

Introduction

Hello and welcome to the end of year report for the 2022-2023 PTA year at St Polycarp's. Firstly, I would like to express my heartfelt gratitude to all the PTA members, reps, volunteers, school staff and parents for all of your support and contributions that have made the PTA a success this year. It has been an absolute pleasure to chair the PTA this year and work closely with you all to have such a successful year, and help make such a difference for the children in the school.

This report will cover an overview of what we have done this year, a financial summary, events and activities held by the PTA, community engagement, volunteer recognition and goals and achievements.

Overview of the Year:

This year has been such a fantastic year, having organised many events for the school. Some of the key events we've held include the winter and summer fair. The winter fair was a festive delight, and it was fantastic seeing so many of you there. The summer fair ended up a roaring success, (after the rain). I want to take a moment to say how wonderful it was to see the school community come together to bring the summer back into the success it became. It did very nearly get washed away, but the school community came together to make it very special. Which is great, because the efforts that went into creating and bringing it all together was great. So thank you to everyone.

Another key event this year was of course the return on the quiz night, and a massive congratulations again to the teachers who won this year. I cant wait to see who takes the title next year.

This year saw the launch of the first fathers day dodgeball competition, an absolute success, well done year 1 (now year 2!) parents who won! It was great seeing all the children, teachers and parents come together for such a fun event.

Financial Summary

In this financial year we raised £27,600 in income. £10,577 was spent on fundraising events and sundries and £20,955 was donated to St Polycarp's school - this was spent on
Yr3 Hymn Books,
Instruments,
Books,
ESFA Playground
Coach to Science Fair
Mud Kitchen
Coronation Gift (seeds)
Yr 6 Hoodies & party

Events and Activities:

We have this year organised a wide variety of events for the school.

School Discos - This is the most popular event for the children and is always a success. We did 2 discos this year. One in the autumn term and one in the summer term.

Winter/Summer fairs - The highlight of the school PTA events. These are always big fundraising events. We did a christmas fair, and a summer fair. Both had a large turnout

Mothers day tea - We organised a mothers day event with raffle, bracelet making and tea & cake. This was a lovely event which we managed to enjoy outside in the sunshine

Fathers day dodgeball - This was the first dodgeball event held at the school. The groups were split into teachers vs parents and then into year groups. This was a big success and thoroughly enjoyed by all involved. Well done to year 1 parents for winning this event!

Easter Event - We held an easter event for the children that include an egg decoration competition, arts & crafts alongside tea and cakes. It was a lovely afternoon with lots of wonderfully decorated eggs.

Quiz night - We held the annual quiz night for the parents and teachers. We provided fish and chips and bar alongside a fun quiz. Well done to the teachers for winning this year!

Tea, cake & uniform sales – We held many cake sales alongside uniform sales for parents to purchase uniform.

Pollies Lollies – The last 6 Fridays of the year, each year group took it in turns to sell ice lollies for the children

Community Engagement:

This year we focused on engaging the school community as much as possible. Our main form of communication was through the whatsapp classes. However this year we started communicating on a regular basis through social media, including facebook and Instagram.

As part of our winter and summer fair, we worked with various local companies to get sponsorship to go towards our school. We want to take a moment to thank the following companies who kindly donated towards our PTA;

Bridges; sponsorship for winter fair

Charters; sponsorship for summer fair

Farnborough Hill; sponsorship for summer fair

Morgans butchers; Morgans donate all the meat for both our fairs, every year. A really special thank you to them. If you find yourself needing any meat, I highly recommend visiting their friendly butchers on Ridgway road

The dressing up shop; Sponsorship for summer fair

Volunteer Recognition:

I want to take a moment to recognise the hard work of all the volunteers who have dedicated time to help at our PTA events this year.

Our events wouldn't be able to run without the parents and teachers who take time to come and help support our events.

Goals and Achievements:

Of course our main goal this year was to raise funds for the school. However, our goal was to continue to bring together the community of parents and teachers together at the school.

An example of this was the Fathers Day Dodgeball Competition. We sought to bring together parents and teachers through a fun and engaging event. This event was a big success with many people attending. Lots have asked for this to return again next year.

Challenges and Solutions:

The events we planned this year had many different elements to them. For example, our easter event had an egg decorating contest, cakes & drinks and crafts. Whilst these are all popular, finding enough volunteers for each event was initially tricky.

We discussed as a committee cutting down on the number of events held to make it easier, however we agreed that the children loved the events. We aimed to make events as simple as possible. As well as this, we made sure we looked after the volunteers who gave their time, so we agreed that all had a free drink and something to eat.

Appreciation:

This years PTA success is collectively that of the parents and teachers who have given their time and efforts. A special thank you to the PTA committee this year. All members; Billie, Sophia, Kim, Noami, Sabina, Tally, Daisy, Ruth and the parent-teacher rep, Jo Mcgrory. Your dedication to the school has had a big impact.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date 9/1/2022	To	Period end date 8/31/2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising	27,317	-	-	27,317	28,831
Bank interest	0	-	-	0	-
Donation	284	-	-	284	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,601	-	-	27,601	28,831
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,601	-	-	27,601	28,831
A3 Payments					
Fundraising expenses	10,577	-	-	10,577	11,587
School payments	20,955	-	-	20,955	1,354
General expenses	225	-	-	225	175
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	31,757	-	-	31,757	13,116
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	31,757	-	-	31,757	13,116
Net of receipts/(payments)	- 4,155	-	-	- 4,155	15,714
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,349	-	-	33,349	17,671
Cash funds this year end	29,194	-	-	29,194	33,385

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account	28,410	-	-
	Cash	783	-	-
	Accruals	-	-	-
	Total cash funds	29,193	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

In the year following the 2023 school calendar, I reconciled the cash and card receipts and payments register maintained by the PTA treasurer Sophia Shaw-Brown during the period of September 2022 to August 2023.

Undertaking a sample of receipts and invoices, the receipt and invoice backing was readily found and matched the summary record exactly. The opening and closing bank balances per month also reconciled to the register.

I can therefore confirm that the treasurer has kept a good record of transactions during this time and that there is no evidence of fraud or clerical error.

Going forward, I would also make the following recommendations:

- 1) That the PTA closely manages the number of interested parties with access to its mobile banking
- 2) That the PTA establishes a dual signatory process for significant transactions above an agreed threshold between the Treasurer and another person on the PTA
- 3) That the PTA invests the PTA's bank balance in an instant access interest bearing bank or building society account
- 4) That the PTA treasurer consider a mid-year audit check to reduce the workload of an end of year reconciliation

I would also like to thank Sophia Shaw-Brown for the attention to detail throughout the audit, allowing the process to be completed in good time.

Russell Davies

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