



Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 01	Month 08	Year 2023	To	Day 31	Month 07	Year 2024

Section A

Reference and administration details

Charity name

Hartford Primary School Parent Teachers Association

Other names charity is known by

Registered charity number (if any) 518338

Charity's principal address

Hartford Primary School

Riddings Lane

Hartford

Postcode

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		
3	Becky Farley	Vice-Chair		
4	Amy Metcalfe	Secretary		
5				
6				
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)

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Parent Kind Constitution adopted
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed / reappointed during the AGM held annually

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>All parents of children attending Hartford Primary School and any staff employed by Hartford Primary School are automatically members of the PTA.</p> <p>Trustees oversee the running of the PTA, giving their time voluntarily and receive no remuneration or other benefits.</p> <p>Trustees undergo a DBS check through the school, volunteers supporting fundraising activities and events are supervised either by the committee or school staff</p>
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Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document	<p>The object of the association (the objects) is to advance the education of pupils in the school in particular by: 2.1 Developing effective relationships between the staff, parents and others associated with the school 2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</p>
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In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

Our main activities are centred around providing additional benefit and experiences for the children attending Hartford Primary school that they may not otherwise have been able to experience or take part in. This theme is reflected not only through the decisions around how the money that we raise is spent, but also in the fundraising events that we organise.

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)

Without the support of our members volunteering and participating in our events we would not be able to make the valuable contributions to school, and for this we are very grateful.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

We have had another successful year, starting with the completion of our long awaited MUGA refurbishment, it is lovely to see the children once again being able to enjoy the facilities safely.

Our major fundraising activities during the year were our Winter Wonderlights event in December which was incredibly well attended and had a lovely community feel, and our summer social which despite the rain still provided enjoyment for the families that attended.

Other smaller events such as donut day, sweet and ice-cream sales, discos, film nights and our wonderful Wonky bar event also added to our fundraising total.

We continue to offer our pre-loved uniform provision to all parents for free (may of our parents choose to make a small donation to the PTA as a result)

In addition to the MUGA refurbishment we have also invested in playground printing to continue to improve the outside space around the school and provide additional enrichment during breaktimes.

We have supported Christmas parties for all children and funded transport for various trips throughout the year.

We are incredibly grateful to our match funding volunteers who have significantly contributed to our success with the donations made by their employers.

Brief statement of the charity's policy on reserves

We aim to not hold significant reserves in the bank, however as we are sometimes working towards a larger project like the MUGA resurface there may be times when we have larger amounts of money in our accounts. Following the impact of COVID as a committee the trustees took a decision to ensure that we retained a minimum of £3,000 to ensure that the charity was able to fund its commitments without any substantial fundraising being possible for a prolonged period of time

Details of any funds materially in deficit

none

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 PTA started the year with funds of £49,200.83 and ended the year at 31st July 2023 had a cash balance of £35,573.24
We have projects approved that we are awaiting invoices for of £14,343.83, in addition to the committed £5,000 towards a replacement PTA shed in order to resolve ongoing storage challenges, specifically for the pre-loved uniform.
During the year we have contributed £36,406 towards school equipment and activities, which is broken down as follows:

Project	School Year	Amount
Leavers Hoodies	Yr 6	£1,225.00
Elsa / Oasis Supplies	KS1 & KS2	£219.45
Tenpin Bowling	Yr 6	£496.00
Tenpin Bowling Transport	Yr 6	£260.00
Yr 6 Lion Salt Works	Yr 6	£710.00
Reading Competition	Whole School	£194.99
MUGA Resurface	Whole School	£28,000.00
Theatre Transport	KS2	£2,000.00
Icecream Farm Trip	EY	£255.00
Wings and Things	Y2	£200.00
Christmas Story @ Chester Cathedral	KS1	£600.00
Class Wish Lists	Whole School	£1,425.77
Xmas Class Donation	Whole School	£360.00
PPE Hi Vis	Whole School	£212.70
Garden	Whole School	£167.96
SATS Chocolate	Year 6	£79.13

Net Income of £22,778 was generated from events undertaken. The biggest success in terms of net proceeds was the Christmas Wonderlights event generating revenue of £10,678. In addition, the Summer Social with income over £6,000 and the Christmas Raffle, Disco's, Wonka Bars and Christmas Cards all raised incomes of over £1,000.

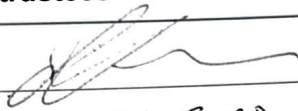

Specific callout around Pre-loved uniform which has been very successful over the year, raising over £500 despite moving to a donations only scheme. Great to see an initiative that is really helping our school community but still very successful in supporting PTA funds. Also to note that over £7,000 of the income was generated using match funding from our fantastic volunteers and their employers.

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)	SHELLEY FORD	Rebecca Forley
Position (eg Secretary, Chair, etc)	TREASURER	Chair
Date	28-11-24	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

HARTFORD PRIMARY SCHOOL FA

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date

1 AUG 23

To

Period end date

31 JUL 24

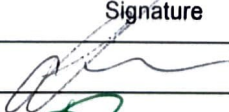

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Legacies	1,245	-	-	1,245	13,518
Charitable Activities	-	-	-	-	1,000
Other Trading Activities	31,348	-	-	31,348	31,649
Investments	390	-	-	390	162
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	32,983	-	-	32,983	46,329
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,983	-	-	32,983	46,329
A3 Payments					
Cost of Fundraising	9,308	-	-	9,308	8,563
Subscriptions and Sundry Expenses	714	-	-	714	895
Donations to School	36,406	-	-	36,406	9,182
Other	181	-	-	181	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	46,609	-	-	46,609	18,640
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	46,609	-	-	46,609	18,640
Net of receipts/(payments)	- 13,626	-	-	- 13,626	27,689
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 13,626	-	-	- 13,626	27,689

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	Current Account	3,432	-	-
	Reserve Account	32,125	-	-
	Cash in Hand	16	-	-
	Total cash funds	35,573	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	SHELLEY FORD	28-11-24
	REBECCA FARLEY	28-11-24



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 **HARTFORD PRIMARY SCHOOL PARENT,
TEACHERS ASSOCIATION**

On accounts for the year
ended

31/07/2024

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 **31/07/2024**.

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:

29-11-24

Name:

DEBORAH DARLINGTON

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

CHARTERED ACCOUNTANT - ICAEW

Address:

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

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.

None .