



Harlands Primary School  
West Sussex  
RH16 1PJ

**HARLANDS PTA**

**Registered Charity 800232**

**Annual Report and Accounts for 2022/23**





## **Annual Report 2022/2023**

The purpose of Harlands PTA is to support Harlands Primary School, with the aim of enhancing and improving the educational environment for all children enrolled, as well as providing treats and extra-curricular enhancements for the children. The PTA achieves this via fundraising initiatives, held through the academic year. The trustees have had regard to the Charity Commission guidance on public benefit.

We are delighted that Harlands PTA has had another successful year, enabling various donations, providing the school with exciting additions in line with our charitable objects.

### **Donations**

This year, Harlands PTA have made donations to Harlands Primary School totalling £36,208.79.

Items purchased include:

-A newly refurbished library area which is of benefit to the whole school and a new climbing frame and soft-landing area for the KS1 Playground. These enhancements were installed in the summer holidays of 2023, ready to greet the children at the start of term in September. These were our largest expenditures, being £20,000 and £10,000, respectively.

Other items purchased via donation include:

-Funding the Year 6 leaving party (which is yearly commitment @£15 per head)

-Gardening supplies for the gardening club, repairs to the fort in the KS2 playground, gazebos and sun covers to allow outdoor studies, Christmas decorations and a contribution for Christmas presents for the classes, art supplies for each class, musical instruments, wet play resources, sweet cones, pencils for each class, a green screen for year 6, entry and resources for the 'Young Voices' choir trip at the O2, stepping stones for the play area in Early Years and a Fish tank for the reception area, which the children very much enjoy.

### **Fundraising Activities**

Two discos were held in the autumn term (in October and December) for children from Reception all the way up to Year 6. The October disco was a fundraiser, and the December disco was a gift from the PTA for the children of Harlands School.

We held highly successful Christmas and Summer Fair events, each one surpassing the total of the previous year's comparable event, with the Summer Fair raising £8,758.12 and the Christmas Fair raising £6,471.79.

Other fundraising avenues were second hand uniform sales, the Harlands '100 Club' (a lottery, whereby entrants pay a sum for a year, half of which is given back in prizes in a monthly live draw), BAGS2SCHOOL (who pay per kilo for clothing and household fabrics), personalised Christmas cards and mugs, KS1 tea-towels, an Easter Trail, cafes run by volunteers at open day and sports day and the ever popular cake sales, run by year groups on roughly a monthly basis



at pick-up time on Fridays. Cakes are donated by parents and carers or bought in bulk by class reps following a collection, then sold for £1 per item.

### **Accounts**

At the start of the financial year, Harlands PTA held £23,643.29 at bank. Previous committees had stated that holding this amount cash at bank was not in keeping with the constitution, however Harlands PTA had committed to two large donations for the library and the playground equipment and as a result were holding and saving funds to that end.

At the end of the financial year, the account held £10,046.58.

The gross total fundraised was £27.87k in comparison to the previous year where the gross fundraising total was £24.92k.

### **Officers and governance**

For the accounting period of 2022/2023, the Co-Chairs were Laura Thorburn (Trustee) and Shelley Mackay (Trustee). The Treasurer was Hayley Cook (Trustee). The Comms Officer was Emily Randall and The Secretary was Kimberley Staines-Rebeiro.

Mr Edwards, the school caretaker and grounds person, has given invaluable help to the committee with regards to logistics. Without his help, we would not have been able to run events with the success that we have enjoyed.

Mr McKeown-Webster and Mrs Michael have provided invaluable assistance with event planning and comms. We extend our appreciation and thanks to all staff members who have assisted the PTA.

There are numerous parents who, whilst not on the committee, have contributed to the PTA's activities in a way that must be recognised. Among them (but not an exhaustive list) are Ruth Thompson for running the Easter Trail and organising the tea-towels, Fiona Smith, Paul Friend and Michelle Long for running the second-hand uniform sales, and Sally Lipscombe for planning the Christmas Cards.

Hayley Cook  
PTA Treasurer

May 2024



|  |   |              |  |                    |
|--|---|--------------|--|--------------------|
| <b>Harlands PTA</b>  |   |              |  |                    |
| <b>Receipts and Payments Account for the Year Ended 31/08/23</b> |   |              |  |                    |
| <b>TRUSTEES</b>  |   |              |  |                    |
| Chairs: Shelley Mackay & Laura Thorburn                          |   |              |  |                    |
| Treasurer: Hayley Cook   |   |              |  | <b>2022/2023</b>   |
|  |   | <b>Notes</b> |  | <b>£</b>           |
| <b>Receipts</b>  |   |              |  |                    |
|  | Fund raising events   | 1            |  | 27,871.41          |
|  | Interest received   |              |  | 0                  |
|  | Other receipts  | 4            |  | 0                  |
|  |   |              |  | 27,871.41          |
| <b>Payments/other amounts</b>                                    |   |              |  |                    |
|  | Fund raising events   | 1            |  | (4,804.33)         |
|  | Donations to school   | 2            |  | (36,208.79)        |
|  | Sundry expenses   | 3            |  | (446.00)           |
|  | Funds held out of bank                                      |              |  | 160.47             |
|  |   |              |  | (41,298.65)        |
| <b>Surplus / (deficit) of receipts over payments</b>             |   |              |  | <b>(13,427.24)</b> |
| Balance at beginning of year (1st September 2022)                |   |              |  | 23,634.29          |
| Outstanding cheques  |   |              |  | 0                  |
| Early 100 Club payments  |   |              |  | 0                  |
| Roll-over entries to Xmas Raffle (21/22 anomaly)                 |   |              |  | 0                  |
| Funds in PayPal Account (Uniform donations)                      |   |              |  | 0.47               |
| Cash held in floats for uniform & cake sales in school safe      |   |              |  | 160.00             |
| Accounts Payable (HET Finance)                                   |   |              |  | 0                  |
| Accounts Balance at end of year (31st August 2023)               |   |              |  | <b>10,207.05</b>   |
| <b>Held as:</b>  |   |              |  |                    |
|  | Cash at bank on 31/8/23                                     |              |  | 10,046.58          |
|  | Cash held in floats for uniform & cake sales in school safe |              |  | 160.00             |
|  | Accrued income (funds in PayPal Account on 31/8/23)         |              |  | 0.47               |
|  | Invoice payable to Harlands Ed Trust                        |              |  | 0.00               |
|  | Outstanding Cheques   |              |  | 0.00               |
|  |   |              |  | <b>10,207.05</b>   |



