

**Ballyholme Primary School PTA**

**Annual Report and Statement of Accounts**

**For the year ending 31 July 2025**

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### **1. Annual Report for the year ending 31 July 2025**

The Trustees of the Ballyholme Primary School PTA ("PTA") are pleased to submit their report and accounts for the period 1 August 2024 to 31 July 2025.

## 2. Achievements and Performance

### 2.1 The year in numbers

634	29	4 meetings plus the AGM	£26,058	£30,530
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 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 2024-2025 included:

- iPads for Key Stage 1
- New small world toys
- Contribution towards the cost of a sensory room
- Contribution towards the cost of playground repairs

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 Fitness Freddy, Family Paint night, easy fundraising, Christmas Hamper raffle, the Parent Teacher Speed Quiz Night, Easter Wonka bar event, Cash for Clobber 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 £4,933. Thank you so much to the children for taking part, and to all the kind sponsors who supported this event.

#### 2.3.2 Class Fundraising Christmas Cards

The PTA was delighted to trial this fundraising scheme which involved children drawing a festive image which was then available for parents and carers to purchase

in the form of Christmas cards, mugs, tea towels etc. We had fantastic support for this initiative and were so grateful to all the parents who offered to help distribute the orders around classrooms in the middle of December. A total of £1,518 was raised.

### 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 £479 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 Festive Family Paint Night

The PTA trialled this new event in November 2024. During this ticketed event, Families were invited to paint an unlimited number of festive pottery figurines supplied by "Kellys paint your own." This was a wonderfully festive event which was enjoyed by 300 attendees.

This event was kindly sponsored by Euro Spar, Gransha who provided us with shloer and biscuits and we offered the children a drink and pack of elf shaped biscuits to add to the theme.

A total of £684 was raised at this event.

### 2.3.5 Christmas activities

Once again, the school was delighted to receive a surprise visit from Santa in December 2024, 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, £516 of PTA funds were used to provide treats and activities during the Christmas period.

### 2.3.6 Active Youth NI/Action Mental Health Event

The PTA was delighted to team up with leading charity Action Mental Health and specialist physical activity provider Active Youth NI to mark this year's Children's Mental Health Week. Embracing the campaign's theme of 'Know Yourself, Grow Yourself', children from every year group took part in a packed programme of events designed to build strength, resilience, social skills and teamwork. Featuring music, fitness games as well as mindful movement. The event was a huge success, and we were delighted to throw our support behind such an impactful organisation

This event raised a total of £1858 of which £929 was donated to Action Mental Health.

#### 2.3.7 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 £350.

#### 2.3.8 Tesco Preloved book sale

We were so grateful to Tesco Springhill for choosing Ballyholme Primary School to receive the funds raised via their second hand book sale. In total £800 was raised.

#### 2.3.9 Speed Quiz Night at Bangor Golf Club

Parents and staff enjoyed a wonderful Speed Quiz evening at Bangor Golf Club, led by Speed Quiz NI. This was a fantastic evening of fun, attended by 120 parents. We would like to offer our grateful thanks to the team at Bangor Golf Club for their hospitality.

Raffle gifts were generously donated by local businesses and school families, for which we are very grateful.

A fabulous total of £1,250 was raised at this event.

#### 2.3.10 Easter Wonka Bar fundraiser

Our Easter Wonka Bar event was a HUGE success with over 1200 chocolate bars sold. Children were able to purchase Wonka bars via school money, and they bars were delivered to classrooms by PTA alongside a few P7 helpers.

The lucky 60 winners who found a golden Wonka bar inside their chocolate bar were invited to exchange their ticket for a gift. These gifts were donated by several local businesses such as UPS Donaghadee, Victoria Pinkerton, Streamvale Farm, BG Contracts, Cosimac, Spar Ballyholme, All star Bounce NI, The Guillemot, Nicky McClelland Agencies as well as additional gifts purchase by PTA to enable us to sell extra chocolate bars following an initial sell out.

A total of £1320 as raised at this event.

#### 2.3.11 Cash for Clobber

£238 was raised via this fundraiser – we are so grateful to The Yankee Store group for once again supplying a lorry for this 3 day event and to all our families for supporting us and getting involved in this great fundraiser.

