



Harlands Primary School
West Sussex
RH16 1PJ

HARLANDS PTA

Registered Charity 800232

Annual Report and Accounts for 2023/24





Annual Report 2023/2024

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.

The Trustees and Officers of the Charity for this financial period were;

Chair: Kim Staines-Rebeiro

Vice-Chair and Comms Officer: Kitty Fairbairn

Treasurer: Hayley Cook

We are delighted that Harlands PTA has had another successful year of fundraising events. This has enabled several donations, providing the school with exciting additions in line with our charitable objects.

Harlands PTA raised a total of £36.75K, with event running costs of £5.65K, resulting in a net profit of £31.10k, compared to a net profit of £23.07k from the previous year. This increase is mostly explained by a hugely successful summer circus in conjunction with the Summer Fair.

The funds in the bank account at the start of the year as at 01/09/23 were £10,046.58. At the end of the financial period on 31/08/24, funds in the bank account were £33,426.37.

Funds held out of the bank account at 31/08/24 were £300.47. This was held as £300 in floats for uniform, cake and theme day costume sales and 0.47p in the PTA PayPal account. This represents an increase of £140 in floats due to the addition of a Theme Day costume float and an increase of the pre-existing floats.

Harlands PTA closed out the financial year with a relatively high bank balance, compared to the previous year. This was in part due to recharge invoices from Harlands Educational Trust being received after year-end totaling £5,675.76 (see the paragraph 'Donations' below) and in part to there being no large items funded by the PTA (last period, the PTA funded a new library and climbing frame, totaling £30k).

This financial period, the PTA were committed to holding community fundraising events and building goodwill amongst its members. The emphasis in the forthcoming financial year will also concentrate on fundraising and goodwill, but we shall seek to identify spend-projects, in collaboration with the school and the membership base, to make good use of the funds raised, in line with our charitable objects.

Donations

This year, Harlands PTA have made donations to Harlands Primary School totaling £5,947.32. This is far less than in the previous financial period, due to the very large investments made by PTA last year in a new library and KS1 climbing frame (see above).



Items purchased include:

-New books for the library. The school were keen to update the bookshelves of the library with a range of books covering modern themes, from a diverse range of authors. The new books cost £2,004.86.

-Funding the Year 6 leaving party, which the PTA gift to children. This year the donation per capita was raised to £16 per head from £15 per head by committee vote, as there had been no increase for some years. The year 6 leaving party was a great success, incorporating inflatables and an ice-cream van among other entertainment.

Other expenditure included Christmas gifts and activities, outdoor equipment for classes, 'How Bad Are Bananas?' class resource, circus workshops (in conjunction with a circus to raise funds and celebrate the 60th anniversary of Harlands School), a portable piano, craft supplies, fidget toys, a compost and water butt for gardening club and ice-pops for the whole school.

In this financial period, the PTA introduced a 'spend request' system so that PTA funds can be directed straight to classrooms, in areas identified by class teachers. This has been well received. The PTA also canvassed the parent/ carer cohort via a survey with regards to charitable funding and PTA activity in general. Feedback was largely positive, with constructive commentary. The results of the survey will be a consideration going into the new financial and academic year.

It should be noted that Harlands PTA decided to make several donations to Harlands School during this period which under the 'receipts and payments' approach to accounting used here must be attributed to the following financial year, due to receipt of relevant invoices from Harlands Educational Trust after year end. These include £925.54 for books, toys, craft items, fidget toys, a welly rack and book holders, £1,071.67 being the balance for the circus workshops in the summer and £1,733.55 for an SEN Trail, friendship sign and dartboard on the lower playground. This was funded in part by the Tesco Grant. The post year-end invoices total £5,675.76, of which £3,730.76 were donations, which means that the total amount approved and donated during this period totals £9,678.08 of which only £5,947.32 can be reported in the 2023/24 financial period. The remaining £1,945 of the invoices were for the circus Shows and will be attributed to fundraising costs in the 2024/25 financial year.

Fundraising Activities

Last year, the PTA held a Summer Fair which raised £7,740.75. This was in conjunction with a summer circus, in celebration of Harland's 60th Anniversary

Our 'Winter Wonderland' event, with stalls, music and a raffle was again a huge success, raising £7,329.91.

A cake sale was hosted by each year group, with each year group being allocated a Friday throughout the academic year. The sales are held on a Friday afternoon and raised £2,833.15. This is a slightly higher figure than last year, which can be accounted for due to the presence of a bulge year being catered for and participating in sales

The PTA also hosted a Lottery, whereby participants pay £20 to have the chance of winning a cash prize. 50% of proceeds are divided up in a 1st, 2nd and 3rd place prizes. Each player is allocated a number and numbered balls are drawn from a tombola in a Facebook Live event, held on the last Friday of 10 allocated months throughout the year.



