

Ballyholme Primary School PTA

Annual Report and Statement of Accounts

For the year ending 31 July 2021

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1. Annual Report for the year ending 31 July 2021

The Trustees of the Ballyholme Primary School PTA ("PTA") are pleased to submit their report and accounts for the period 1 August 2020 to 31 July 2021.

2. Achievements and Performance

2.1 The year in numbers

624	29	One plus the AGM	£4,786	£503
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 2020-2021 included:

- Play Resources: P1-P3;
- Spelling and Fact Books: P4-P7; and
- Outdoor Furniture.

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 Fundraising 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.

In normal times, the PTA aims to hold three larger events, being: The Autumn Fair; The Spring Parent Evening Event; and the Summer Barbecue. Due to the impact of Covid-19, and the associated school closure and other restrictions these events did not proceed.

The only events held this year were The Winter Ballot and the Summer Non-Uniform day.

2.3.1 The Winter Ballot

Ballot tickets were sold at a cost of £5 per ticket. In total 296 tickets were sold across 230 school families. This raised a fantastic total of £1,480 which, after costs, generated a net sum of £1,184.

2.3.2 The Summer Non-Uniform Day

A total of £3,306 was raised from the Summer non-uniform day, held on Friday 18 June 2021.

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. 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 2021 was consistent with expectations. We started the year with a balance of £9,465 cash at bank and in hand, from which the PTA donated £6,200 to the school, leaving £3,265. This, together with income of £4,786, covered the year's expenditure of £503, as well as a payment of £200 relating to the prior year, leaving available funds of £7,348 at the end of the year.

3.2 Income

Receipts totalled £4,786, which was a decrease of 8% on the previous year (£5,188). This is in line with expectations, given Covid-19 required the PTA to cancel most planned events.

3.3 Expenditure

The PTA donated £6,200 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 38% on the previous year (£10,000).

Excluding donations to the school, and a payment relating to the previous year, expenditure for the year totalled £503. This was a decrease of 54% on the previous year (£1,094), which is in line with expectations given that events did not take place.

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 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 at 31 July 2021, 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 2020-21, Covid-19 has had an enormous negative impact as the PTA has been prevented from fundraising in the usual manner.

In previous years, 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 made a significant 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 £2,000 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 at 31 July 2021, the PTA bank account had a balance of £7,255 (£9,372 on 31 July 2020).

Approved and adopted by a meeting of the PTA Committee in 21st March 2022, and signed on their behalf,



Martin Cram
Chair



4 Accounts for the year ending 31 July 2021

4.1 Receipts and Payments Account

Table for Annual report			
Opening bank statement as at 01/08/2020			9,372.20
Donation to school			(6,200.00)
Cash payment relating to prior year			<u>(200.00)</u>
			2,972.20
Opening petty cash			<u>93.00</u>
			<u>3,065.20</u>
	Income	Expenditure	Net proceeds
Ballot	1,480.00	(296.00)	1,184.00
Non-uniform Day	3,306.03		3,306.03
Bank charges		(61.55)	(61.55)
Bank error 30/12	180.00	(180.00)	-
Staff gifts		(145.78)	(145.78)
	<u>4,966.03</u>	<u>(683.33)</u>	<u>4,282.70</u>
Closing bank statement as at 31/07/2021			7,254.90
Closing petty cash			<u>93.00</u>
			<u>7,347.90</u>

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 2021.
- 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 2021, 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 at 31 July 2021**

As at 31 July 2021, there were no cheques issued by the PTA which had not cleared at bank. A cash payment, relating to reimbursement of funds in respect of the vouchers for the Art Competition prizes, was issued in August 2020, as shown in the Receipts and Payments account.

Approved and adopted by a meeting of the PTA Committee on 21st March 2022 and signed on their behalf.



Martin Cram
Chair



5 Reference and Administrative Details

5.1 Charity name: Ballyholme Primary School PTA

5.2 Charity Number: *The application to the Charity Commission is in progress at this time*

5.3 Principal Address:

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

5.4 Trustees as at 31 July 2021:

Mrs Pamela Rothwell	Principal
Ms Ruth Taylor	Vice Principal
Mrs Martin Cram	Chair
Mrs Lauren Ferguson	Vice Chair
Mrs Christa Reynolds	Secretary
Mrs Emma Smith	Vice Secretary
Mrs Jude English	Treasurer
Mrs Louise Hopkins	Vice Treasurer
Mrs Stephens (P1)	Teacher Representative
Mrs McClelland (P3)	Teacher Representative

5.5 Other Charity Trustees in the year to 31 July 2021

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 2021, only one meeting took place in addition to the AGM meeting. This was as a result of Covid-19. Committee member attendance was as follows:

Committee Members	Meetings attended / Meetings eligible to attend	
	07/12/20 AGM	19/05/21
Mrs Pamela Rothwell	Yes	Yes
Ms Ruth Taylor	Yes	Yes
Mr Martin Cram	Yes	Yes
Mrs Lauren Ferguson	No	No
Mrs Christa Reynolds	Yes	Yes
Mrs Emma Smith	Yes	Yes
Mrs Louise Hopkins	Yes	Yes
Mrs Jude English	Yes	Yes
Mrs H Stephens	Yes	No
Mrs K McClelland	No	Yes

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 2021.

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

Approved and adopted by a meeting of the Committee on 21st March 2022 signed on their behalf.



Martin Cram
Chair