#### 2.3.12 Teachers Marathon Donation

This parent / teacher fundraiser was a huge success with a total of £2,263 raised. £1,100 of this was donated to Tinylife which is a charity very close to many of our school community. We are so grateful to everyone who took part in the marathon!

#### 2.3.13 Gift Aid

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, gift aid was claimed on the previous year (2023-2024) school fund contributions and £951 was received. This will be paid to the school during the next financial year.

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.

Gift aid was also claimed for our Fitness Freddy and Active Youth/AMH fundraisers, through the use of the JustGiving platform to raise funds for these events.

#### 2.3.14 Summer Barbecue

The summer barbecue was a fantastic event, attended by around 1000 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. Special thanks also to the Spar Ballyholme for their kind donation of sweets for our Bran Tub.

A total of £4,342 was raised by the Summer Barbecue.

#### 2.3.15 Co- op and P7 disco donation

We are so grateful to the Co-op Ballyholme for their generous donation of £150 to the PTA.

We would also like to thank the P7's who generously donated £400, which came from the surplus funds raised during their Christmas disco.

#### 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 2025 was consistent with expectations. We started the year with a balance of £19,161 cash at bank and in hand. Our fundraising activities generated income of £26,058. We were delighted to be able to donate £17,296 to the school during the year in addition to paying the school fund donations of £4,830. Additional costs and donations of £8,404 left us with a balance of £14,689 at the end of the year.

#### 3.2 Income

Receipts totalled £26,058 an increase of 15% compared with prior year (2023/24: £22,709). This is in line with expectations.

#### 3.3 Expenditure

Expenditure for the year totalled £30,530. This included:

- Donations to the school of £17,296. This was an increase of 73% on the previous year donation of £10,000.
- Payment to the school of £4,830 in relation to School Fund money that was paid to the PTA in 2023/24.
- Purchase of a uniform store for the school at a cost of £395;
- Charity donations to Tiny Life (£1,100) and Action Mental Health (£929);
- Expenditure on fundraising activities of £5,537;
- Other administration costs of £442.

The donation to school of £17,296 was spent as follows:

- Contribution towards sensory room - £5,000
- Contribution towards Playground repairs and new playground equipment -£5,000
- iPads with cases for Key Stage 1 - £3,800
- Small World Toys - £496

#### 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 2025, 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 2024-25, 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 2025, and taking into account three payments that cleared shortly after the year end, cash at bank and in hand totalled £14,689.

Lauren Ferguson  
Chair



## 4 Accounts for the year ending 31 July 2025

### 4.1 Receipts and Payments Account

<b>Finance summary</b>				
Opening bank statement as at 01/08/2024				19,297.88
Unpresented Cheques				(425.15)
Opening petty cash				288.55
				<u>19,161.28</u>
<b>Fundraising activities</b>	<b>Receipts</b>	<b>Payments</b>	<b>Net</b>	
Co-op income	150.00	-	150.00	
Fitness Freddy and ice lollies	5,490.77	(557.86)	4,932.91	
P7 disco proceeds	400.00	-	400.00	
Christmas cards - external	1,524.98	(6.49)	1,518.49	
Hamper raffle proceeds	479.00	-	479.00	
Decoration painting event	1,154.00	(469.71)	684.29	
Christmas activities	-	(516.39)	(516.39)	
P7 Chips	-	(350.00)	(350.00)	
Speedquiz night - Feb-25	1,548.54	(299.00)	1,249.54	
Easyfundraising	192.92	-	192.92	
Active Youth (50% donated to Action Mental Health)	2,267.75	(409.50)	1,858.25	
School Fund - gift aid	951.44	-	951.44	
Wonka Bars	2,330.96	(1,011.05)	1,319.91	
Marathon- 50% donated to Tiny Life	2,263.87	-	2,263.87	
Tesco Books	800.00	-	800.00	
Summer BBQ	6,259.73	(1,917.72)	4,342.01	
Cash for Clobber	238.00	-	238.00	
<b>Subtotal for fundraising</b>	<b>26,051.96</b>	<b>(5,537.72)</b>	<b>20,514.24</b>	
<b>Other</b>				
Donation to School	-	(17,296.24)	(17,296.24)	
School Fund Payment to school	-	(4,830.00)	(4,830.00)	
Donation to Action Mental Health	-	(929.13)	(929.13)	
Donation to Tiny Life	-	(1,100.00)	(1,100.00)	
Uniform Store	-	(395.00)	(395.00)	
Bank charges	-	(109.31)	(109.31)	
Postage & stationery	-	(233.60)	(233.60)	
Gifts	-	(98.67)	(98.67)	
Receipt relating to 23/24	6.00	-	6.00	
<b>Subtotal for other payments</b>	<b>6.00</b>	<b>(24,991.95)</b>	<b>(24,985.95)</b>	
<b>Totals</b>	<b>26,057.96</b>	<b>(30,529.67)</b>	<b>(4,471.71)</b>	<b>(4,471.71)</b>
<b>Available cash as at 31/07/2025</b>				<b><u>14,689.57</u></b>
<hr/>				
Cash at bank as at 31/07/2025 (per bank statement)				15,189.08
Pending payments				(698.51)
Petty cash balance				199.00
<b>Available cash as at 31/07/2025</b>				<b><u>14,689.57</u></b>