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Other events and revenue streams included an Easter Trail, KS1 self-portrait tea-towels, a disco, Christmas cards and mugs designed by the children, second hand uniform sales, Bags2School, open day books sales, coffee vans which pay us a percentage of income and a grant, courtesy of Tesco, which was the result of a successful application to take part in one of the chain's in-store voting processes in the Crawley area.

We were also fortunate to receive some match-funding as donations following our summer event, along with the proceeds of a sponsored swim by pupils of Harlands School via the Lions Club.

The PTA would like to thank all the school staff and numerous parent and carer volunteers, whose hard work and generosity enabled Harlands PTA to thrive this year.

We look forward to and hope for another successful year in the 2024-2025 period.

Hayley Cook
Trustee and Harlands PTA Treasurer



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Harlands PTA				
Receipts and Payments Account for the Year Ended 31/08/2024				
TRUSTEES				
Chair: Kim Staines- Rebeiro				
Vice-Chair and Comms Officer: Kitty Fairbairn				
Treasurer: Hayley Cook				
			2023/2024	
		Notes		£
Receipts				
	Fund raising events	1		36,745.36
	Interest received			0.00
	Other receipts	4		0.00
				<u>36,745.36</u>
Payments/other amounts				
	Fund raising events	1		(5,646.13)
	Donations to school	2		(5,947.32)
	Sundry expenses	3		(1,632.12)
				<u>(13,225.57)</u>
Surplus / (deficit) of receipts over payments				23,519.79
Accounts Balance at beginning of year (1st September 2023)				10,207.05
Held as:				
	Cash at bank on 01/09/23			10,046.58
	Outstanding cheques			0.00
	Funds in PayPal Account			0.47
	Cash held in floats for uniform/cake sales.			160.00
Accounts Balance at end of year (31st August 2024)				33,726.84
Held as:				
	Cash at bank on 31/8/24			33,426.37
	Outstanding Cheques			0.00
	Funds in PayPal Account			0.47
	Cash held in floats for uniform/costume/cake sales (increased by £140 in 23/24)			300.00



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Notes

2023/24

		Receipts 23/24	Payments 23/24	Net £
1) Fund Raising Events				
	Summer Fair	9,818.06	-2,077.31	7,740.75
	Winter Wonderland	8,119.39	-789.48	7,329.91
	Circus Pazaz Ticket Sales	5,864.33	-412.96	5,451.37
	Cake Sales	2,833.15	0.00	2,833.15
	Harlands Lottery (formerly 100 Club)	2,160.00	-1,080.00	1,080.00
	Easter Trail	1,274.19	-359.07	915.12
	Tea Towels	1,188.55	-597.90	590.65
	Donations	1,152.48	0.00	1,152.48
	Tesco Ground Works Grant	1,000.00	0.00	1,000.00
	March Disco	958.74	-329.41	629.33
	Christmas Cards/Mugs	848.40	0.00	848.40
	Second Hand Uniform and Sports Day T-Shirts	598.37	0.00	598.37
	Bags To School	467.00	0.00	467.00
	Open Day Book Sales	177.66	0.00	177.66
	Easy Fundraising	104.29	0.00	104.29
	Sports Day Coffee Truck	80.00	0.00	80.00
	Theme Day Costume Sales	44.00	0.00	44.00
	Open Day Coffee Truck	42.00	0.00	42.00
	Stamptastic	14.75	0.00	14.75
		36,745.36	(5,646.13)	31,099.23

2) Donations to school

23/24 £

	New Books for Library from Book Nook	(2,004.86)
	Year 6 Leavers Party 2024 (£16 x62= £992)	(983.12)
	Christmas Activities and Gifts	(963.75)
	Outdoor Equipment for classes	(530.62)
	How Bad are Bananas? Class Resource	(350.00)
	Circus Pazaz Workshops	(325.00)
	Portable Piano	(318.33)
	Class Sundries	(193.61)
	Compost and Water Butt	(107.49)
	Fish Tank Maintenance	(76.97)
	Ice Pops for School	(66.61)
	Late Expense Payment for 22/23 Year 6 Leavers Party	(26.96)
		(5,947.32)

23/24 £

3) Sundry Expenses (Purchases by Harlands PTA)

	PTA Membership	(153.00)
	TENS and lottery license	(62.00)
	PTA Expenses and costs	(1,417.12)
		(1,632.12)

4) Other Receipts

		£
		0.00
		0.00



Section A

Independent Examiner's Report

Report to the trustees/
members of

Harlands PTA

On accounts for the year
ended

31 August 2024

Charity no (if
any)

800232

Set out on pages

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: 29.09.24

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