



The Tunbury School Association Annual General Meeting Thursday 21st September 2023, 8pm

CO-CHAIR REPORT

School Community

The TSA is a registered charity dedicated to raising funds for Tunbury Primary School so that our children's learning and surroundings can be further enhanced outside of any authority budgets. The money we raise is spent on equipment, resources and experiences that benefit the school and its pupils. Funds raised by the TSA are intended to provide 'extras' not already provided by the school's main income, and we strive to support ways to make learning more interesting and exciting. We aim to provide equitable funding throughout the school to support each child's learning journey whilst facilitating their physical, psychological and social development. We welcome all parents to become involved with the school community to help enrich the lives of our children. We are all very passionate volunteers who enjoy being part of the TSA and are very grateful for any support received from Tunbury parents and staff. We continually seek new volunteers and fresh ideas, so any contributions are greatly appreciated.

2022/2023 TSA Review

The TSA has had a good year fundraising, despite the fact we have really struggled with volunteers this year. We have raised approximately £7,418 from this year's events, this is lower than previous year due to the fact we haven't opened as many TSA stalls at events.

Key Highlights of the year include:

- Christmas card project - we ordered in time for the early bird discount, which saw us have a commission amount of £850
- Our annual Fireworks Spectacular was one of our main events and it generated net income of £1,617. The event had to be moved due to weather and we issued over £900 in ticket refunds due to new date not being suitable for everyone that had purchased a ticket. We also have to net off the deposit paid in 21/22 for the fireworks making adjusted profit to £546
- The Christmas Fair and Grotto raised £605
- The present rooms continued to be a hit with many pupils and the Christmas, Mother's Day and Father's Day events made a combined profit of £2,337
- The summer fair was a great day, everyone who came had a lovely time and we managed to raise £1,309. There was a significant lack of volunteers for this event, before and on the day which saw a smaller number of TSA stalls
- New event this year was the School discos which the kids loved, 3 separate discos raised £589 altogether
- Pantomime-£288, Easter egg hunt - £361 and non-uniform days - £540 added to the profits and were

easier events to organise

- Our last event of the year, the family picnic, was run as a donation to the Tunbury community and not as an income generating event. Its purpose was to say thank you to the parents, children and staff for all their support throughout the year and was an opportunity for new reception families to be welcomed to the school
- The website, run by Cath, is a fantastic tool for marketing and payment for events

This year the money raised by the TSA has enabled us to agree funding for some great learning experiences and resources including: an outside classroom, new mosaic for front of school, quiet area seating, equipment and mural, Yr 6 autograph books and donation towards the Yr 6 Prom.

Thank you from the Chairs

We would like to thank all the volunteers that have helped us with the events throughout the year. The success of the TSA events would not have been possible without the core members who have dedicated such a large amount of their time. We would personally like to thank Jennie Harwood, Marie Carter, Zoe MacDonald, Lisa Bond, Sharon Warner, Marion Cogger, Catherine Hughes, Robin How and Sarah Barr who undertake a variety of roles within the TSA.

In addition to the committee and parent volunteers we would like to thank all the staff at Tunbury who have given up their time to support the event this year. In particular, the site manager Paul, Lily and Alison in the school office, have been very supportive and accommodating with our requests throughout the year. Head Teacher Mrs Austin with all her help and support she gives the TSA, Deputy Head Mr Taylor for his help with our events.

Our aim for the TSA this year was to organise a variety of fun filled events, for all ages to enjoy whilst raising valuable funds for the children of Tunbury. With the start of a new school year we need to recruit volunteers, parents to join the TSA committee in order to help us put on as many events as we can. As it stands now we just don't have enough support to run these events, which is a great shame as it will affect the funds we raise for the children of Tunbury School.

We have already been unable to book and plan a Fireworks display for this year, as we were unsure of the future of the TSA and we just don't have the volunteers to enable us to run this event.

A special thank you from myself (Claire Pryer) goes to Sarah Mingozi (Co-Chair) for her hard work and tireless effort she has put into the TSA. Sarah stepped down last term but still continues to support me, Thank you.

I am also stepping down as Chair this year, I wish all the best to the new chair for this school year.

Thank you
Claire Pryer and Sarah Mingozi
(TSA Co-Chair)



TUNBURY SCHOOL ASSOCIATION

Additional Notes for 22/23 Accounts

The Tunbury School Association (TSA)

Address: Tunbury Ave, Walderslade, Chatham ME5 9HY

Phone Number: 07951120311

Email: treasurer@thetunburyschoolassociation.com

Website: <https://www.pta-events.co.uk/tunbury/>

Following a review of the accounts the profit figures were revised and the Chair's report updated post meeting on the 21st September 2023

