



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 01	Month 08	Year 2024	To	Day 31	Month 07	Year 2025

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	Becky Farley	Chair		
2	Shelley Ford	Treasurer		
3	Chloe Johnson	Vice-Chair		
4	Kate Farmer	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)

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.

All parents of children attending Hartford Primary School and any staff employed by Hartford Primary School are automatically members of the PTA.

Trustees oversee the running of the PTA, giving their time voluntarily and receive no remuneration or other benefits.

Trustees undergo a DBS check through the school, volunteers supporting fundraising activities and events are supervised either by the committee or school staff

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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.

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 storage facilities, and a refurbishment of the outdoor classroom and installation of playground markings, it is lovely to see the children really being able to enjoy the outside space.

Our major fundraising activities during the year were our Colour Run which was incredibly well attended and had a lovely community feel, and our Christmas even which despite the rain and cancelled fireworks still provided enjoyment for the families that attended.

Other smaller events such as cake sale, sweet and ice-cream sales, discos, and film nights 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)

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.

Section E

Financial review

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 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 £35,573 and ended the year at 31st July 2023 had a cash balance of £28,111

We have approved various donations to school that we are awaiting invoices for of £5690 relating to events and items from Summer term 2025.

During the year we have contributed £36,406 towards school equipment and activities, which is broken down as follows:

Project	School Year	Amount
Shed Base	all	£1,600.00
Outdoor Classroom	all	£6,062.20
Playground Markings 1	all	£5,617.00
EY Play Equipment	EY	£148.09
Year 6 Lion Salt Works	Y6	£810.00
Year 6 Bowling	Y6	£455.76
Year 6 Transport	Y6	£325.00
Year 6 Bubble Football	Y6	£300.00
Shed	all	£3,299.98
Religious Visits	all	£433.92
Christmas Parties	all	£380.00
Library Service	all	£2,802.92
Theatre Trip	KS2	£2,000.00
EY Icecream Farm	EY	£245.00
Hoodies	Y6	£1,277.50
Maths Headphones	all	£498.55
RE Books	all	£176.10
Science Week	all	£242.15

Net Income of £19,599 was generated from events undertaken. The biggest success in terms of net proceeds was the Colour Run with profits of 4915, closely followed by the Christmas Wonderlights event generating profit of £4519. In addition, the silent discos, raffle and Christmas cards all generated over £1,500 profit.

Specific callout around Pre-loved uniform which continues to be successful over the year, raising over £300 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 £5,800 of the income was generated using match funding from our fantastic volunteers and their employers.

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)	SHELLEY FORD	BECKY FARLEY
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	2-10-25 -	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hartford Primary School Parents Teacher
Association

518338

Receipts and payments accounts

CC16a

For the period
from

8/1/2024

To

7/31/2025

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					
Gifts, Donations and Legacies	432	1,000	-	1,432	1,245
Other Trading Activities	26,984	-	-	26,984	31,348
Investment income	245	-	-	245	390
Charitable Activities		-	-	-	-
		-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,661	1,000	-	28,661	32,983
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,661	1,000	-	28,661	32,983
A3 Payments					
Cost of Fundraising	8,817	-	-	8,817	9,308
Subscriptions and Sundry	632	-	-	632	714
Donations to School	26,674	-	-	26,674	36,406
Other expenditure		-	-	-	181
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	36,123	-	-	36,123	46,609
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	36,123	-	-	36,123	46,609
Net of receipts/(payments)	- 8,462	1,000	-	- 7,462	- 13,626
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,573	-	-	35,573	49,199
Cash funds this year end	27,111	1,000	-	28,111	35,573

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	1,725	-	
	Reserve Account	25,370	1,000	
	Petty cash	16	-	
	Total cash funds	27,111	1,000	-
	(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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

11 RETROD PRIMARY SCHOOL PARENT
TEACHERS ASSOCIATION

On accounts for the year
ended

31/07/2025

Charity no
(if any)

518338

Set out on pages

1 + 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2025.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Name:

DEBORAH DARLINGTON

Relevant professional
qualification(s) or body

CHARTERED ACCOUNTANT - ICAEW

(if any):

Address:

14 MEYES PARK

HARTFORD, CHESHIRE, CW8 2AJ

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.

None