

Ballyholme Primary School PTA

Annual Report and Statement of Accounts

For the year ending 31 July 2024

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1. Annual Report for the year ending 31 July 2024

The Trustees of the Ballyholme Primary School PTA (“PTA”) are pleased to submit their report and accounts for the period 1 August 2023 to 31 July 2024.

2. Achievements and Performance

2.1 The year in numbers

624	30	6 meetings plus the AGM	£22,409	£14,777
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 course of the school year by the Principal and Vice Principal(s) 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 2023-2024 included:

- Reading resources;
- Spelling and fact booklets, together with Folen’s Spelling programme; and
- Playground resources.

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 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, the Christmas Hamper raffle, the Parent Teacher Bingo Night, the Second-hand uniform stall, the Easter colouring competition, Fitness Freddy, and the Summer Barbeque.

2.3.1 Fitness Freddy

We were delighted to welcome Fitness Freddy back to Ballyholme Primary School again this year. The whole school benefitted from a fantastic, upbeat, day full of fresh air and exercise. The children enjoyed ice lollies to celebrate their hard work. This day raised the terrific sum of £4,323. Thank you so much to the children for taking part, and to all the kind sponsors who supported this event.

2.3.2 Second-hand Uniform stall

The PTA is proud 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 £137.22. Thank you to all those who donated, to all those who volunteered their time to organise the clothing, and to everyone that came along.

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 £756 was raised.

Surplus raffle donations were individually wrapped by parents and provided, as gifts, to the 80 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 are most grateful.

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

2.3.4 Christmas activities

We were thrilled to welcome the famous Papa Elf to Ballyholme Primary School at Christmas. He regaled the children with fantastic festive stories at assembly time.

Once again, the school was delighted to receive a surprise visit from Santa in December 2023, kindly supported by the PSNI Neighbourhood team. The playground was full of excited squeals and laughter, and everyone was able to take part in festive songs.

The Party DeeJay NI came in to school to put on a brilliant disco for the children, for which the PTA also provided drinks and snacks.

In total, £575 of PTA funds were used to provide treats and activities during the Christmas period.

2.3.5 P7 chips

The PTA was very pleased to be able to provide chips from Millar's Fish and Chip shop to support the p7 sponsored dance-a-thon and walk, in aid of Abana. Well done to the p7's for their hard work!! The cost for this activity was £300.

2.3.6 Co-op

We are very grateful to the Co-op in Ballyholme who kindly had our PTA as one of their charitable causes in 2022-23. We received our final payment from this partnership in Autumn 2023, to the tune of £1,030. These funds have been used to purchase outdoor benches and picnic tables, enriching the school's outdoor environment.

2.3.7 Bingo Night at Donaghadee Golf Club

Parents and staff enjoyed a wonderful Music Bingo evening at Donaghadee Golf Club, led by North Down DJs. We would like to offer our grateful thanks to the team at Donaghadee Golf Club for their hospitality.

Raffle gifts were generously donated by local businesses and school families, for which we are very grateful. We would like to give special thanks to our corporate sponsors: Ulster Property Sales; GForce; The Stables; and NJM Accountancy Ltd, for their support with this wonderful evening.

A fabulous total of £1,389 was raised at this event.

2.3.8 Easter activities

Our Easter colouring competition was popular again this year. All children in the school received a sheet to colour and a small packet of sweets, regardless of whether they wished to submit an entry in the competition. There were so many wonderful entries, and congratulations to those who received an easter egg award. It was fabulous to see the bright displays of Easter art throughout the school.

We are very grateful to Robinsons Goldsmiths, situated on Prospect Road, who ran an art competition for children in the local community. Robinsons kindly donated the £1 entry fees back to each of the schools from which children participated. Ballyholme had 24 entries, with one of our own p7 children taking home first prize!

2.3.9 Smartie Tube Challenge

The PTA supplied tubes of smarties for all children in the school. Children were invited to fill the Smartie tubes with loose change. This year the PTA chose to split the proceeds of this fundraising event with 50% being donated to Cancer Focus NI and 50% being retained within the PTA. We have several school and PTA families who have received support from this wonderful charity.

