

Ballyholme Primary School PTA

Annual Report and Statement of Accounts

For the year ending 31 July 2023

Particulars	2022	2021
Income		
Subscriptions		
Donations		
Grants		
Other		
Total Income		
Expenditure		
Salaries		
Wages		
Other		
Total Expenditure		
Surplus/Deficit		

The PTA is pleased to present this report on the activities of the PTA for the year ending 31 July 2023. The PTA has been successful in raising funds for the school and has been able to provide a range of services to the school and the community.

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1. Annual Report for the Year Ending 31 July 2023

The Trustees of the Ballyholme Primary School PTA ("PTA") are pleased to submit their report and accounts for the period 1 August 2022 to 31 July 2023.

2. Achievements and Performance

2.1 The Year in Numbers

630	29	6 meetings plus the AGM	£ 13,417.16	£ 3,931.00
The number of children in our school	The number of teaching staff in our school	The number of PTA meetings during the period	The sum of funds raised during the year	The sum of funds spent during the year

2.2 Identification of Areas of Need

Funding requests are gathered during the school year by the Principal and Vice Principal of Ballyholme Primary School ("The School") as part of their financial planning process. Those that cannot be met from the school's central budget are taken to a meeting of the Board of Governors once a year. The Board of Governors reviews the funding needs and agrees the priority for each item. The principal then shares this list with the PTA.

The list for 2022-2023 included:

- iPads
- Spelling Booklets

Where there is an urgent unexpected need for funding during the year, this can, after confirmation with the Board of Governors, also be shared with the PTA. There were no such requests this year.

2.3 Events

The PTA fundraises primarily through the holding of fundraising events throughout the school year. Most of the events serve a dual purpose of both facilitating fundraising, and promoting stakeholder engagement, with both children and their parents and guardians.

The fundraising events held this year were the Smartie Tube Challenge, Raffle for Christmas Hampers, Parent Teacher Quiz Night, Tuck Shop at the P7 Production and The Summer Fayre and Barbecue.

2.3.1 Smartie Tube Challenge

The PTA supplied tubes of smarties for all children in the school. These were taken home and the children were invited to fill the Smartie tubes with loose change. This raised the fantastic sum of £2,276.69.

2.3.2 Second-hand Uniform Stall

The PTA is pleased to support the re-use of uniform, and we were very pleased to see so many families able to make use of the many items kindly donated by school families. Donations relating to the uniform totalled £61.37. Thank you to all those who donated, and all the parents and PTA members who were involved in organising the sale.

2.3.3 Christmas Hamper Raffle

Children were invited to bring in items to contribute towards Christmas Hampers. Staff and members of the PTA kindly prepared and wrapped the hampers, and these were raffled off. A total of £742.00 was raised through the raffle.

Surplus raffle donations were individually wrapped by parents and provided, as gifts, to the 70 guests at the Inter-generational event hosted by the school and the P7 year group. The Co-op in Ballyholme kindly provided mince pies for the event, for which we would like to offer sincere thanks.

Many thanks to all those who donated items, bought raffle tickets and gave their time to support.

2.3.4 PTA Quiz Night at Bangor Golf Club

Parents and staff enjoyed a wonderful Quiz evening at Bangor Golf Club. We would like to offer our grateful thanks to Brian Witherden, our Quiz Master, and to the team at Bangor Golf Club for their hospitality. A total of £1,578.40 was raised by the event.

2.3.5 Tuck Shop at the P7 Production of Aladdin

Thank you to all the parent volunteers who assisted the PTA members in organising and staffing the tuck shop during the three wonderful performances of Aladdin.

2.3.6 PTA Summer Fayre and Barbecue

The summer fayre and barbecue was a fantastic event, attended by over 800 of the school's community. Events like this require a huge amount of planning, and we are very grateful to all those who gave their time to make this event really special. A combined total of £4,692.46 was raised by the Summer Fayre and Barbecue and the Tuck Shop.

