

The Tunbury School Association Annual General Meeting

Monday 1st July 2024 20:00

Chairs Report

School Community

The Tunbury School Association (TSA) is a registered charity dedicated to raising funds for Tunbury Primary School to enhance our children's learning and surroundings outside of any authority budgets. The money we raise is spent on equipment, resources and experiences that benefits 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.

2023/2024 TSA Review

The TSA has had a fantastic year for fundraising, despite still struggling for volunteers and with a new Chair.

Key Highlights of the year include:

- School Disco's – We held a Halloween, Easter and Summer school disco which the children absolutely loved and these generated a profit of £3,302
- Christmas Card Project – We ordered in time for the early bird discount which saw us have a commission amount of £836
- Christmas Fair and Grotto – This magical event raised £1,109
- School Lottery – This year we launched the School Lottery which has made a profit of £791
- The present rooms continued to be a success and loved by the children and the Christmas, Gifts for Her and Gifts for Him events made a combined profit of £2,670
- The Summer Circus was a huge success selling out 600 tickets alongside rides and stalls. Due to a lack of volunteers, we had less TSA stalls and we also wanted to make the circus ticket price affordable rather than increase our profit too much but we still managed to raise £1127.04

- Tunbury's Got Talent – This was a new event which the children loved so it will be returning again! This raised £198, however it was more about giving the children an opportunity to show us their talents.
- Easter Egg Trail – This raised £151
- Dare to be Different – This raised £383
- We provided free fruit and ice pops to children on Sports Day

This year, the funds raised from the TSA have enabled us to provide each class with £100 to buy books for their reading corner, Year 6 autograph books, make a donation towards the Year 6 prom and make improvements to the Year R outside area. We have been working with the school to encourage more funding requests by putting a request box in the staff room and we are thrilled to report we have received lots of requests for this school year already! We will share these with you as they happen and we can't wait for the children to benefit from the funds we work hard to raise and to give us the motivation to raise even more this year.

Thank You

I would like to thank all of the volunteers that have helped with 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. I would personally like to thank Jennie Harwood, Marie Carter, Sharon Warner, Catherine Hughes, Anna Smith, Chloe James, Ricky James, Kelly Rodgers, Kim Pereira and Shelley Martin.

An extra special mention to Jennie Harwood who has been the Secretary of the TSA for 10 years and has now stepped down to enjoy her sons last year at the school. Thank you so much Jennie for your dedication and time to make the TSA a huge success.

In addition to the committee and parent volunteers, I would like to thank all of the staff at Tunbury who have given up their time to support the events this year. In particular, Mrs Austin, the site manager Paul and the school office staff who have been very accommodating with our requests throughout the year.

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 and we feel that we have achieved this. With the start of a new school year, we need to recruit volunteers to join the TSA committee in order to help us organise as many events as possible whilst running our own stalls to increase income even more whilst lowering the prices of items at events.

Thank you for your continued support and here's to 2024/2025 being another huge success!

Jenny Soto-Briley
Chair



TUNBURY SCHOOL ASSOCIATION

TSA General Meeting
Accounts as at 31st August 2024
Tunbury Primary School
Registered Charity No. 1005560
Treasurers Report from Marie Carter
Financial year ending 31 August 2024

Opening Balance 01/09/2023	£	19,970
Closing Balance 31/01/2025	£	21,510
Difference	£	1,540
Take off unearned revenue		£0
Take off unpaid inv/expenses accrued		-£95
Add back accounts receivable net of any fees		£75
Add back pre-paid expenses		£1,124
Take off disposal of assets		-£115
Adj relating to payment last year or last year event		-£1,025
Cash in hand + cash paid in for prior year event		£3,228
Check Net Income	£	-

Income Statement

Total Income	£29,595
Events 22/23	£445
Events 23/24	£28,358
Partnerships & Sponsorship	£791
Total Expenses	£24,862
Events 22/23	£20
Events 23/24	£18,723
Admin	£448
Purchase/Disposal of Assets	£959
Donations	£4,711
Net Income	£4,733
Events 22/23	£425
Events 23/24	£9,635
Other inc Donations to School	-£5,327

Balance Sheet

Total Assets	£27,040
Tangible Assets	£1,544
Current Bank Balance	£21,510
Cash In Hand	£2,787
Expenses brought forward paid in 22/23	£0
Pre-paid exp carried forward to 24/25	£1,124
Accounts receivable	£75
Total Liabilities	£20,072
Unearned Revenue (e.g Ticket Sales)	£0
Invoices/Expenses for Past Events	£95
Invoices/Expenses for Future Events	£3,374
Outstanding Funding Requests	£16,603
Net Current Assets / Liabilities	£6,969
Operational Costs (OC) Buffer	£4,000
Available Cash For Future School Donations	£301