### 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 2025.
- 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 2025, gross income exceeded £25,000 and, therefore, in accordance with the sections 144 and 145 of the Charities Act 2011, an independent examination is required.

The PTA has invited an independent review of the financial reporting for 2024/2025.

- Payments that had not yet cleared as of 31 July 2025

Payments totalling £698.51, relating to the 2024/25 school year, had not cleared as at 31 July 2025, but had cleared by 23 September 2025.

Lauren Ferguson  
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 2025:

<b>Name</b>	<b>Role</b>
Mrs Pamela Rothwell	Principal
Ms Ruth Taylor and Mrs Heather Stephens	Vice Principal – shared role
Mrs Lauren Ferguson	Chair
Mrs Tina Ferguson	Vice Chair
Mrs Melissa McGovern	Secretary
Mrs Alice Hamilton	Vice Secretary
Mrs Natalie McCartan	Treasurer
Mrs Jenny Campbell	Vice Treasurer

5.5 Other Charity Trustees in the year to 31 July 2025

There were several additional Charity Trustees who served during the year. Mrs Louise Hopkins, Mrs Christa Reynolds, Mrs Emma Smith resigned at the AGM on 28 September 2024. Mrs Judith English resigned on 21 March 2025.

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 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.

In the year to 31 July 2025 four meetings took place, in addition to the AGM meeting:

COMMITTEE MEMBERS	CHARITY TRUSTEES	AGM	02/10/2024	07/11/2024	04/02/2025	23/05/2025	No. meetings attended
		28/09/2024					
Mrs Pamela Rothwell	Y	Yes	Yes	Yes	Yes	Yes	5
Ms Ruth Taylor	Y	Yes	Yes	No	No	Yes	3
Mrs Heather Stephens	Y	Yes	Yes	Yes	Yes	No	4
Mrs Lauren Ferguson	Y	Yes	Yes	Yes	Yes	Yes	5
Mrs Jude English*	Y	Yes	Yes	No	Yes	No	3
Mrs Jenny Campbell	Y	Yes	Yes	Yes	No	No	3
Mrs Tina Ferguson	Y	Yes	Yes	Yes	Yes	No	4
Mrs Melissa McGovern	Y	Yes	Yes	No	Yes	No	3
Mrs Emma Smith	N	Yes	Yes	No	No	No	2
Mrs Katherine Gill (teacher)	N	Yes	No	Yes	Yes	No	3
Mrs Paula Patterson (P2)	N	Yes	No	Yes	Yes	No	3
Mrs Alice Hamilton	N	Yes	No	Yes	Yes	Yes	4
Mrs Heather Connery	N	Yes	Yes	Yes	Yes	No	4
Mr Duncan Molloy	N	No	No	Yes	No	No	1

*\*Mrs Jude English resigned as a Trustee on 21 March 2025*

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 2025.

### **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.

Lauren Ferguson  
Chair