able to contribute to Hartford Primary school in a number of ways during this financial year including:</p> <p>Leavers activities (Salt Works Trip, Ten Pin Bowling and Leavers Hoodies), ELSA and Oasis Supplies, Ukulele lessons, Christmas class parties, Ice-Cream Farm visit, Transport to the Liverpool Philharmonic.</p> <p>Without the contribution from the PTA these activities would either not have taken place at all, or it would have fallen to parents to fund. The contributions mean that we are able to ensure the children of Hartford Primary School are able to experience a range of additional activities as part of their education that would not be possible without the support.</p> <p>The events that the PTA run also contribute to the community by bringing together the school community for fun and inclusive events</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Financial position of the charity at the end of the period is strong, with cash funds of £49,201
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>As a result of the pandemic and the inability to fundraise effectively for 12 months during Covid the trustees are looking to hold a small reserve which would allow the ongoing operation of the charity for a year or so without any fundraising should this ever happen again.</p> <p>Other than this Hartford Primary School PTA would look to make the maximum contributions to school possible and hold minimal reserves. This year has been an exception to that as a large project to resurface the MUGA was planned during August 2023 to which the charity will be making a large contribution (£28,000) so this has been held back in order to pay that commitment early into the new year.</p>
Amount of reserves held	Para 1.22	£28,000 for MUGA Project £10,000 as charity reserve
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

Other		
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Hartford Primary School Parent Teachers Association is governed by a constitution.
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are voted into position during the Annual General Meeting, all members of Hartford Primary School PTA are entitled to attend and be nominated for these positions.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Hartford Primary School Parent Teachers Association
Other name the charity uses	
Registered charity number	518338
Charity's principal address	Hartford Primary School Riddings Lane Hartford CW8 1NA

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	Sarah Jane Falconer	Chair		
2	Shelley Ford	Treasurer / Secretary		
3	Rebecca Farley	Vice-Chair	13/10/2022 – 31/07/2023	
4	Amanda Eddleston	Treasurer	01/08/2022 – 21/04/2023	
5	Katie Hinks	Co – Secretary	13/10/2022 – 31/07/2023	
6				
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16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


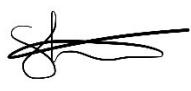
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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Shelley Ford	Sarah-Jane Falconer
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Position (eg Secretary,
Chair, etc)

Treasurer	Chair
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Date

19/12/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hartford Primary School Parent Teachers Association

518338

Receipts and payments accounts

CC16a

For the period
from

01/08/2022

To

31/07/2023

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					
Donations and Legacies	13,518	-	-	13,518	481
Charitable Activities	-	1,000	-	1,000	10,000
Other Trading Activities	31,649	-	-	31,649	11,615
Investments	162	-	-	162	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	45,329	1,000	-	46,329	22,096
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	45,329	1,000	-	46,329	22,096
A3 Payments					
Cost of Fundraising	8,563	-	-	8,563	2,423
Subscriptions and Sundry Expenses	895	-	-	895	411
Donations to School	8,182	1,000	-	9,182	15,098
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	17,640	1,000	-	18,640	17,932
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	17,640	1,000	-	18,640	17,932
Net of receipts/(payments)	27,689	-	-	27,689	4,164
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,512	-	-	21,512	17,348
Cash funds this year end	49,201	-	-	49,201	21,512

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	Cash at Bank	49,185		-
	Cash in hand	16	-	-
		-	-	-
	Total cash funds	49,201	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

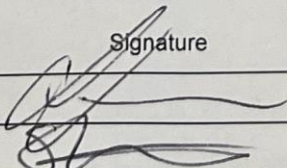

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SHELLEY FORD	12/12/23.
	SARAH-JANE FALMER	13/12/23



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name **PHARTFORD PRIMARY SCHOOL.
PARENTS TEACHER ASSOCIATION.**

On accounts for the year
ended

31/07/2023

Charity no
(if any)

518338

Set out on pages

1 + 2

(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:

Deborah Darlington

Date:

15.12.2023

Name:

DEBORAH DARLINGTON

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

ICAEW

Address:

**14 HEYES PARK, HARTFORD,
CW8 2AJ.**

Section B**Disclosure**

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.

N/A