- Accounts as at 31st August 2024
- Net income this year is £4,733, this has increased since last month because Summer Fair and Dare To Be Different Cash Counted and Included
- £4,583 cash in hand from Jul'24 statement paid into bank
- £441 cash paid into bank was handed to me in Oct, this was for events from prior year not realised in last year income statement because I was not aware that staff held any cash in hand
- Income received this month is mainly from Summer Fair Circus
- Total expenses to date include large invoices for the Laser Fest and Summer Fair events with £844 laser fest lights allocated to Assets as per request, also £115 loss (broken old lights) recorded on income statement
- Cash in hand is for Non Uniform/Disco (£208.2), Mothers Day PR (£7.0), Talent Show (£200.2), Easter Egg Hunt (£5.65), Father's Day PR (£1459.81), Summer Fair (£520.7), Dare To Be Different (£381.82), Water Bottle Challenge (last year) - bottle found in store room (£4.05)
- We have received school funding requests totalling £16,603 which have been added to the liabilities section however, need to agree if all approved. We still have some outstanding liabilities to pay for Fireworks in Nov'24, and have also budgeted £4,000 expenses for this event which we must keep aside to fund event. This has reduced the amount available left to spend.
- With these new adjustments we have £301 available to spend



Events 23/24

Event Name	Income	Expenses	Net Income	Notes
Halloween School Disco 2023	£1,340	£354	£985	
Lazer Fest 2023	£7,990	£8,165	-£175	
Xmas Fair 2023	£2,153	£857	£1,297	
Xmas Grotto 2023	£360	£548	-£188	
Xmas Present Room 2023	£2,784	£1,810	£974	
Xmas Card Project 2023	£836	£0	£836	
Mothers Day Present Room 2024	£1,626	£804	£822	
Easter Egg Hunt 2024	£548	£397	£151	
Easter Disco & Non Uniform 2024	£1,386	£296	£1,090	
Talent Show 2024	£500	£302	£198	
Fathers Day Present Room 2024	£1,460	£585	£874	
Summer Disco 2024	£1,756	£529	£1,227	
Sports Day 2024	£75	£41	£34	
Dare To Be Different 2024	£383	£0	£383	
Summer Fair 2024	£5,162	£4,035	£1,127	

Total	£28,358	£18,723	£9,635	
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Other Notes

- Profit for Mothers Day PR previously reported £1,407 but this did not include £585 expenses brought over from last year
- Profit for School Easter and Summer Discos £2,317. Profit for Fathers Day PR is £874
- Talent show profit is £198. Summer Fair profit £1,127. Dare to be Different profit £383
- There is a large glowstick expense allocated to Laser Fest event, there was some stock leftover but this was damaged so can't resell full expense cost realised under that event
- A £844 laser fest expense towards lights has been allocated to Assets as per TSA request, since its not a large amount have expensed full cost in this account year
- We may receive £200 in donation towards Grotto - have submitted a formal request for this but since its uncertain that we will receive I have not added to accounts receivable on the balance sheet
- We have donated roughly £4,620 to School this year as per funding requests, plus additional £92 odd bits
- New funding requests total £16,603 also added to funding requests this month which include; Jul'25 year books £350, YrR playground £3,824, YrR young voices £900, YrR Swimming £3,000, Music request £1,230, Yr1 outside area £801, Sensory room £298, Opal Programme £5,550, £650 air con units

Updated Actions for TSA Committee:

- Provide a revised expense allocation for the Glowsticks - **Completed, all stock thrown as was damaged**
- Provide list of tangible assets to TSA Treasurer - **Completed, includes 23/24 purchases**
- Confirm which funding requests approved and nothing else outstanding/expected - **Completed**
- Provide list of any large known future invoices for 24/25 - **Completed**
- Provide cash received from events to date in order to add to accounts - **Completed**
- Treasurer to count the summer fair money received in Jul'24, due to lack of volunteers most stall were independent so the takings were not as high as usual - **Completed**
- Provide payments receipts from Your School Lottery for Jul'24/Aug'24- **Completed**
- Committee to review accuracy of amounts on the funding requests in the liability section - **Completed**



Independent Examiner Statement Of Review

The Tunbury School Association (TSA)

Address: Tunbury Ave, Walderslade, Chatham ME5 9HY

Phone Number: 07805501766

Email: treasurer@thetunburyschoolassociation.com

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

Registered Charity No.: 1005560

Name: Laura Macleod

Address: 102 Kennet House, 80 Kings Road

City & Postcode: Reading, RH1 3FE

Email: lj_macleod@hotmail.com

Date: 29/06/2025

To Whom It May Concern,

I have reviewed the financial statements of The Tunbury School Association for the period 01 September 2023 to 31 August 2024. 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 true and fair view of the financial position of The Tunbury School Association as of 31 August 2024 within the materiality limits set out in the context of this review.

Sincerely,

Laura Macleod

Signature *Laura Macleod*

Date 29/06/2025