	Reported In the Meeting and the Initial Published Report	Final Profit Figures Post Review	Comments
Christmas Card project	£ 850	Profit £850	
Fireworks	£ 1,789	Profit £546	Forgot to include deposit paid 21/22
Xmas Fair & Grotto	£ 635	Profit £605	£20 expense paid in 21/22 needed to be reflected in the profit here
Present Rooms	£ 2,498	Profit £2,337	Miscellaneous expenses allocated to correct event now
Summer Fair	£ 1,428	Profit £1,309	Added proportion of disco drinks expenses and also one adjustment that was left off
School Discos	£ 535	Profit £589	Leftover drinks used at summer fair so reallocation of expenses, reduced expenses here
Panto	£ 405	Profit £288	Forgot to include deposit paid 21/22
Easter Egg Hunt	£ 370	Profit £361	£9 manual adjustment in the old accounts which can't explain so removed
Non Uniform Days	£ 540	Profit £540	



TSA General Meeting
Accounts as at 31st August 2023
Tunbury Primary School
Registered Charity No. 1005560
Treasurers Report from Marie Carter
Financial year ending 31 August 2023

Opening Bank Balance 01/09/2022	28,096
Closing Bank Balance 31/08/2023	19,970
Difference -	8,126
Carrying paid expenses forward to 23/24 Events	585
Recognising expenses paid last year for 22/23 Events -	1,351
Check -	8,892

Income Statement

Total Income	£25,505
Events 21/22	£248
Events 22/23	£24,920
Events 22/23 - donation in kind	£137
Partnerships & Sponsorship	£200

Total Expenses	£34,397
Events 21/22	£58
Events 22/23	£19,607
Admin	£487
Purchase of Assets	£271
Donations	£13,973

Net Income	-£8,892
Events 21/22	£189
Events 22/23	£5,450
Other inc Donations to School	-£14,532

Balance Sheet

Total Assets	£21,369
Tangible Assets	£814
Current Bank Balance	£19,970
Cash In Hand	£0
Paid expenses carried forward to 23/24 Events	£585

Total Liabilities	£350
Invoices for 22/23 Events	£0
Invoices/Expenses for 23/24 Events	£0
Outstanding Funding Requests	£350

Net Current Assets / Liabilities	£21,019
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Available Cash For Future School Donations	£19,620
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- Accounts as at 31st August 2023
- Net Income: -£8,892
- Donations: Total donations to the school increased to £13,973 this year, following the payment for the Outdoor Classroom in August
- Event Income: Net income from 2022/23 events stands at £5,450. We are now recognising the previously deferred expenses from 21/22, which were paid in advance for 22/23 events, in this year's income statement. Additionally, TSA funded two events for the children
- An outstanding invoice of £45 from a 2021/22 event was paid in September 2022. There was also an error with Stripe around Easter 2022, resulting in a delayed payment of £248 for the egg hunt paid into bank in November 2022, and some PayPal fees. Since these were not known at the time they were not reflected in last year's income statement
- Regular monthly expenses include bank charges and web mail fees. Affiliate commissions are received monthly through partnerships and sponsorships
- Bank Balance: £19,970 with no significant liabilities currently outstanding, as we have not yet booked the Fireworks event for November 2023. The annual £350 donation for the Year 6 yearbooks is still pending
- Available Funds: £19,620, slightly lower than reported last month due to incurred administrative charges
- Assets/Liabilities: Include purchases from 2021/22 (see Asset List). We have not set aside the usual £4,000 for running costs yet, as there are no donation requests at this time. Any future expenses are expected to be offset by income from upcoming events. However, if we proceed with a November 2023 event, we will need to reserve £10,000 for event expenses, to be settled



Events 22/23

Event Name	Income	Expenses	Net Income	Notes
Fireworks 2022	£9,359	£8,812	£546	Profit £546
Xmas Present Room 2022	£2,451	£1,272	£1,179	Profit £1,179
Xmas Card Project 2022	£874	£24	£850	Profit £850
Panto 2022	£1,772	£1,484	£288	Profit £288
Xmas Fair 2022	£1,459	£877	£583	Profit £583
Xmas Grotto 2022	£314	£292	£22	Profit £22 (row accidentally hidden last month)
Mothers Day Present Room 2023	£1,437	£756	£681	Profit £681
Easter 2023	£675	£314	£361	Profit £361
School Disco 2023	£1,159	£570	£589	Profit £589
Kings Coronation 2023	£477	£1,836	-£1,358	Not aiming to make a profit - funded event for school
Fathers Day Present Room 2023	£1,393	£915	£478	Profit £478
Non Uniform Day 2023	£261	£0	£261	Profit £261
Summer Fair 2023	£3,149	£1,840	£1,309	Revised Profit, £1,309
Family Picnic 2023	£0	£609	-£609	Not aiming to make a profit - funded event for school
Dare to be different 2023	£279	£0	£279	Profit £279
Miscellaneous	£0	£6	-£6	Coffee morning expense only

	Income	Expenses	Net Income	Notes
Total	£25,057	£19,607	£5,450	<i>Income includes donation in kind for the raffle tickets, the cost of these tickets is recorded under expenses for the event</i>
Total exc TSA Funded events	£24,580	£17,162	£7,418	