| Notes                  |   |                  | 2022/23   |             |           |
|------------------------|---|------------------|-----------|-------------|-----------|
|                        |   |                  | Receipts  | Payments    |           |
| 1) Fund Raising Events |   |                  | 22/23     | 22/23       | Net £     |
|                        | Summer Fair   |                  | 10,441.06 | -1,682.94   | 8,758.12  |
|                        | Christmas Festival Inc Raffle                                       |                  | 7,718.28  | -1,246.49   | 6,471.79  |
|                        | Cake Sales  |                  | 2,575.74  | 0.00        | 2,575.74  |
|                        | 100 Club (not including £150 early payments in prev financial year) |                  | 1,460.00  | -810.00     | 650.00    |
|                        | Christmas Cards/Mugs  |                  | 833.00    | 0.00        | 833.00    |
|                        | October Disco   |                  | 815.10    | -120.00     | 695.10    |
|                        | Teatowels   |                  | 1,036.92  | -436.08     | 600.84    |
|                        | Easter Trail  | (Not held 21/22) | 878.33    | -304.17     | 574.16    |
|                        | Dec Disco   |                  | 0.00      | -125.00     | -125.00   |
|                        | Open Day  |                  | 187.95    | -3.50       | 184.45    |
|                        | Second Hand Uniform & Sports Day T-shirts                           |                  | 438.05    | 0.00        | 438.05    |
|                        | Sports Day refreshments   |                  | 207.51    | -76.15      | 131.36    |
|                        | Bags2School/Ecokids   |                  | 305.00    | 0.00        | 305.00    |
|                        | Amazon Smile  |                  | 204.93    | 0.00        | 204.93    |
|                        | Easyfundraising   |                  | 64.31     | 0.00        | 64.31     |
|                        | MyNameTags  |                  | 76.00     | 0.00        | 76.00     |
|                        | Donations   |                  | 619.10    | 0.00        | 619.10    |
|                        | Stamptastic   |                  | 10.13     | 0.00        | 10.13     |
|                        |   |                  | 27,871.41 | (4,804.33)  | 23,067.08 |
|                        |   |                  |           |             |           |
| 2) Donations to school |   |                  | 22/23 £   |             |           |
|                        | Library and Climbing Frame  |                  |           | (30,000.00) |           |
|                        | Year 6 Leavers Party  |                  |           | (836.41)    |           |
|                        | Gardening Supplies  |                  |           | (349.00)    |           |
|                        | Fort Repair   |                  |           | (528.56)    |           |
|                        | Gazebo and sun cover  |                  |           | (594.77)    |           |
|                        | Xmas Decs, present contributions                                    |                  |           | (242.85)    |           |
|                        | Write like a Ninja Books  |                  |           | (404.10)    |           |
|                        | Book Corner   |                  |           | (437.52)    |           |
|                        | School Pond   |                  |           | (1,725.00)  |           |
|                        | Art supplies for each class   |                  |           | (151.62)    |           |
|                        | Musical Instruments   |                  |           | (150.37)    |           |
|                        | Classical Music Concert   |                  |           | (320.00)    |           |
|                        | Wet Play Resources  |                  |           | (117.32)    |           |
|                        | Sweet Cones   |                  |           | (80.81)     |           |
|                        | Pencils for each class  |                  |           | (80.36)     |           |
|                        | Year 6 Green Screen   |                  |           | (39.97)     |           |
|                        | Young Voices Comp and resources                                     |                  |           | (83.34)     |           |
|                        | Early years stepping stones for play area                           |                  |           | (37.49)     |           |
|                        | Fish Tank   |                  |           | (29.30)     |           |
|                        |   |                  |           | (36,208.79) |           |



**Notes (continued)**

**3) Sundry Expenses (Purchases by Harlands PTA)**

|                          |                          |  |  | <b>22/23 £</b>  |
|--------------------------|--------------------------|--|--|-----------------|
|                          | PTA Membership           |  |  | (140.00)        |
|                          | TENS and lottery license |  |  | (62.00)         |
|                          | PTA Expenses             |  |  | (244.00)        |
|                          |                          |  |  | <b>(446.00)</b> |
|                          |                          |  |  |                 |
| <b>4) Other Receipts</b> |                          |  |  | <b>22/23 £</b>  |
|                          |                          |  |  | <b>0.00</b>     |



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Harlands PTA

On accounts for the year  
ended

31 August 2023

Charity no  
(if any)

800232

Set out on pages

4, 5 and 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2023

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 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.

Signed: *I M Michael*

Date: 10.06.24

Name: Ian MacLeod Michael

Relevant professional  
qualification(s) or body

MA Economics (Cambridge)  
Cert Acc (Open)

Address: c/o Harlands Primary School

Penland Road, Haywards Heath, RH16 1PJ

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.

NONE