

Stockton Heath Primary School Parent Teacher Association Chair's Annual Report – School Year 2022 to 2023

Introduction

The Parent teacher Association (PTA) is a registered charity whose primary aim is to raise funds to enhance facilities and opportunities for ALL children of Stockton Heath Primary School, which mainstream funding is unable to support. All committee members work as volunteers and therefore all funds raised go directly to support the children of the school.

All parents/carers with a child or children in Stockton Heath Primary School are automatically assigned membership to the PTA. Committee members are nominated at the AGM although it is possible to join the committee after the AGM. All activity is done within the limits of the PTA Constitution.

The PTA provides an interface between parents and teachers, thus enabling us to work together to the benefit of the school in general. The PTA "year" referred to for this AGM runs from 1st August 2022 to 31st July 2023. This annual report gives an overview of the activities and initiatives undertaken during this time and a breakdown of funds raised.

Summary of 2022 -2023

This year we made a couple of changes to the Committee, with the Vice-Chair position being reinstated and a new Secretary being elected, as well as additional new members joining us, which has enabled us to continue to evolve, adapt and bring in fresh ideas, as well as spread the workload of what is always a busy schedule.

This has meant that whilst we have continued to hold our regular fundraising events and activities like the Cauliflower Christmas Cards, Halloween & Spring Discos, Christmas Fair, and offer refreshments for school sports events, we have also managed to include a Flamingo Bingo, a Virtual Balloon Race, non-uniform day pop-up shops, switch to another more eco-friendly clothes recycling company, trial online Raffle Draws through Raffall, and test out new projects such as personalised Tea Towels and a School e-recipe book.

Even with the Amazon Smile fundraising scheme ending this year, we still continued to promote other easy ways to donate with minimum effort, such as: [easyfundraising.org.uk](https://www.easyfundraising.org.uk), [stampstastic](https://www.stampstastic.com), [easy2name](https://www.easy2name.com), [mynametags.com](https://www.mynametags.com) and matched funding.

We would also like to thank those who continue to pay into the 100 club; the proceeds of which, are dedicated to maintaining good ICT provision for all the children in our school.

On top of this, we received a fantastically generous donation from one of our parents specifically for new PTA storage sheds to house our uniform donations and give us space to open up "pop-up shops" in the future.

Whilst we recognise that a lot of what we do is centred around raising money, we also aim to support the school in other ways and boost morale, such as through our Vice-Chair's Staff Appreciation Collection Box, and the Commemorative Bookmarks to celebrate the King's Coronation.

We finished the school year on a high with the Summer Serenade, and in total raised over £27,000, which given the current cost-of-living crisis, is an amazing achievement.

Whilst the Treasurer's Report will give a breakdown of the funds raised, the result is that we have

successfully managed to provide small (£100) donations to each class and the Rainbow Room to support with their resources, and fund the installation of 2 new bike sheds. We will be looking to purchase new library stock, additional AV equipment, laptops & iPads, and further playground materials & storage to support the Opal project over the coming year.

With all of that in mind, I would like to thank everyone in our school community - parents, carers, teachers, school staff and friends, for continuing to support the PTA. And a personal thank you from me to the rest of the PTA Committee. It's often easy to forget that we are a group of volunteers, juggling parenting, work, and other commitments and challenges along with this role. The success of this year would not have happened without all of your time, effort and patience, and I hope that we can continue to build on this with more volunteers.

A special thank you needs to go to our Treasurer, Lynsey Cumberland, who will be stepping down, having been in the role since 2019. Lynsey not only brought us some great fundraising ideas such as the Fab-Bricks personalised key rings and Pizza Night Kits, but also made some significant changes to streamline how we operate, including setting up our online banking facility, consolidating bank accounts, and getting us set up with a Sum Up machine and BOPP to support card and online transactions and donations.

Finally, as I step down and hand over the role of Chair, I would like to say that it's been a privilege to be involved with such a successful PTA Team, and see the impact of what we do reflected in the facilities that are now available to our children, and hope to see the final stages of our key funding project - the playground development - be completed in the near future.

