

Trustees' Annual Report for the period 8 December 2023 to 31 December 2024

Charity name: Harlow Fields School & College PTA

Charity number: 1206744

Reporting period: 8 December 2023 to 31 December 2024

Objectives and Activities

The PTA supports the students and staff of Harlow Fields School & College by fundraising for equipment, activities, and events that enrich school life. The primary objectives are to foster strong school-community relationships and to raise funds to enhance educational and well-being outcomes for pupils.

Achievements and Performance

During the reporting period, the PTA ran several successful fundraising activities, including:

- Christmas Bake Sale
- Summer Fair and Raffle
- Multiple cake sales and stall bookings

These events were well supported by parents, carers, and the local community. The funds raised contributed towards both general and specific projects that support the school and its students.

Financial Review

Total income: £8,380.71

Total expenditure: £3,137.21

Closing balance at 31 December 2024: £5,243.50

This was the PTA's first year of operation. A significant portion of expenditure was dedicated to setting up the PTA with the equipment and infrastructure required to run major fundraising events. Investments included BBQs, card readers, and other essential event supplies.

The largest event was the Summer Fair, which requires around £2,500 in upfront expenditure to operate successfully. The PTA remains in a strong financial position to support such activities in future years.

All income and expenditure were processed through the PTA’s bank account and supporting records have been maintained. SumUp was used to take card payments and a PayPal account established. Fees associated with card processing have been accounted for under Fundraising Costs.

Receipts & Payments Summary

Category	Money In (£)	Money Out (£)
Admin	0.00	19.68
Charitable activities	0.00	582.70
Donations	2500.00	0.00
Duplicate returned	0.00	260.00
Fundraising	5880.70	362.74
Fundraising costs	0.00	1910.87
Uncategorised	0.01	1.22
Total	8380.71	3137.21

Structure, Governance and Management

Harlow Fields School & College PTA is a registered charity operated by volunteers. The PTA is governed by its constitution and overseen by elected trustees.

Trustees during the period:

- Natalie Hallybone - Chair (resigned June 2024)
- Helen Casey - Co-Chair / Acting Chair (June to September 2024)
- Sophie David - Chair (appointed 3rd October 2024)
- Demine Coericius - Treasurer
- Sarah Matthews - Secretary

- Darren Casey - Legal & Compliance Officer

The PTA committee met regularly to review finances, approve spending, and plan events.

Reserves Policy

As this was the PTA's first year, significant funds were invested in equipment and setup to support future fundraising efforts. The PTA aims to maintain a reserve sufficient to cover the full costs of major events such as the Summer Fair (approximately £2,500), as well as to respond to reasonable school requests.

The committee will regularly review the level of reserves to ensure financial sustainability while fulfilling charitable objectives.

Notes to the Accounts – Year Ended 31 December 2024

1. Basis of accounting

These accounts have been prepared on the receipts and payments basis, as permitted for charities with income under £250,000.

2. Related party transactions

In the first year, card payments were processed using a trustee's business SumUp account. All funds were passed in full to the charity, and a dedicated PTA SumUp account was established later in the year.

3. Fundraising costs and investment

The PTA made several first-year purchases (e.g. BBQs, card readers) to enable future fundraising events. The Summer Fair requires approximately £2,500 in setup costs and is expected to recur annually.

4. External charitable donations

A donation of £50 was made to PACT for Autism (Registered Charity No. 1148170) in recognition of their staff member's voluntary support at the 2024 Summer Fair.

5. Restricted or designated funds

All funds received during the year were unrestricted and used at the discretion of the trustees in line with the PTA's charitable objectives.

6. Trustees and governance

The PTA operated with a committee of elected trustees during the year. No trustee received payment or reimbursement other than recorded and approved expenses.

7. Governance during the period

The PTA's Chair, Natalie Hallybone, stepped down unexpectedly on 28 June 2024.

Between 28 June and the Extraordinary General Meeting (EGM) held on 3rd October 2024, trustee Helen Casey (Co-Chair) acted as interim Chair.

At the EGM, Sophie David was formally elected as the new Chair.

As a result of these circumstances, no Annual General Meeting (AGM) was held during the year.

Trustees continued to meet regularly, and proper oversight of funds and activities was maintained throughout.

Declaration

The trustees declare that they have approved this report.

Signed on behalf of the trustees,

Darren Casey

Legal & Compliance

Date: 12 August 2025