Summarised Events 22/23 For Annual Report - N/A for monthly reporting

Event Name	Income	Expenses	Net Income	Notes
Fireworks 2022	£9,359	£8,812	£546	Profit £546
Xmas Card Project 2022	£874	£24	£850	Profit £850
Panto	£1,772	£1,484	£288	Profit £288
Xmas Events 2022	£1,773	£1,169	£605	Profit £605
Present Rooms x3	£5,280	£2,943	£2,337	Profit £2,337
School Discos x3	£1,159	£570	£589	Profit £589
Own Clothes Days	£540	£0	£540	Profit £540
Summer Fair 2023	£3,149	£1,840	£1,309	Profit £1,309
Easter 2023	£675	£314	£361	Profit £361
Other	£477	£2,451	-£1,974	TSA Funded £1,974
Total	£ 25,057	£ 19,607	£ 5,450	

- This year, we raised £7,418 from events, but made significant donations of £13,973 to the school and also funded two events costing £1,974. As a result, our net income for the year was a loss of £8,892. These contributions reflect our commitment to supporting the school and providing valuable experiences for the students.



Notes:

- M W M LTD gave us the money for the Fireworks leaflets so the cost has been offset, this is not recorded under sponsorship just under the event. This was arranged by the Chair/Co Chair and I am not privy to the comms
- We have received £17.25 commission from Stampstastic - parent purchases of name tags via school letter? I do not hold a record of the payment notification
- We receive commission from Amazon Core. I have not stored a record of the payment notifications, they are available in emails
- We have received £873.75 commision from Class Fundraising. We make a % on the xmas cards sold. I do not hold a record of the payment notification but I will send them an email
- £95 Spiderman payment for Fireworks was made via paypal but I can't find the email request from Chair for this payment. He doesn't usually invoice he just supplies an instruction for Paypal payment
- Paid £6 expense for coffee morning but received no takings for this event so allocated to miscellaneous
- £2,472.84 donation made to school and £500 for playtime lost invoiced was received Jul'23
- £247.37 from Nov receipt owed to Sarah, only paid part receipt and fully settled/corrected in Jan'23
- Fireworks event postponed due to weather and we issued £868 in refunds for tickets in Nov'22 and £62.11 in Dec'22 as customers couldn't make new event date- automatic loss, we incurred fees still for the original transaction
- £10 duplicate payment to Zoe in Dec'22, corrected by paying £10 less of mothers day present room receipt Feb'23
- I do not hold a copy of the Parent Kind Liability Insurance Certificate automatic payment taken Jan'23 - have asked Chair to provide
- Revised Profit for Summer Fair, £1,309. Small proportion of income reported in Jul'23 was disco, also reallocated some refreshment expenses to fair and payment from a stall holder received via BACs

Actions for TSA Committee:

- Provide list of left over stock to TSA Treasurer - **Outstading, have assumed Mothers day stock (£585) still OK**
- Check asset list and confirm items exist/not broken - **Complete, no one has informed otherwise that the list is incorrect**
- Provide list of funding requests which have been approved - **Complete**
- Provide list of any large known future invoices for 23/24 - **Complete, none known yet**
- We received BACs payments of various amounts for the Panto tickets. I have provided who has paid and the amounts. Please share list of what we were expecting or confirm amounts paid match expected. Move this to online ticket sales in future? - **Complete, confirmed amounts paid match expected**



Independent Examiner Statement Of Review

The Tunbury School Association (TSA)

Address: Tunbury Ave, Walderslade, Chatham ME5 9HY

Phone Number: 07951120311

Email: treasurer@thetunburyschoolassociation.com

Website: <https://www.pta-events.co.uk/tunbury/>

Registered Charity No.: 1005560

Name: Margarita Galvin

Address: 108 Cudham Drive

City & Postcode: Croydon, CR0 0LW

Email: margarita.philippou@hotmail.co.uk

Date: 13th October 2024

To Whom It May Concern,

I have reviewed the financial statements of The Tunbury School Association for the period 01 September 2022 to 31 August 2023. My review was conducted in accordance with generally accepted principles applicable to the preparation and presentation of financial information.

Scope of Review

The review included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The review did not constitute an audit or a full assurance engagement. As such, my procedures were limited in scope and were primarily focused on analytical procedures and discussions with the Treasurer.

Materiality and Limitations

This statement is made subject to the inherent limitations of a review, which provides a lower level of assurance than an audit. I have considered the concept of materiality in my review, and I have not conducted a full audit, nor have I verified all transactions and balances.

Conclusion

Based on my review, I have not noted any material misstatements that would lead me to believe that the financial statements do not present a fair and accurate view of the financial position of The Tunbury School Association as of 31 August 2023 within the materiality limits set out in the context of this review.

Sincerely,

Margarita Galvin

A handwritten signature in black ink, consisting of a circle with several overlapping lines inside, positioned above a horizontal line.

Signature _____

Date 13/10/2024 _____