Vivien Lang – Chair

The 2022 – 2023 Committee

Executive Committee	Committee Members	Teacher Representatives
Chair: Vivien Lang	Laura Higginson	Cate Baker
Vice-Chair: Lucy Simmers	Marianne Atherton	Hannah Bird
Treasurer: Lynsey Cumberland	Madison Brotherton-Baker	Karen Bhalla
Secretary: Sarah Rhodes	Samantha Jones	
Online Events: Lucy Wood	Ashley Platt	
Uniform Exchange: Kerry Kousoulou	Debbie Simpson	
	Laura Wilkinson	
	Julie King	
	Emily Newlands	
	Kay Slater	

Money we had at start of the year**24,056.50****Money In**

Amazon	613.04
Stampastic	-
EasyFundraising	-
Miscellaneous	6,618.62
Uniform Donation	268.35
Flamingo Bingo	2,188.47
Spooky Disco	1,553.16
Christmas	5,499.54
Easter Disco	1,409.05
Summer Serenade	9,127.54
Quiz Night	295.44
Netball tournament	305.16
Recipe Book	1.71

Money In Total**27,880.08**

Money Out

School	5,100.00
Parentkind	140.00
100 Club	90.00
Miscellaneous	1,104.40
Flamingo Bingo	1,180.21
Spooky Disco	403.31
Christmas	2,039.16
Easter Disco	435.72
Summer Serenade	2,672.74
Quiz night	598.55
Netball tournament	245.71

Money Out Total**14,009.80**

Money we have now**37,926.78**

**Stockton Heath Primary School PTA
Audit of Accounts 2022/2023**

Scope of Work

To independently evaluate the PTA accounts for the period 1st August 2022 – 31st July 2023.

During the year there were no changes to the PTA bank account.

Change of personnel – Maddison Brotherton-Baker took over as Treasurer after having shadowed the previous Treasurer for 12 months.

Overview of the Work Completed

Summary	Description	Comments
Agreed opening and closing bank account balances on reconciliation of bank statements/PTA accounts	Opening balance on bank statement £24,056.50 Opening balance on PTA account £24,065.50 Money in on PTA accounts - £27,880.08. Money out - £14,009.80	Checked, no issues
	Closing balance on bank statement - £37,946.78, closing balance on PTA accounts - £37,926.78. Difference - £20.00	Item included in PTA accounts for a £20.00 2 nd prize from the 100 club Q2 2022. This prize went unclaimed but was retained in the accounts in case the winner came forward. Opening bank balance for the 2023/24 audit to use £37,946.78 and expense included in the accounts if the winner does come forward.
Accounts must be submitted to the Charity Commission	Total income in = £27,880.08	Income in exceeds the £25,000 limit and so an annual return must be submitted.
Expenditure Bank statements reconciled with PTA accounts.	Examples of expenditure to be checked/confirmed.	Nat West cheque stubs checked against accounts and a sample of receipts – no issues
WBC license payments	WBC license payments noted in accounts as yellow along with cheque payments but no corresponding cheque paid.	Treasurer confirmed that the WBC were actually online payments, invoices sent over and verified.
Income Bank statements reconciled with PTA account	Items listed on the PTA accounts check against the deposits received into the bank account.	No issues
Ensure all cheques are	Nat West – cheque stubs	12 and 15 were voided cheques, copies

consecutive	<p>000011,13,14,16-20 submitted. Cheque stubs 12 and 15 missing</p> <p>8 cheques highlighted on spreadsheet but that includes the 2 WBC payments, so this leaves 6 cheques present, but there are 7 stubs.</p> <p>Previous review quoted cheques 00001-00007 for the new NatWest account, cheque stubs sent for review start at 000011.</p>	<p>now reviewed and verified.</p> <p>T4s beer was paid by cheque, 000020, spreadsheet amended, no issue.</p> <p>Cheque 8 was for the WBC lotteries license, including in accounts but highlighted as 'miscellaneous', no receipt. 00009 and 000010 were void cheques, copies now reviewed and verified.</p>
Payment receipts	<p>Receipts for most payments had been received, only two receipts shown to be missing, one was lost, for a value of £15.50, second value £20.</p>	<p>Continue to provide receipts for all payments.</p> <p>Total value of missing receipts £30.50, 0.2% of total spends.</p>

Summary

- This report has been prepared in time for the submission of the accounts to the Charity Commission within 10 months of the end of the accounting year, (by 31st May 2024) as the gross annual income for the period has exceeded £25,000.
- No outstanding issues arisen, no estimated figures have been used in preparing the accounts.
- Missing receipts are minimal and represent a very low percentage of the overall outgoings.
- The majority of payments are made by debit card or an online transaction, but cheques are still used occasionally and a copy of the cheque stubs is submitted for audit. Good practice would be to take a copy of the cheque as well as the stub, for audit purposes.
- A large amount of cash is received during fund raising activities, i.e. Christmas fayre, Summer Serenade etc. Last year's audit recommended good practice would be for this to be counted in school at the time of the event if possible. This has been done and recommended to continue.

Completed by: Pippa Smith MA Cantab, APFS (Independent review)

1st March 2024