2.3.7 Christmas Activities

The school was privileged to receive a visit from Santa in December 2022, which caused much excitement in the playground. PTA funds were used to provide snacks and a movie for each class, and special thanks go to one of our PTA committee members who made up reindeer food bags for every child in the school.

2.3.8 End of Term Fun

All children in school enjoyed a fun day, organised by their class teacher, to celebrate the end of the school year in June. PTA funds were used to provide each child with an ice pop which they all thoroughly enjoyed.

2.4 Membership of the PTA

All parents or guardians of children currently attending the school are welcomed as members of the PTA, and warmly invited to attend meetings. At Open Days, the PTA Committee provide an overview of their role, together with the part it plays within the school, and encourages new members to join.

The PTA understands the importance of engagement with the parents and guardians of the children at The School and makes a concerted effort to communicate regularly with parents and guardians. Communication is predominantly via email, which is The School's preferred method of communication.

3 Financial Review

3.1 Financial Performance

Financial performance for the year ending 31 July 2023 was consistent with expectations. We started the year with a balance of £6,643.00 cash at bank and in hand, from which the PTA donated £4,600.00 to the school, leaving £2,043.00. This, together with income of £13,417.16, covered the year's expenditure of £3,931.00 (including a payment of £348.37 that cleared after year end, but relates to costs incurred during the period), leaving available funds of £11,529.16 at the end of the year.

3.2 Income

Receipts totalled £13,417.16, which was an increase of 146% (2021/22: £5,452.96) on the previous year. This is in line with expectations, given Covid-19 guidelines and regulations requiring the PTA to cancel most planned events in 2021/22.

We would like to thank the Co-op in Ballyholme for their support through their Community Funding Scheme. A total of £912.50 was received from the Co-op during the year, which is very much appreciated.

A big thank you to the P7 AQE disco team, who kindly donated £240 to the PTA after the event.

3.3 Expenditure

The PTA donated £4,600 to the school at the start of the year, to be used to meet the funding requests outlined in section 2.2. This was a decrease of 13.2% (2021/22: £5,300) on the previous year.

Excluding donations to the school, expenditure for the year totalled £3,931.00. This was an increase of 367% (2021/22: £841.86) on the previous year, which is in line with expectations given that events did not take place in 2021/22.

3.4 Gifts and Support in Kind

In assessing the finances and assets of the society, it must be noted that many Members (which include parents and guardians of all pupils at the school), and Trustees give a great deal of support in kind. Many purchases made are not claimed back, and the Members and Trustees are very generous with their time and donations. It is only with their help that the PTA can hold events and undertake all the administration in the background.

The PTA wishes to offer its grateful thanks for these Gifts in Kind.

3.5 Funds Materially in Deficit

As of 31 July 2023, the PTA had no funds in material deficit. All funds raised by the PTA are used to fund items identified by the Board of Governors for the benefit of The School, and the PTA account does not run a deficit.

3.6 Major Risks

In the 2022-23 period the major risk for the PTA was around ensuring sufficient volunteer resources to undertake the various fundraising events, as well as the background administration during the year.

The success of fundraising by the PTA has a real impact on the running of the school. At a time where many schools are finding it hard to cover basic running costs, funds raised by the PTA have had and continue to provide a positive impact on the facilities provided for children at the school.

3.7 Financial Management and Reserves Policy

The PTA has a Financial Management Policy which meets the requirements of the Charities Act 2011, the Charity Commission Guidelines "Internal Financial Controls for Charities", and "Accounting and Reporting for Charities: Statement of Recommended Practice (revised 2005)".

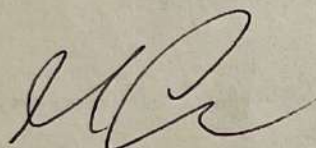
The General Fund is unrestricted and is used for the day-to-day operation of the PTA.

At present, the PTA has no Restricted Funds.