This event raised the fantastic sum of £1,540, of which £770 was donated to Cancer Focus NI. We were delighted to welcome representatives from Cancer Focus NI to school, where members of School Council and the PTA presented them with a cheque.

Thank you to everyone for your generous support.

2.3.10 School Fund

As a registered charity, Ballyholme Primary School PTA is now able to claim gift aid on donations. For the first time, families now have the option to pay School Fund to the PTA and nominate that gift aid may be claimed for their donation. This is a wonderful way of raising extra funds, at no extra cost to families.

This year the sum of £4,830 was donated to School Fund for gift aid to be reclaimed. Once all gift aid supplementary information has been collected, this could be worth a further £1,208. The gift aid return will be submitted to HMRC during the school year 2024/25.

In line with the PTA constitution, these funds will be used to provide additional classroom resources, to supplement trips and experiences, and to support enrichment of the school environment to benefit children in all year groups.

Please note that where the gift aid option is not selected, School Fund goes directly to the Ballyholme Primary School accounts and is not accounted for in this report.

2.3.11 Summer Barbecue

The summer barbecue was a fantastic event, attended by around 800 children, friends and family. Events like this require an enormous amount of planning, and many helpers on the night. We are very grateful to all those who gave their time to make this event really special.

A total of £4,821 was raised by the Summer Barbecue.

2.4 Membership of the PTA

All parents or guardian of children currently attending the school are welcomed as members of the PTA, and warmly invited to attend meetings.

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 2024 was consistent with expectations. We started the year with a balance of £11,529 cash at bank and in hand, from which the PTA donated £10,000 to the school, leaving £1,529. This, together with income of £22,409, covered the year's expenditure of £4,777, leaving available funds of £19,161 at the end of the year.

3.2 Income

Receipts totalled £22,409, an increase of 67% compared with prior year (2022/23: £13,417). This is in line with expectations.

3.3 Expenditure

The PTA donated £10,000 to the school at the start of the year, to be used to meet the funding requests outlined in section 2.2. This was an increase of 117% on the previous year (2022/23: £4,600), noting that less events took place during the 2021/22 school year in the aftermath of the Covid-19 pandemic.

Excluding the donation to the school, and a payment relating to the previous year, expenditure for the year totalled £4,777, an increase of 22% on prior year (2022/23: £3,931).

The £10,000 donation to school was spent as follows:

- New Reading resources:
 - Foundation stage – Rhoni Readers £1,500.16;
 - P3-P7 – Black Cat - £2,624.30;
 - Key stage 2 guided reading top up - £276.92;
- Spelling and fact booklets, plus Folens Spelling Programme - £4,034.60; and
- Playground resources for the benefit of all children - £1,564.02.

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 is able to hold events and undertake all of the administration in the background.

The PTA wishes to offer its grateful thanks for this Gift in Kind.

3.5 Funds materially in deficit

As of 31 July 2024, 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

With respect to the PTA achieving its purpose of raising funds to support the school during 2023-24, the major risk is around ensuring sufficient volunteer resources to undertake the various fundraising events, as well as the background administration during the year.

We have been very fortunate to have strong attendance at PTA meetings during this year, as well as excellent support from the wider school community.

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 provided 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 2024, and taking into account three payments that cleared shortly after the year end, cash at bank and in hand totalled £19,161.

Louise Hopkins
Chair

4 Accounts for the year ending 31 July 2024

4.1 Receipts and Payments Account

Finance summary				
Opening bank statement as at 01/08/2023				11,760.53
Less: 2022/23 expenditure accounted for in prior year				(348.37)
Opening petty cash				117.00
				<u>11,529.16</u>
Fundraising activities	Receipts	Payments	Net	
Second hand uniform		-	-	
Co-op income	1,030.33		1,030.33	
Fitness Freddy and ice lollies	4,996.60	(674.00)	4,322.60	
P7 chips		(300.00)	(300.00)	
Bingo night	1,958.00	(568.91)	1,389.09	
Christmas activities		(575.00)	(575.00)	
Hamper raffle proceeds	756.00		756.00	
Uniform	137.22		137.22	
Easter Activities	203.95	(179.10)	24.85	
Smarties (50% Cancer Focus NI)	1,769.89	(224.64)	1,545.25	
School Fund - gift aided	4,830.00		4,830.00	
Cash for clobber	772.00		772.00	
BBQ	5,932.55	(1,111.52)	4,821.03	
Subtotal for fundraising	22,386.54	(3,633.17)	18,753.37	
Other payments				
Donation to school		(10,000.00)	(10,000.00)	
Smarties donation to Cancer Focus NI		(769.85)	(769.85)	
Bank charges	-	(104.57)	(104.57)	
Postage & stationery	22.50	(93.38)	(70.88)	
Gifts		(175.95)	(175.95)	
			-	
Subtotal for other payments	22.50	(11,143.75)	(11,121.25)	
Totals	22,409.04	(14,776.92)	7,632.12	7,632.12
Available cash as at 31/07/2024				19,161.28
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Cash at bank as at 31/07/2024 (per bank statement)				19,297.88
Pending payments				(425.15)
Petty cash balance				288.55
Available cash as at 31/07/2024				19,161.28