Given that the PTA is not responsible for operational running costs of The School, we consider that a reserve of £1,000 is appropriate. This is to enable purchases of items and provision of floats at events, or other such items as required by the school.

As of 31 July 2023, and taking into account the cheque that cleared shortly after the year end, cash at bank and in hand totalled £11,529.16.

Martin Cram
Chair



4 Accounts for the Year Ending 31 July 2023

4.1 Receipts and Payments Account

Finance summary

Opening bank statement as at 01/08/2022	6,566.00
Donation to school	<u>(4,600.00)</u>
	1,966.00
Opening petty cash	<u>77.00</u>
	<u>2,043.00</u>

	Income	Expenditure	Net proceeds
Smarties	2,485.69	(209.00)	2,276.69
Second hand uniform	61.37	-	61.37
Bank charges	-	(82.43)	(82.43)
Co-op income	912.50	-	912.50
Fitness Freddie from FY22	40.00	-	40.00
p7 AQE disco proceeds	240.00	-	240.00
p7 chips	-	(266.75)	(266.75)
Panto and Christmas activities	-	(613.43)	(613.43)
Hamper raffle proceeds	742.00	-	742.00
PTA Quiz night	1,736.50	(158.10)	1,578.40
P7 Show & Summer BBQ*	7,193.10	(2,506.64)	4,686.46
Staff gifts	-	(55.00)	(55.00)
Tea / coffee / biscuits for PTA	-	(39.65)	(39.65)
	<u>13,417.16</u>	<u>(3,931.00)</u>	<u>9,486.16</u>

Closing bank statement as at 31/07/2023	11,760.53
Less: cheque that cleared after period end (*included in above table)	<u>(348.37)</u>
Cash at bank as at 03/08/2023	11,412.16
Closing petty cash	<u>117.00</u>
Total Available Funds	<u>11,529.16</u>

4.1 Statement of Assets and Liabilities

The PTA does not own any assets, save for the cash at bank and cash in hand, as detailed in section 4.1. The PTA does not have any liabilities, short or long term.

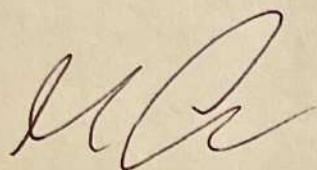
4.2 Notes to the Accounts

Trustees' Expenses - no expenses were paid to any of the Trustees during the year, save for reimbursement in respect of purchases made on behalf of the PTA.

- Trustees' Indemnity Insurance - this is not required.
- Accounting Policies - Section 133 of the Charities Act 2011 permits a charity to prepare a receipts and payments account and a statement of assets and liabilities, where gross income in the financial year does not exceed £250,000, therefore an Account of Receipts and Payments and a Statement of Assets and Liabilities has been prepared and presented for the year ending 31 July 2023.
- All expenditure is recorded when paid.
- Basis of valuations - the PTA does not own any assets, save for cash at bank and cash in hand.

- Independent Scrutiny - in the year ended 31 July 2023, gross income did not exceed £24,000 and, therefore, in accordance with the sections 144 and 145 of the Charities Act 2011, no audit or independent examination is required. Additionally, no such scrutiny is required by the PTA Constitution.
- Cheques not cleared at bank as of 31 July 2023 - as of 31 July 2023, one cheque for £348.37, relating to Summer Fayre and Barbecue expenses, had not cleared. This cleared on 3 August 2023 and, for completeness, is included in the list of expenses relating to activities during the 2022/23 school year.

Martin Cram
Chair

A handwritten signature in black ink, appearing to be 'MC', written in a cursive style.

5 Reference and Administrative Details

5.1 Charity Name: Ballyholme Primary School PTA

5.2 Charity Number: NIC108877

5.3 Principal Address:

Ballyholme Primary School
Glenburn Park
Bangor
County Down
BT20 5RG
Tel: 02891 270392

5.4 Trustees as of 31 July 2023:

Mrs Pamela Rothwell	Principal
Ms Ruth Taylor	Vice Principal
Mr Martin Cram	Chair
Mrs Louise Hopkins	Vice Chair
Mrs Christa Reynolds	Secretary
Mrs Emma Smith	Vice Secretary
Mrs Jude English / Mrs Kelly Keenan	Treasurer
Dr. Rhonda Mitchell-Barratt	Vice Treasurer
Mrs Wingfield (P1)	Teacher Representative
Mrs Patterson (P2)	Teacher Representative

5.5 Other Charity Trustees in the year to 31 July 2023

There were no other Charity Trustees during the year.

5.6 Advisors

Banking Danske Bank
 Bloomfield Shopping Centre
 S Circular Rd
 Bangor
 BT19 7HB

Auditor Not required.

6 Structure, Governance and Management

6.1 Constitution

The PTA is an unincorporated association and is governed by a constitution adopted in April 2020, and updated in March 2022.

The objective of the Association is to advance the education of the pupils in the school by:

- Developing effective relationships between staff and others associated with the school; and
- Engaging in activities, or providing facilities or equipment, which support the school and advance the education of the pupils.

The PTA is run entirely by volunteers.

6.2 Trustee Selection and Management

The PTA is managed by a committee, which consists of all of the appointed Trustees. All current teaching staff and parents or guardians of current pupils are welcomed as members of the PTA.

The PTA usually meets at least six times per annum. In the year to 31 July 2023 six face to face meetings took place in addition to the AGM meeting:

Committee Members	Meetings attended/eligible to attend						
	07/09/22 AGM	21/09/22	16/10/22	14/11/22	9/1/23	27/02/23	03/05/23
Mrs Pamela Rothwell	Yes	Yes	Yes	Yes	Yes	Yes	No
Ms Ruth Taylor	Yes	Yes	Yes	Yes	Yes	No	Yes
Mr Martin Cram	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dr Rhonda Mitchell Barratt	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mrs Christa Reynolds	Yes	Yes	Yes	No	Yes	Yes	Yes
Mrs Emma Smith	No	Yes	No	Yes	No	Yes	Yes
Mrs Louise Hopkins	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mrs Jude English **	Yes	No	Yes	Yes	Yes	n/a	n/a
Mrs Kelly Keenan **	n/a	n/a	n/a	n/a	n/a	Yes	Yes
Mrs Wingfield	Yes	Yes	Yes	Yes	Yes	Yes	No
Mrs Patterson	Yes	Yes	Yes	Yes	Yes	Yes	Yes

** During the last term of the school year, Mrs J English temporarily stood down as PTA Treasurer due to family matters, and was ably replaced by Mrs K Keenan, to whom we are most grateful for joining our Committee team at short notice.

The Chair determines the agenda for each meeting.

The meetings are predominantly used to review recent activities, and to plan forthcoming events.

The Annual Report and Statement of Accounts are approved by the Trustees and then presented to the Members at the Annual General Meeting.

In line with the Constitution, Trustees are elected at the annual AGM in the Autumn term each year.

6.3 Related Organisations

The PTA exists only to support The School, and there are no related organisations.

7 Objectives and Activities

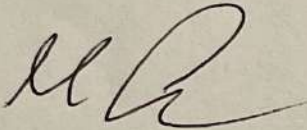
7.1 Charitable Objectives - The Objectives of the PTA are as laid out in the Constitution, as outlined in Section 6.1.

7.2 Public Benefit Statement - The Trustees of the PTA confirm that they have complied with their duty under section 17 (5) of The Charities Act 2011, to have regard to the Charity Commission's guidance on public benefit, and that the public benefit requirement has informed the activities of the Society in the year to 31 July 2022.

7.3 Summary of Main Activities - The core activities of the PTA are:

- Planning and delivery of fundraising events
- Planning and delivery of other fundraising activities
- Supporting the school in any other way as is deemed appropriate.

Martin Cram
Chair



P. Rothwell
PRINCIPAL .