4.2 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.

4.3 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 2024.
- 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 2024, gross income did not exceed £25,000 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.

Whilst no such scrutiny is required, the PTA invited an independent review of the financial reporting for 2022/2023. Richard Shields of Adrian Hall & Co, Bangor, kindly undertook this review, with no issues reported.

- **Payments that had not yet cleared as of 31 July 2024**

Payments totalling £425.15, relating to the 2023/24 school year, had not cleared as at 31 July 2024, but had cleared by 31 August 2024.

Louise Hopkins
Chair

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 Charity Trustees as of 31 July 2024:

Name	Role
Mrs Pamela Rothwell	Principal
Ms Ruth Taylor and Mrs Heather Stephens	Vice Principal – shared role
Mrs Louise Hopkins	Chair
Mrs Lauren Ferguson	Vice Chair
Mrs Christa Reynolds	Secretary
Mrs Emma Smith	Vice Secretary
Mrs Jude English	Treasurer
Mrs Jenny Campbell	Vice Treasurer

5.5 Other Charity Trustees in the year to 31 July 2024

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, which was last 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 the appointed Charity Trustees who are registered with the Charity Commission, together with two teacher representatives, and other role holders as required. All current teaching staff, together with 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 2024 six meetings took place, in addition to the AGM meeting:

COMMITTEE MEMBERS	CHARITY TRUSTEES	AGM	08/11/202	10/01/202	06/02/202	06/03/202	24/04/202	28/05/202	No. meetings attended
		28/09/2023	3	4	4	4	4	4	
Mrs Pamela Rothwell	Y	Yes	No	Yes	Yes	Yes	No	No	4
Ms Ruth Taylor	Y	Yes	No	No	No	Yes	Yes	No	3
Mrs Heather Stephens	Y	No	Yes	No	Yes	No	No	Yes	3
Mrs Louise Hopkins**	Y	Yes	Yes	Yes	Yes				4
Mrs Lauren Ferguson**	Y	Yes	Yes	Yes	Yes	Yes	Yes	No	6
Mrs Christa Reynolds	Y	Yes	Yes	Yes	Yes	Yes	No	Yes	6
Mrs Emma Smith	Y	No	Yes	No	Yes	Yes	No	Yes	4
Mrs Jude English	Y	Yes	Yes	Yes	Yes	No	Yes	No	5
Mrs Jenny Campbell	Y	Yes	Yes	Yes	Yes	Yes	No	Yes	6
Mrs Roisin Kelly**	N	No	No	No	Yes	Yes	Yes	Yes	4
Mrs Tina Ferguson**	N	Yes	Yes	Yes	No	Yes	Yes	Yes	6
Mrs Kylie Wingfield (P1)	N	No	Yes	No	Yes	Yes	Yes	Yes	5
Mrs Paula Patterson (P2)	N	Yes	Yes	Yes	Yes	Yes	Yes	Yes	7

** During the last term of the school year, Mrs L Hopkins temporarily stood down as PTA Chair due to family matters. Mrs L Ferguson stepped in to take the role of Chair during this period, for which we are most grateful. Mrs R Kelly and Mrs T Ferguson kindly joined the Committee team to share the Vice Chair role and have offered exceptional support to Mrs L Ferguson.

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 2024.

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; and
- Supporting the school in any other way as is deemed appropriate.

Louise Hopkins
Chair